

UMD Children's Place Parent Handbook

Revised October 2011

Phone Numbers:

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Toddler Classroom	218.726.6422
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State Department of Human Services (Licensing Agency)	651.431.6500

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Introduction

UMD Children's Place offers a quality care and educational program for the children of its employees, students, and surrounding community. The program is licensed by the State Department of Human Services and meets or exceeds its minimum requirements.

This handbook contains important information and policies about our program. Please read it carefully and keep it for future reference. The back page will need to be signed and returned to the director before enrollment begins at Children's Place. All parents and staff are responsible for being familiar with all the policies and procedures on the following pages. If you have any questions please seek out further information from the program director.

Vision

To be a model program providing quality, nurturing care and educational experiences for young children and their families of diverse backgrounds and abilities by building on the strengths of our community.

Mission

UMD Children's Place is founded in the belief of the critical importance of the first years of life and the need to embrace the diversity of our world today. The mission of UMD Children's Place is three fold:

- To provide quality, nurturing care of children while their families are at work or study
- To provide interdisciplinary educational opportunities for UMD students in order to enhance their classroom learning with practical experience
- To support the University of Minnesota mission of outreach and public service by providing an inclusive program to serve the greater Duluth area in addition to the UMD community.

Purpose and Charge

In meeting this mission, the staff of UMD Children's Place will:

- keep children as the focus of their work, assisting them to fully develop physically, intellectually, and emotionally in order that they may become future productive leaders in a diverse world.
- provide exemplary field work and student employment opportunities to UMD students and invite campus departments to share their talents with our children.
- be committed to professional growth, to the sharing of this knowledge through education for a diverse community; and to the application of this knowledge to benefit the children of UMD, the state, the nation, and the world.

Services

The program is licensed to provide full time care to 52 children between the ages of 6 weeks and the first day of school. The distribution of children is as follows:

Infants	(6 weeks – 16 months):	10
Toddlers	(16 months – 33 months):	18
Pre-school/School Age	(33 months – Kindergarten):	24

Options for care are as follows:

- Full Time (Monday through Friday)
- Part Time (Monday / Wednesday / Friday)
- Part Time (Tuesday / Thursday)

Drop in days are available to part time enrolled families who may need an additional day of care added to their enrollment contract from time to time. These days, however, are dependent on the availability of classroom space and the account is current. Any family interested in this option must check with the director to ensure that a drop in day is available for the requested day.

Program hours are 7:30am – 5:00pm, Monday through Friday.

Facility

The child care program is located at 260 Kirby Plaza. Entry to the program space is through the Kirby Plaza 260 doorway. This space is a secure program and requires keycard access. There are three classrooms within this space and each are carefully prepared and equipped to meet the needs of the children served there. The health and safety of children is paramount in planning children's spaces.

In addition to facilities and furnishings for resting, eating, washing and toileting, great care is taken to provide space and materials for the developmental needs of each age group. These needs include large and small motor activities, soft and quiet places, opportunities for developing social skills and chances for individual activity. A variety of materials and learning areas are accessible to the children. The planned environment is an integral part of our program.

Staff

The program is supervised by a full time director who has a Bachelors' degree in Elementary Education with a minor in Early Childhood Education, as well as a Masters of Education degree.

Each classroom is staffed by a licensed teacher and an assistant teacher for the majority of the day. University students are also employed as aides and will assist during morning arrival time, afternoon dismissals, and for regular staff break and planning times. All staff participate in a program orientation and in-service training workshops and seminars throughout the year.

We maintain the ratios required by the State of Minnesota: 1 adult for every 4 infants, 1 adult for every 7 toddlers, and 1 adult for every 10 preschoolers. University students completing fieldwork in our program are not counted as part of the required ratios.

Program Philosophy

UMD Children's Place provides nurturing care and quality educational experiences for the children in our care. We draw on the work of child development theorists such as Erik Erikson, Jean Piaget, and Lev Vygotsky as well as the work by other noted scholars in the field of education such as Maria Montessori and Howard Gardner. We strive to stay current and utilize current theory and research in child care, culture, development, and education through participation in workshops and designated professional development days. Our classrooms serve as model environments to be observed by UMD students and teachers of other programs.

In all areas of development (social, emotional, intellectual and physical), the first six to eight years are critical determiners of the skills, attitudes and values that will guide that person's make-up throughout life. A UMD Children's Place goal is to aid the child in the work of creating the person he/she will be.

Based on a developmental understanding of children, more specific goals leading to the child's total development can be stated. They are:

- **A healthy, coordinated body**, which will support the child's need for physical involvement.
- **Independence**, which enhances the child's feelings of competence and maturity.
- **Self-confidence**, which allows the child to try new things, make decisions, and take risks.
- **Respect for others**, the basis of meaningful human relationships.
- **Internalization of behavior controls** (i.e. self-discipline.)
- **A foundational understanding of academic concepts**, learned through exploration, experimentation, and repetition.
- **Joy of learning**, without which later learning lacks enthusiasm, interest, or meaning.

It is the attitude of the children about themselves, their world and their place in it that is the ultimate goal of our program. Parents are always welcome and encouraged to visit and spend time in our program. We strongly believe in creating a strong partnership with our families as we support each child's learning and development.

Program Implementation/Program Plan

The implementation of the program begins with teachers seeking to understand the nature of the child and proceed with planning the program with a genuine respect for the developmental needs and individual differences in children. The program is based on the enhancement of the learning modes and activities that are normal and compelling for young children.

We follow the lead of the child in determining his/her activities. The role of the teacher is to prepare the environment and materials that will meet the children's needs. The environment and materials entice the children to explore and try new things. The teacher encourages and invites children into new activities and acknowledges effort and initiative on the part of the child.

We believe that all children have the right to be treated with dignity and respect. As a staff, every effort is made to be sensitive and responsive to the needs and interests of each child. The teacher's task is to observe carefully and work with parents and staff to provide the means so that those needs can be met. In order to meet the needs of the developing child and provide quality care we strive to:

- Provide a healthy and safe environment.
- Provide a secure, comfortable, enjoyable, and responsive environment.
- Respect, accept, and appreciate each child.
- Provide learning opportunities designed to promote social, emotional, intellectual and physical growth.
- Encourage each child's independence, autonomy, and self-discipline.
- Maintain an environment free of bias, stereotype, or prejudice.
- Provide regular information to parents.
- Encourage parent's questions, opinions, and involvement.

Throughout our program, emphasis is placed on fostering self-esteem, developing social and emotional competence, encouraging independence and promoting physical, intellectual and language development within a safe, nurturing environment.

*A more detailed program plan is available in the director's office. Any parent who would like to review this plan should contact the director.

