**Parent Handbook**

**NDSU Wellness Center Child Care**

Welcome to NDSU Wellness Center Child Care. As part of the Wellness Center mission, “dedicated to developing and promoting opportunities for individuals of the University Community to incorporate the 7 Dimensions of Wellness into their life style”, we are providing convenient and affordable childcare that will enrich each child’s unique social, emotional, physical and cognitive development. This handbook contains information regarding our Child Care Program. It is very important that you read this handbook and refer to it during your child’s enrollment in the program.

This handbook is NOT ALL inclusive, but meant to be used as a guideline.

Please note policies in this handbook may change. Parents will be informed in writing prior to new policies being implemented whenever possible.

**About the Center**

**HOURS/DAYS OF OPERATION**

NDSU Wellness Center Child Care is licensed by the State of North Dakota. We are licensed for 32 children ages 6 weeks – 5 years. The children are supervised at **ALL** times, including rest time and outdoor play.

NDSU Wellness Center Child Care is open Monday – Friday 7:15am – 6:00pm. The Wellness Center Child Care follows the NDSU Dates & Deadlines Calendar and is closed for holidays and semester breaks. We will be closed the following holidays:

As required by North Dakota licensing rules, the Wellness Center Child Care has a Program Plan. This Program Plan is located in the Policy and Procedure Manual and is available to parents upon request.

# **STAFF**

Our staff of warm, caring childcare providers maintain a positive and stimulating atmosphere where your child is cared for and respected. Your child is very special, and it is our goal to attend to all of his/her needs, personal and developmental. You are an important part of our Wellness Center “family."

The Center has 2 full-time professional staff, with many years of experience and many hours of training in early childhood education. The Student Staff is comprised of NDSU students, many are majoring in Child Development, Education, or Nursing. All have experience working with children. All staff are trained in First Aid & CPR and meet the continuing education requirements set by the State of North Dakota.

NDSU Wellness Center Child Care meets or exceeds the adult/child ratios established by the North Dakota Department of Human Services. The ratios are:

6 weeks – 24 months 1:4

24 months – 36 months 1:5

3 years – 4 years 1:7

4 years – 5 years 1:10

5 years 1:12

**Enrollment Policies**

**ELIGIBILITY**

The Wellness Center Child Care accepts children of NDSU students between the ages of 6 weeks to 5 years old. NDSU-Wellness Center Child Care does not discriminate on the basis of age, color disability, gender expression/identity, genetic information, marital status, national origin, public assistance status, race, religion, sex, sexual orientation or status as a U.S. Veteran.

## Pre-Enrollment

Before your child attends the Wellness Center Child Care, a short pre-enrollment conference will be scheduled with the Director and/or Head Teacher. The purpose of this visit is for us to learn more about your child, and allow parents to view the facility and learn more about the program and policies, and to review the following enrollment forms:

* Child Enrollment Form. The Center is required verify identification of children in care so you will have to show us a birth certificate, passport or other documentary evidence.
* Child Health Exam form (SFN 847)
* Parent consent forms
* Immunization record (SFN 16038 or doctor’s records)
* Child & Adult Care Food Program Meal Child Enrollment/Infant Participation Form
* Child & Adult Care Food Program Application for Free and Reduced Price Meals
* Signed Wellness Center Child Care contract
* All records are confidential. If information needs to be updated, it is the parent’s responsibility to notify the director in writing.

**FEES**

Registration

A non-refundable registration fee of $20.00 is charged each semester to cover the paper work and other costs involved in registering/scheduling each child.

## Tuition

Program cost includes breakfast, lunch and afternoon snack in the toddler and preschool