UMD Children's Place as a Lab School

An important function of Children's Place is to serve the UMD community as an example of a quality program and as a resource for projects and questions concerning young children. Some ways in which we may collaborate with our UMD community include: students observing in our classrooms, students completing a practicum or student teaching assignment, class demonstrations, and service learning projects. This list is not meant to be all inclusive, merely indicative of the sorts of collaborations we may engage in together. Enrollment in our program implies consent for your child to actively participate in these general learning activities. *Please note that University students who are completing academic experiences in our classrooms are additional staff members and do not take the place of a regular staff member.* Student teachers do take teacher responsibilities in the classrooms but remain under the supervision of the UMD Children's Place teachers as well as their University professor.

Photography is a common means to document learning activities and is used by University students as well as our teaching staff. Photographs taken for these reasons are not used outside the scope of the students' coursework, or UMD Children's Place internal work. Specific permission is not requested from parents for this. If you want to place restrictions on the times your child may be photographed, please indicate that on your child's enrollment forms and speak with your child's teacher. Parents are notified in advance and permission is requested to take pictures which are intended for a larger audience which is more public in nature.

Sometimes, children are needed to assist university students in short testing situations. In these cases an explanation of the procedure is written for parents and permission is requested in writing. Parental permission is also required in writing before any child may participate in a research study. The permission of the child will also be requested to the extent he/she is able to consent. Families are not required to have their children participate in these projects.

Program Enrollment

Enrollment Procedure

UMD Children's Place does not discriminate in admission on the basis of gender, race, religion, creed, national origin or source of payment. Preference is given to members of the UMD community. Priority is given to children enrolled for full time, full year enrollment. Children of the greater Duluth community may be enrolled to meet the program mission as an inclusion program and/or as space allows.

Children's Place accepts children with special needs when, in the opinion of staff, parents and appropriate professionals, those needs can be met by our program. Occasionally our staff have questions regarding assessment, placement, or additional services for children already enrolled in our program. When these questions arise, parents will be notified by mail of the staff concerns and invited to participate in the development of an individual plan to address parent and program concerns. Continued participation in our program is contingent upon a cooperative relationship between Children's Place staff, parents, and appropriate professionals as needed.

Parents or guardians interested in enrolling their children must visit the program prior to registration. Registration forms can be obtained, and a visit scheduled by calling the director at 726.6727. A completed application form and application fee is required to be considered for enrollment or a place on the waiting list.

Waiting List Policies

UMD Children's Place maintains a lengthy waiting list. The wait for care is usually at least 16-18 months. The date of application, preferred start date, age of the child, and UMD affiliation determine a child's position on the waiting list. As openings at Children's Place occur, enrollment of a child in any one of our three age groups is determined by these criteria in the following priority order:

1. Internal movement-moving a child from a younger group to an older group on the basis of the child's age, individual readiness, and available opening.
2. Child of a full time UMD Children's Place staff member.
3. Child currently enrolled at Children's Place on a part time schedule returning to a full time schedule or vice versa.
4. Sibling of a child currently enrolled at the time of the sibling's conception or initial adoption application. (Children's Place application form must be submitted and application fee paid. Prior payment history will be considered before an offer of enrollment is made).
5. Child on the waiting list from the UMD community.
6. Child on the waiting list from the Duluth community.

Orientation Of New Children

New children are required to participate in an orientation before their first day. This orientation is for children and parents together; it is a time to see the classroom and meet the teachers in a relaxed, quiet environment. Enrollment paperwork is required to be turned into the program at least 48 hours prior to the families start date at Children's Place.

Movement / Transitioning To Older Classrooms

Movement between the classrooms (from Infant to Toddlers or Toddlers to Preschool) is based on the availability of an opening and the developmental readiness and age of the child. Transitions are determined by the director and the classroom teachers. Families will be notified when movement is going to occur.

Families will receive a transitioning calendar (days and times a child will be visiting the next classroom) as well as a transitioning folder, which requires some updating and completion of paperwork. Children and parent(s) are required to visit the classroom to which they are moving, prior to movement actually taking place.

Withdrawal of Child Care Services

Parental Notice of Termination

If you wish to discontinue child care services at UMD Children's Place, a written notice must be submitted to the director at least four weeks prior to your child's last enrollment day. Tuition is charged for four weeks following that written notification. All fees for child care services must be paid as well as program keys and parking permits returned on or before the child's last official enrollment day at Children's Place.

Program Notice of Termination of Care

In the event that any of the following situations occur, child care services may be terminated at UMD Children's Place.

- Non-payment of fees by parent or legal guardian, i.e. 60 days in arrears or breach of established payment plan contract.
- Failure to provide the required health, immunization and/or emergency information.

- Inappropriate behaviors such as menacing and/or verbal threats toward staff, children, other parents or property of the program.
- Lack of cooperation from parents or legal guardians with the program's efforts to resolve differences and/or to meet the child's needs through parent/teacher meetings or conferences.
- Chronic lateness in picking up child at end of the day (see Late Pick-Up policy).
- Failure to pick up an injured or ill child within an hour of being notified, for the third time in a calendar year.

A written notice from UMD Children's Place will be sent to the parent/guardian as soon as possible after the occurrence of any of these events. UMD Children's Place will also communicate this decision to the management team (members are: the Dean of CEHSP and the director of Children's Place). A parent may grieve the notice of termination within two working days of its receipt-see grievance procedures page 25.

Regardless of the duration of the grievance process, the child or children of the parent who has received the notice of termination shall remain in UMD Children's Place for a period of not more than two weeks after the parent has received the notice of termination.

Financial Policy

Payment Policy

UMD Children's Place is a non-profit University department. We rely on revenue from parent fees for the majority of our operating expenses. Although we try to keep our expenses down, it is essential that parents pay fees promptly and regularly. By enrolling your child in UMD Children's Place, you agree to pay the fees as set out in this policy.

The semester is the base unit of time for consideration of the fee structure. Tuition is billed in four week blocks. You will receive a statement for each billing period at the start of the four-week cycle. These statements will be mailed to your home address. Fees must be paid in advance on a four-week cycle. Tuition due dates are 30 days from the date on the invoice statement. A schedule of billing cycles will be available on the program website and posted on the bulletin board by the administrative office.

- Because we need to keep Children's Place running whether your child is here or not, fees are based on enrollment schedule, not on actual attendance. Sick days, vacation days, holidays, staff development days and emergency closings are considered to be part of the enrollment schedule.
- If payment is not received by the due date, which is **30 days from the date on the invoice statement**, we will apply a \$25 late fee on each tuition statement until the balance is paid in full.
- Drop In days are available to children already enrolled in the program and will be allowed if there is space available and the account is current.
- UMD will accept payment from childcare assistance programs. Families receiving such assistance are responsible for all charges not paid by the funding source.

- If a child is withdrawn from the program, the family must provide WRITTEN NOTIFICATION to the director of Children's Place. Tuition is charged for four weeks following that written notification.
- Occasionally a class may go on a field trip. Such trips may require an additional fee. Participation in such an activity is optional, although if you elect to have your child not participate, you will need to make other arrangements for child care, as alternate care will not be available on site.

Accepted Methods of Payment:

- Checks, made payable to the Regents of the University of Minnesota
- Cashier's check or money orders

Note: UMD Children's Place does not accept credit cards or payroll deduction payments. We will charge a \$35 handling fee for the processing of any check returned to UMD Children's Place due to insufficient funds. Upon receipt of the second NSF check, all future child care tuition payments must be paid by cashier's check or money order.

Payment Submission:

Payments will not be accepted at UMD Children's Place and must be mailed to the following address:

Regents of the University of Minnesota
 NW 5960
 PO Box 1450
 Minneapolis, MN 55485-5960

Employee Flexible Spending Accounts:

The employee forms for the Dependent Care Flexible Spending Account allows you to pay for charges that you incur for the care of your dependents. For University employees the forms may be found online at the following URL: <http://www1.umn.edu/ohr/forms/#F>. The forms may be signed by the director.

Calendar Year Account Activity:

An end of the year account activity statement for annual tax preparation purposes will be provided. Additional account activity statements will be provided for a fee of \$5.00 per copy. For individual tax purposes, the University of Minnesota Federal Tax ID # is: 416007513.

Collection of Delinquent Accounts:

An account is considered past-due when the balance is delinquent more than 30 days from the posted due-date and will incur a late fee.

The following steps will be taken when an account becomes 60 days past-due.

1. A notification letter will be sent to the family's home address identifying the delinquent charges owed to UMD Children's Place and date when the fees must be submitted.
2. A meeting will be scheduled with all parties responsible for payment to determine a payment schedule, such as a promissory note or payment contract.
3. In the case of a UMD student, a hold will be placed on academic records, so the student will not be able to register for courses, obtain official transcripts, graduate or obtain a diploma, etc.
4. In the case of a UMD employee, the employee may consent to garnishment of wages for payment.

If a delinquent account is not paid as agreed upon in the payment plan, the account will be turned over to a collection agency and enrollment will be terminated. You will be responsible for all costs of collection, including fees charged by the collection agency, and legal fees.

Program Closures

Children's Place is closed for all national and university holidays {New Year's Day, Martin Luther King Jr. Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day and the Friday after, and Christmas Day}. These days are considered as part of the scheduled billing and are included in tuition fees. The university also may schedule "floating" holidays that occur most often around some of the national holidays. Families will be notified well in advance to these days as they occur.

Children's Place will also be closed for the week between Christmas and New Year's.

Three times a year the program will close to allow for staff professional development (most often one day in the spring and two days in August). This time will be used for staff to attend early childhood conferences, participate in on-site trainings as well as take part in long range planning and team building opportunities. Families will be notified of these dates at least two months in advance and will be billed for these three days.

Leave Of Absence

At the discretion of the program director, families can request the implementation of a holding fee for a leave of absence. Once the application is received and approved by the program director, a 30% holding fee of the current tuition rate will be charged. This holding fee ensures an enrollment slot for families who wish to withdraw their child (a minimum of 6 weeks) and wishes to return at a later time.

This change in enrollment requires a form to be completed and is due to the director within 30 days of the requested effective date. The holding fee is due before the leave begins and is based on the number of weeks per semester. Once the leave of absence has been requested and approved, the terms of this leave cannot be changed unless approved by the program director.

Medical Emergency Enrollment / Attendance Policy

In the event a child enrolled at UMD Children's Place becomes seriously ill or injured with a medical emergency condition preventing him/her from attending Children's Place on a regular basis, the director may waive the requirement that child care fees be charged for all days in the enrollment schedule. Instead, the fee will be based on actual attendance during the health crisis period.

A written statement from the child's health care provider will be required, indicating the date of onset, the nature of the health crisis as well as clearance to resume attendance at Children's Place.

Emergency Procedures

Weather Emergency Closings

Program closings due to weather, such as severe storms or blizzards, are announced following the UMD emergency closing policy. All official University announcements regarding closing will be made through the following radio and television stations: WEBC 560 AM, KDAL 610 AM, WDSM 710 AM, WGEE 970 AM, KQDS 1490 AM, WWAX 92.1 FM, KZIO 94.1 FM, KQDS 94.9 FM, KDAL 95.7 FM, KTCO 98.9 FM, KLDJ 101.7 FM, KRBR 102.5 FM, KUMD 103.3 FM, KKCB 105.1 FM, KBMX 107.7 FM, WDIO-TV, KBJR-TV, KDLH-TV Fox 21 NEWS.

The University will also send out text messages to those individuals who sign up as a part of the University's emergency preparedness procedures. If you are a University student or staff member and are interested in signing up for this service please visit the following website: www.d.umn.edu/emergency

If there is not adequate time or another circumstance prevails, each parent/guardian will be notified by telephone and e-mail. The voice mail message for UMD Children's Place will be changed as soon as possible to also inform you of such closings. All parents must pick up their children from the program **within one hour** of an official University closing. A late fee will apply after the one hour limit.

UMD Children's Place closes only in very rare circumstances as dictated by the University, but we encourage parents to use their best judgment in determining whether or not their child will attend. In severe weather, some teachers are unable to make it to work without undue risk.

Alternate Gathering Spaces

In the event of an emergency which requires staying out of the program space area for an extended amount of time, there are two possible gathering spaces. Which gathering space to use will be determined depending on the location of the emergency. Staff and children are to stay in this area until 1) the building monitor gives the clear to re-enter the program space or 2) parents have arrived to pick up their children.

1. The **primary alternate gathering space** is the Labovitz School of Business. Directions to the Labovitz School of Business are posted in the classroom and are as follows. Once outside the building (using either the primary or secondary exit plans) you will be on the sidewalk adjacent to Kirby Drive. Proceed north (right) on that sidewalk to the building next to the playground space, 1318 Kirby Drive. Gather along the atrium area and await further instructions. Staff will contact families through phone and/or e-mail if necessary.
2. The **secondary alternate gathering space** is the Multicultural Center. Directions to the Multicultural Center are posted in the classroom and are as follows: Once outside (using either the primary or secondary exit plans) you will be on the sidewalk adjacent to Kirby Drive. Proceed south (left) on that sidewalk to the entrance to 1120 Kirby Drive. Enter the building and proceed to 270 Kirby Student Center (the Multicultural Center). Gather along the back wall of the Multicultural Center outside office 270J. Multiple phones are available in the area if needed to contact parents.

Pandemic Outbreak Policy

In the event of a pandemic outbreak, upon request, Children's Place will cooperate with state and local government agencies. Communication and updates with families will occur through e-mail and/or scheduled program meetings.

Lockdown Procedures

In the event of a campus lock down, Children's Place will cooperate with the campus and local authorities. If an evacuation is determined on campus, Children's Place will follow the recommendations/instructions of the campus and local authorities. Communication with families will occur through e-mail if time allows and if an immediate lockdown of the program is not determined.

If it is determined to place Children's Place into a lockdown, the staff will calmly gather the children into the inner kitchen space of the program, avoid visuals through windows and/or doors, and will await further instructions.

During the activation of a program lockdown, access to the program will be limited to *emergency personnel only*. Parent and staff access will be reinstated once the determination is made that a threat no longer exists. Families will be notified of the all clear through the program group e-mail as well as the University's TXT-U Alerts system. If you are a University employee or student and are interested in signing up for this service please visit the following website: www.d.umn.edu/emergency

Arrival and Departure

Parents/guardians must "sign in" their child each morning upon arrival in order to transfer responsibility of care from parent to authorized program staff. Upon departure parents must "sign out" their child. Once the child is signed out, he/she is no longer the responsibility of the UMD Children's Place staff.

Children are expected to arrive at Children's Place between 7:30 and 9:00 each morning to enable them to participate in the full program. To ensure the safe arrival into our program, children must accompany their parents/guardians into the classroom at all times. Children cannot arrive in their classroom before 7:30 a.m. since this is the teacher's time to set up activities and prepare the classroom for the day. The building is accessible by keycard at 7:30am.

If for some reason you will arrive after 9:00 a.m., please call your child's classroom and leave a message for your child's teachers. If your child's group is on a field trip when you arrive, it is your responsibility to await their return or to take your child to the field trip site. Parents/guardians must sign in and out each day in his/her child's classroom and must accompany children into and out of the building at all times. Signing your child in and out is extremely important. Teachers use the sign-in sheets to keep track of the number of children present.

Out of respect for your child and our staff, we ask that you are prompt in picking up your child at the scheduled time. Our programs end at 5 pm and all children **MUST** be picked up by 5:00 pm. If you have more than one child enrolled, all must be picked up by 5:00 pm. To ensure the safety of the children and families we do require that families exit the program space by 5:10 pm so that the breakdown of the classrooms can occur.

If a child is not picked up within ten minutes of the scheduled dismissal time, we will attempt to reach the parent/guardian(s) by phone. If we are unable to reach the parent/guardian(s) after thirty minutes, we will telephone the emergency contact numbers listed on our form. It will be considered an emergency and the police will be called if a child has not been picked up within one hour of the school closing time.

Late Pick-Up Policy

A fee of \$1.00 per minute is charged for each child being picked up after 5:00 pm. There are no exceptions to this and the fee is assessed as of 5:01 pm. Late fees will be added to your statement. Families picking their child up past 5:00 pm more than four times a semester may be asked to leave the program. A semester is defined as the first day of the semester until the last day before the new semester begins. Summer counts as one semester.

Authorization To Pick-Up A Child

Any parent/guardian or other people who will regularly pick up your child, or anyone listed on your child's emergency card is considered authorized to pick up your child from Children's Place. If a new or unauthorized person will be picking up your child from the program you must notify the staff in writing. Also, please inform that person that we will require seeing a photo identification card. We cannot release any child to an unauthorized person.

Any parent denying pick up authorization to a non-custodial parent **must** submit a court order supporting that denial to the director. Families involved in visitation schedules with children must have specific date and time information submitted to the program office by the child's legal guardian. We will make every effort to comply with these schedules. We ask that families involved with special conditions regarding custody and visitation meet with the director to be sure that all needed information is in place.

Program Guidance Philosophy

It is the responsibility of all teaching staff to protect and promote each child's welfare, while preserving self-esteem and assisting efforts to internalize values and discover appropriate behaviors.

This is done in a number of positive ways including:

- Providing an appropriately challenging and independent environment.
- Maintaining a secure, orderly, and respectful atmosphere and environment.
- Providing clear, consistent, and developmentally appropriate ground rules and expectations.
- Using observations as a way of determining responses to the child's behavior.
- Modeling appropriate behavior.
- Anticipating problems and providing redirection, prompts, and reminders.
- Encouraging and acknowledging effort and positive behavior.
- Intervening when necessary to help children work through difficulties and to find acceptable solutions.
- Involving children in problem solving and establishing ground rules.

It is imperative to intervene in the rare occasion that a behavior becomes dangerous, destructive, and disruptive in order to protect people and property without loss of self-esteem and to help a child understand the problem with certain behaviors. Different children and different situations will call for different responses. Under the direction of the teachers the staff will enforce ground rules, employ logical consequences for unacceptable behavior, and deal with specific problems in as caring, consistent, and positive a manner as possible. In general the staff will emphasize positive behavior, offer reasonable choices, recognize feelings, and make clear when a child's behavior is unacceptable. The staff will not bribe, use false threats, moralize, shout or talk from across the room, humiliate or use physical force.

Any behavior which requires an increased amount of staff guidance and time shall be observed and recorded by the teachers. If deemed necessary, the teachers will work with the child's parent(s) and other staff members to develop a plan to address the behavior. Teacher's observation records shall be used as the basis for this discussion. Other professionals may be consulted when appropriate.

Parent Communication

Parent Teacher Conferences

Conferences are scheduled on a regular basis. The teaching staff use a variety of tools to assess development. Among those used are work samples (preschool classroom), photos, checklists, anecdotal notes, and a developmental assessment tool known as the Ages and Stages Questionnaire (ASQ) for the infant and toddler classrooms. At conference times the teaching staff will be prepared to discuss the child's intellectual, physical, social and emotional development. Parents are welcome to contact their child's teacher(s) at other times during the year if needed or desired. It is in your child's best interest that you take advantage of the conferences offered so that you and the teachers have the opportunity to share your child's strengths, interests, and successes, as well as to plan for areas in which your child needs to strengthen his/her skills.

Parent-teacher conferences along with a written report of the child's progress are scheduled twice a year. It is our conviction that parent communication is essential to a successful program for young children. It is important that we find ways to establish and maintain open communication.

Parent Communication and Contact Information

Arrivals and departures can be useful times for exchanging brief information or concerns. Please communicate to us, verbally or in writing, any information that may help us relate to your child that day and any concerns or questions you may have.

Twice a month we will be putting out newsletters which will focus on the UMD Children's Place, and activities, events and concerns associated with the program. At the beginning of the month, the classroom teachers will provide a newsletter telling of classroom plans for the upcoming month. Mid-month, the newsletter will focus more on necessary reminders and updates from the director. Newsletters are distributed via e-mail. If any parent does not have access to the internet or would rather receive a paper copy, please notify the classroom teacher or the director.

The telephone is also a good means of communication. You are welcome to call your child's teacher to talk about your child, the program or any concerns you may have. The contact numbers at Children's Place are as follows:

Director's Office:	726.6727
Infant Classroom:	726.6421
Toddler Classroom:	726.6422
Preschool Classroom:	726.6423
Fax Machine:	726.6654

Please feel free to call and leave a message to have a call returned at a convenient time if your child's teacher is unavailable.

UMD Children's Place Referral Process

1. Program teaching staff will communicate with parents regarding the concern or development behavior.
2. Program teaching staff will observe and document children's behavior(s) at the onset of a concern regarding personal or development behavior.
3. Program teaching staff may request the director to conduct an observation of the behavior(s) of concern.

4. Program teaching staff will receive communication regarding the observations within two weeks.
5. Program teaching staff and/or the director will meet with the parents to discuss the behaviors, observations, and create an Individual Child Care Plan, which parents must sign within 30 days.
6. If it is indicated that additional, professional observation is necessary, program teaching staff will provide parents with a list of potential resources outside of UMD Children's Place that may provide the needed observations:
 - Duluth School District – Child Find {218.336.8744}
7. Program teaching staff will work with observers and interventionists to arrange for observation and intervention times that best meet the needs of the child within the context of the child's participation at UMD Children's Place.
8. Program teaching staff, parents, and intervention staff will meet periodically to evaluate the outcome of the intervention and the child's progress.
9. In the event that the program teaching staff, parents, and intervention staff cannot come to agreement about the outside professional observation and assessment and total program being offered to the child and family, enrollment may be terminated.
10. When a child's behavior results in either of the following situations, the director will meet with the child's family and teaching staff to set a date for termination of child care services:
 - The child's behavior poses a threat to the physical and emotional safety of other children and/or him/herself and teaching staff can no longer assure the safety of all children in their care, and/or
 - Through extensive attempts at intervening with any specific behavior, such as developmental delay, UMD Children's Place has exhausted the available program, staff, community and professional resources. Teaching staff is only able to meet the needs of that individual child through frequent or persistent one-on-one care. While this compromises their ability to adequately meet the needs of all of the children in their care, it also indicates that UMD Children's Place is no longer the most appropriate environment for that child.

Parent Involvement

Parent involvement is a vital aspect of our program. Throughout the year, we offer parent meetings in various formats. A parent advisory group has also been established to oversee parent volunteers participating in various task forces which have been developed to support our program. Your participation is strongly encouraged.

There are multiple ways in which you can help and support UMD Children's Place. Please see the director to see how you can become involved.

Parents are always welcome and encouraged to visit their child at any time!

Parent Education and Resources

UMD Children's Place will periodically offer discussions or presentations on topics of interest to families with young children. Additionally, printed resources will be made available to parents related to healthy parenting practices and support services available to families. Should you need assistance or support in ways not already being addressed by the program please talk to your child's teacher or the program director for additional information. Some helpful phone numbers are listed below.

St. Louis County Public Health Division (WIC): 218.725.5211
 Parent Warmline: 218.525.3242
 First Call for Help: 211
 Family and Children Services: 218.726.2075

Health and Safety

Required Forms

The State of Minnesota requires that we have on file a Health Care Summary for each child within 30 days of enrollment. It is required that normal immunizations be up to date. The list of immunizations and an Emergency Information Sheet must be on file when the child begins enrollment at Children's Place. As children receive additional immunizations, parents need to keep the health forms current.

The Emergency Information Sheet also asks for parental permission to administer Syrup of Ipecac in case of accidental poisoning. Although use of Ipecac is decreasing, it still may be administered with parental permission. This can only be administered by the staff after consulting with the Poison Control Center AND ONLY IF PARENTAL PERMISSION IS GRANTED. Please be sure to indicate your consent (or lack of consent) on the Emergency Information Sheet EMERGENCY INFORMATION SHEETS MUST BE SIGNED.

Sick Children

If a child becomes ill while at Children's Place, the parent/guardian is immediately called and the child is separated from the other children until the parent arrives. A staff person will attend to the needs of the sick child. You must make necessary arrangements with someone who can care for your child in case of sickness or emergency, if you are unable to do so yourself or if you cannot be reached. Children must be picked up within the hour of notification of an illness. The Emergency Information Sheet filled out at the time of enrollment must include names and phone numbers for **two people** who can be expected to assume care of your child immediately upon notification. Please be sure to list people who can be reached, have transportation, and will be able to care for your child.

Maintaining a sanitary and healthy environment is a challenge in a group setting. It is our obligation to try to ensure the health of everyone. We are unable to care for ill children at Children's Place. Therefore it is important that you have alternate care arrangements for those inevitable times when your child will be ill.

A child should not be at Children's Place if they have any of the following:

Fever	An elevated oral temperature above 101 degrees F. within the last 24 hours (fevers controlled by medications are still fevers; children must stay home until free of fever without the use of medication).
Respiratory Infections	Until child is without fever for 24 hours and is well enough to participate in normal activities.
Diarrhea	Until uncontrolled diarrhea stops. (uncontrolled diarrhea is an increased number of stools, compared with a person's normal pattern, along with watery stools, and/or increased stool that cannot be contained by the diaper or use of the toilet).
Vomiting	Until vomiting stops for 24 hours.
Conjunctivitis (Pinkeye)	Until at least a full 24 hours after treatment begins.
Rash with or without Fever or Behavior Change	Until a medical exam indicates these symptoms are not that of a communicable disease (i.e. fifth disease, roseola)

Streptococcal Sore Throat	Until at least a full 24 hours after treatment begins and the child is without fever for 24 hours.
Chicken Pox	Until all the blisters have dried into scabs (approximately 6 days after rash onset).
Impetigo	Until child has been treated with antibiotics for a full 24 hours.
Pediculosis (Head Lice)	Until after the first treatment and no live lice are seen.
Ringworm	Until 24 hours after treatment has been started.
Scabies	Until 24 hours after treatment has been started.

Families must notify Children’s Place staff of such illnesses within 24 hours in order that the program may notify families and other applicable health sources. A list of reportable diseases is available in the program office.

If a staff person notices any of these symptoms when a child arrives, the parent/guardian will be instructed that the child cannot remain. If a child becomes ill at Children’s Place, parents/guardians will be notified and asked to pick up their child within an hour of notification.

If your child is absent because of a communicable disease please notify us so that we can watch for symptoms in others and notify other families of possible infection. Notice to families regarding their child's exposure to a communicable disease is posted in the program.

Remember, we cannot discuss another child’s health or care with you.

First Aid:

All teachers and assistant teachers are trained in first aid and basic emergency care. The UMD Children’s Place maintains first aid kits for use in the program and on field trips. At least one person trained in CPR is in the program at all times. University Police officers are also certified in first aid and CPR and may be called on if the situation warrants.

Accident/Injury

Great care is taken to provide a safe environment and children are taught safe practices within the classrooms and playground areas. However, sometimes accidents or injuries will occur. All teachers and assistants are trained in first aid and will care for the injured child. Families will receive a written report on any injury or accident taking place at Children’s Place. Families will be informed as soon as possible of any injury requiring additional medical attention, and asked to report back to the program the results of that medical visit in order that appropriate reports may be made to our licensing officials.

Medical Emergencies

In life threatening situations, a staff member will be designated to immediately call 911. In other cases of injury or illness first aid will be administered by the most qualified, available staff person while the remaining staff members attend to the children.

If emergency transportation is necessary it will be provided by the paramedics.

Emergency phone numbers will be kept for each child. This information will also be taken on field trips.

Emergency phone numbers are posted on or near all phones in the program space.

Medications

If your child is on medications which must be administered during the time he or she is at UMD Children's Place, the medicine must be in the original prescription bottle (with the child's name, the doctor's name and the date on the label). Medications must be in their original container and may be given only to the child for whom they are prescribed. Outdated/expired medications will not be given.

A Medication Form must also be filled out by a parent or guardian. Over the counter medicine (tylenol, cough syrup, cough drops, lotion etc.) can only be administered when provided in original container and according to manufacturer's dosage printed with that medication. Written permission of the parent and a Medication Form filled out by a parent or guardian is also required. Medication forms must be updated every 6 months for any on-going medications.

Diapering

Children in diapers shall be kept clean and dry. Families are responsible for keeping a supply (**at least two days**) of diapers labeled with the child's initials available at all times. If provided by the parent, single service disposable wipes will be used to wash the child before putting on a clean diaper. Pre-moistened paper towels will be used if wipes are not available. A permission form for use of diaper wipes and ointment must be filled in and signed by parents/guardians before we can use these items.

In the event a family wishes to provide cloth diapers for their child, the following items and procedures are necessary; 1)all-in-one or pre-stuffed pocket cloth diapers are required, 2)families must also provide a wet bag that will be labeled with the child's name and hung by the changing station in which the used diapers will be placed, and 3)families will need to take the wet bag home at the end of each day to get laundered.

Safety Drills

The UMD Children's Place conducts regular monthly fire drills, periodic tornado drills depending on the season, and occasional program lock down drills. In this way we practice being ready should an emergency situation occur.

Additional Program Policies

Personal Belongings

Each child is asked to bring two complete sets of clothing, including socks, to Children's Place. Please have each piece clearly marked with the child's first and last name. These clothes will be used if there is a toileting mishap or other wet play experiences that require a change. Please check your child's box periodically to see that it is complete with clothes appropriate to the season and your child's growth. All clothing the child wears to Children's Place should be labeled with the child's name. This is especially important with outerwear such as boots, coats, jackets, and sweaters. Similar outerwear is common and creates a confusing problem for the child and teacher. Children should wear clothing to school that is comfortable and appropriate for floor activities and messy experiences (paints and markers may stain).

We also ask that children have a pair of "indoor" shoes to leave in the classroom. Shoes should be easy to get on and off since children are encouraged to be as independent as possible. The indoor shoes should also be soft-soled or rubber; they are quieter in our environment. These shoes also help us keep our classrooms clean.

Families are also asked to label bottles, any food brought from home, and any ointments or lotions with the child's first and last name. Please note that glass bottles, bowls or containers are not allowed in the classrooms.

Rest Time/Napping Policy

Cribs and cots must be labeled, either with children's names or a coding system that ensures the same child uses the same crib or cot each day. If a coding system is used, a list of the children's names and cot numbers must be posted. Cots will be covered with a sheet for each child. Cot sheets will be washed weekly or when soiled or wet. Cots themselves will be washed once a month or when soiled or wet. Cots must be placed in the classroom with clear aisles and unimpeded access for both adults and children on at least one side of each piece of napping and resting equipment.

All children participate in a time of rest or sleeping during the day. Sleep sacks are provided for infants 12 months and younger. Infants 13 months and older will be provided with blankets. Parents/guardians of toddlers and preschooler children should bring a blanket with his or her name. Each napping child is provided their own crib or cot and their blanket is kept on it. Each child will be expected to remain quietly on their cot during the rest time for 30 minutes and will then be excused to participate in planned classroom activities. The infants sleep routines are individualized and based on the child's needs. Restful music is played during this time and a staff member will give backrubs to the resting children.

It is our policy that if a child falls asleep, he or she will be allowed to sleep without adult interruption until the end of the group's nap period. When a child falls asleep during our quiet rest period we believe it is because his or her body is tired and needs the rest. Therefore we will make no efforts to keep a child awake during this time.

If the child's parent(s) are concerned the child is sleeping too much at UMD Children's Place, we will help the child wake up gently but only after 1 hour of sleep and only if the child awakens to a gentle approach of awakening by the teacher. If the child does not awaken with the first try, another gentle approach will be tried after another 15 minutes of sleep. Staff will not forcibly awaken a child.

Please note that infants will be placed to sleep on their backs in accordance with Minnesota Statutes, section 245A.1435. A parent directive for alternative infant sleep patterns form is available upon request. Infant staff are also required to perform monthly crib inspections and check for crib recalls on a yearly basis. These forms are stored in the infant classroom.

Please also note that pacifiers are not used in our toddler or pre-school classrooms, even at nap time. Blankets and naptime materials (pillow, stuffed animal and etc.) will be sent home weekly for laundering. Please note that no pillows, quilts, comforters, sheepskin, pillow-like stuffed toys, or other soft products are to be placed in the crib with an infant.

Outdoor Activity

Daily outdoor activity is very important for young children and is planned whenever possible. In the winter we will go out as long as the temperature or wind-chill is 0 degrees F. or above. It is our

policy that children who are well enough to come to the program are well enough to participate in outdoor activities. Most health professionals recommend a daily dose of fresh outdoor air for young growing children, and if children are dressed appropriately, weather conditions should not pose an illness risk to them.

Please supply appropriate labeled clothing allowing for the weather extremes found in Minnesota. In winter, children should have available mittens, boots, shoes, hats, snowsuits, or snow pants with coats. In the summer, they should have available cool tops, shorts and shoes.

Parent permission is required for the application of sunscreen. Families will provide the sunscreen. Sunscreen will be applied with the use of disposable gloves, to prevent cross contamination, and at least 20 minutes prior to sun exposure. Sunscreen will be reapplied every 2 hours.

Meals

Nutrition is a major factor in the physical, social, mental, and emotional development of children. Nutrition education is integrated into our program through regular cooking projects and by serving meals family style. This provides an understanding of appropriate eating habits as well as an opportunity for social conversation.

Morning Snack: A nutritional snack is served each day at 9 am in the infant and preschool classroom and at 9:30 in the toddler classroom.

Afternoon Snack: A second nutritional snack is served each day at 2pm in the Infant classroom and at 3pm for the Toddler and Preschool classrooms.

Lunch: Lunch is served at 11:00am (Infant Classroom) and at 11:30am (Toddler and Preschool Classrooms) and is catered through the UMD Food Service. Lunches will provide 1/3 of the USDA food requirements for children of each appropriate age group. Cost of lunch is included in your tuition.

*All other food, candy, and gum should be left at home. If your child has special food needs due to allergies or family preference please inform the director, in writing. Parents are welcome to bring a store bought snack to school for their child's class. The cost of snacks is included in your tuition.

UMD Children's Place supports breastfeeding by:

- accepting, storing, and serving expressed human milk for feedings;
- accepting human milk in ready-to-feed sanitary containers labeled with the infant's first and last name and date and storing it in a refrigerator for no longer than 48 hours (or no more than 24 hours if the breast milk was previously frozen) or in a freezer at 0 degrees Fahrenheit or below for no longer than three months

In the event that a family chooses to provide their own meals for their child we ask that these guidelines be followed to assist the staff in the mealtime preparations:

- The food is labeled with a first and last name and for which meal it is to be served (breakfast, snacks, lunch).
- The meals are simple and ready to serve (any meal that requires extra preparation such as heating and/or multiple steps can make it difficult and time consuming for the classroom teachers).

- Leftovers will be discarded that same day if not picked up by the parent.
- Empty food containers will be placed in your child's cubby after each meal.

Menus are posted in each classroom as well as distributed to our Infant and Toddler families.

Field Trips

UMD Children's Place is committed to integrating with the University community and for this reason we will consider the campus as an extension of our classrooms in implementing curriculum and 'real world' exploration. Parents will be notified of significant trips on campus, although permission slips will not be sent for these on campus trips. When teachers take shorter, more spontaneous trips on campus, a sign will be left in the classroom as to the whereabouts of the group. Enrollment in our program is considered permission to use the greater campus.

Occasionally off-campus field trips are planned for children in our program. Families will be notified in advance of all scheduled field trips and asked to give their written permission for their child to attend. The permission form will note the day, date, time, and location of the trip. Children who do not have this written permission will not be allowed to go along on the field trip. We are not able to provide alternate care for those not attending scheduled trips. Families may be asked to pay additional fees for some field trip opportunities.

Pets

We currently have a fish tank in our Toddler Classroom. Families will be advised via newsletters of additional pets. Occasionally a child's or staff member's pet may visit the program. Please be sure we know of any allergies to animals.

Our program also has a worm composting bin where the children are taught the importance of caring for our environment by feeding the worms our vegetable and fruit scraps once a week.

Sharing Time

Language development is important, as is the opportunity to speak in a large or small group. Teachers plan ways to incorporate children's speaking opportunities in our group time. If your child is interested in sharing items which may be of special interest to our class (i.e. items relating to the classroom theme, special items from other countries, **not toys**) please talk to his/her teacher.

Miscellaneous Toys

The prepared environment is a vital aspect to our classrooms. We provide many and varied working materials for your children during the hours they are with us. **We ask that children do not bring toys from home to Children's Place.**

Mandating Reporting Policy

Mandated Reporting Policy

Children need a safe, nurturing environment that assists them to grow, learn, and feel loved by their caretakers. In order to grow and learn, children's minimum needs for good nutrition, shelter, medical care, bathing, clean clothes, intellectual stimulation, appropriate discipline, love, a feeling of importance and a safe, non-violent home setting must be met. When these needs are not met, a child cannot grow and learn as easily.

UMD Children's Place expresses a commitment to provide an environment that encourages the child's safe growth and learning. As mandated reporters, UMD Children's Place staff are required to make a report if there is reason to believe or suspect that a child is being neglected or abused or subjected to witnessing domestic abuse, or has been within the past three years.

The State of Minnesota, in Minn. Stat. Section 626.556, mandates that a professional or his/her delegate who is engaged in the practice of child care or education, who knows or has reason to believe a child is being (or has been within the past three years) neglected or physically or sexually abused, must report such information to the St. Louis County Initial Intervention Unit within 24 hours.

It is the staff member who is mandated to report rather than simply a member of the administrative staff. In addition, any person may voluntarily report such information to the local agency if he/she knows, has reason to believe or suspects a child is being neglected or subjected to physical or sexual abuse. The UMD Children's Place, through the teaching and administrative staff, will comply with the letter and spirit of this law.

Parents/guardians who suspect their child is being abused or neglected by UMD Children's Place staff should call the Department of Human Services, Licensing Division's Maltreatment Intake line at 651.431.6600.

Should you have difficulty in providing for your own child's emotional or physical needs, or safety you are encouraged to ask for help. Our staff can help you find a community resource that can offer assistance. Some 24-hour community resources which can help you when you find that you are experiencing more stress than you can handle, include:

- Parent Warmline: 218.525.3242
- LSS Crisis Nursery: 218.626.3083
- Parents Anonymous 651.487.2111 or 1.800.621.6322

Minn. Stat. Section 626.556 is on file in the director's office. A copy is available to you upon request.

REPORTING POLICY FOR PROGRAMS PROVIDING SERVICES TO CHILDREN

Who should report child abuse and neglect?

- ⇒ Any person may voluntarily report abuse or neglect
- ⇒ If you work with children in a licensed facility, you are legally required or mandated to report and cannot shift the responsibility of reporting to your supervisor or to anyone else at your licensed facility. If you know or have reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years you must immediately (within 24 hours) make a report to an outside agency.

Where to report?

- ⇒ If you know or suspect that a child is in immediate danger, call 9-1-1.
- ⇒ All reports concerning suspected abuse or neglect of children occurring in a licensed facility should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at 651.431.6600.

- ⇒ Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the St. Louis County Initial Intervention Unit at 726.2012 or local law enforcement at 727.8770.
- ⇒ If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern the facility, you should call the Department of Human Services, Licensing Division at 651.431.6500

What to report?

- ⇒ Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556) and are available in the UMD Children's Place administrative office.
- ⇒ A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected abuse or neglect occurring within a licensed facility, the reports should include any actions taken by the facility in response to the incident.
- ⇒ An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, excluding weekends and holidays.

Failure to report

A mandated reporter who knows or has reason to believe a child is or has been neglected or physically or sexually abused and fails to report is guilty of a misdemeanor. In addition, a mandated reporter who fails to report maltreatment that is found to be serious or recurring maltreatment may be disqualified from employment in positions allowing direct contact with persons receiving services from programs licensed by the Department of Human Services and by the Minnesota Department of Health, and unlicensed personal care provider organizations.

Retaliation prohibited

An employer of any mandated reporter shall not retaliate against the mandated reporter for reports made in good faith or against a child with respect to whom the report is made. The Reporting of Maltreatment of Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred.

Internal Review

In the event that an internal or external report of alleged or suspected maltreatment by a Children's Place staff member has been made, an internal review will be completed by the director and corrective action, if necessary, to protect the health and safety of children in care will be implemented.

The internal review will include an evaluation of whether:

- Related policies and procedures were followed
- The policies and procedures were adequate
- There is a need for additional staff training
- The reported event is similar to past events with the children or the services involved
- There is a need for corrective action by the program to protect the health and safety of children in care

The internal review will be completed by the director. If this individual is involved in the alleged or suspected maltreatment, the Dean of the College of Education Human Services Professionals will be responsible for completing the internal review.

Upon completion of the internal review, documentation will be provided to the commissioner upon the commissioner's request.

Based on the results of the internal review, the program must develop, document, and implement a corrective action plan designed to correct current lapses and prevent future lapses in performance by individuals or the director, if any.

Training will be provided to all staff related to the mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, Section 626.556). The license holder must document the provision of this training in individual personnel records, monitor implementation by staff, and ensure that the policy is readily accessible to staff, as specified under Minnesota Statutes, Section 245A.04, subdivision 14.

Grievance Procedure

In the pursuit of our mission, the UMD Children's Place staff are committed to the protection of individual rights for all members of the UMD Children's Place community. Families who believe they or their children have been treated unfairly with regard to classroom procedures or program policies have recourse through the following grievance procedure.

1. The parent or authorized representative (the "complainant") should inform the teacher or other staff member (the "respondent") against whom the parent/guardian has the complaint of the nature of the complaint and discuss it with him/her. Most concerns are resolved this way.
2. If it is not possible for the complainant to discuss the complaint with the respondent or if discussion with the respondent does not resolve the complaint, the complainant should inform the program director of the complaint
3. The director and/or the Dean of the College of Education and Human Service Professionals will meet with the complainant to discuss their concern as quickly as possible but at least within 10 working days after being notified of the complaint.
4. The director will meet with the staff member concerned within 10 working days after meeting with complainant.
5. The director's and/or the dean's decision will be communicated to the complainant and the respondent as promptly as possible, generally within 10 working days after meeting with respondent.
6. In the event that the program director is the "respondent," the Dean of the College of Education and Human Service Professionals will hear the grievance. The decision of the dean is final.

Missing Child Policy

The following procedures will be followed in the unlikely circumstance that a child is discovered to be missing:

- Immediately upon discovering that a child is missing one staff member will keep the remaining children together and the other(s) will notify all available staff and search the area.

- One of the searchers will be designated to keep time and do telephoning if and when it is necessary.
- If the child is not found after 3-5 minutes (but no longer) the designated staff person will call University Police.
- If the child is not found after 5-10 minutes (but no longer) University Police will be asked to notify the Duluth police.
- The designated staff person will notify the child's parent(s)/guardian.
- A written report of the incident including whom, when, where, and what happened will be done following the incident. One copy of the report will be filed in the accident log.
- The Department of Human Services Licensing Division will be notified of the incident (651.296.3971).

Diversity

UMD Children's Place strives to honor, support, and celebrate the diversity of its children, families, and staff. Diversity is interpreted in the broadest sense and includes race, language, faith background, family structure, sexual orientation, physical ability, and economic status.

We will not celebrate any specific holiday, however, we do welcome families to share their traditions and rituals with us throughout the year. It is these elements of community which make celebrations more real to young children and enhance the development of appreciation for diversity.

UMD Children's Place as a Peace Site

We incorporate peaceful play as an integral part of our program philosophy. Fantasy play with "weapons" is not allowed. Children are reminded that we are a peace site and a safe place to be. We appreciate family support in this matter.

Birthday Celebrations

Birthday celebrations are a regular part of our classroom activities. If you would like to bring a birthday treat please keep in mind that we can only serve store bought products as well as check with the classroom teacher whether there are any food allergies that need to be considered. If you would like to consider an alternative to bringing a food treat, we would like you to consider presenting a birthday gift to your child's classroom or the program. The teachers have developed a "wish list" for the classrooms and the program. This list has a variety of items of varying cost and covers a number of interest areas. Your child can bring this gift, wrapped, to Children's Place. He/she will be able to unwrap it at group time and present it to the program.

Parking

Parking for drop off and pick up of children is provided for parents. You will be provided with two parking permits for your family. The permit must be displayed on your dashboard. There are four spaces near our playground. This is ONLY for arrival and departure. Any parent parking in a space other than those designated for UMD Children's Place are in violation of parking regulations and may be issued a University parking ticket. These tickets will not be forgiven.

Insurance

The UMD Children's Place carries liability insurance through the University of Minnesota for its employees and children enrolled. The level of insurance meets or exceeds levels mandated by the state.

Thank you and welcome to UMD Children's Place!

***Please remember to sign and return to the program office the parent acknowledgement form at the end of this handbook.

Parent/Guardian Acknowledgement Of Parent Handbook

I (We) have received and read the UMD Children's Place Handbook. I (We) understand and agree to abide by the policies and procedures as stated in this handbook. I (We) also understand that the program director may implement or change policies as needed. I (We) understand that I/(We) will be notified prior to such changes.

I(We) know that the policies included in this handbook include:

- Enrollment and Withdrawal Policies (p.7-8)
- Financial Policy (p. 9-11)
- Late Fees (p. 10)
- Program Closures (p. 11)
- Arrival and Departures including Late Pick up Fee (p. 13-14)
- Emergency Closing (p. 11)
- Sick Child Policy (p. 17)
- Medications (p. 19)
- Mandated reporting of suspected child abuse and neglect (p. 22-24)
- Grievance policy (p. 25)

Other critical information to be aware of

- UMD Children's Place as lab school (p.7)
- Children being photographed
- University students doing academic work
- Field Trips (p. 22)
- Use of UMD campus as an extended classroom

**BOTH PARENTS/GUARDIANS SHOULD SIGN THIS FORM AND RETURN IT TO UMD
CHILDREN'S PLACE OFFICE**

Parent/Guardian Name (print)

signature

date

Parent/Guardian Name (print)

signature

date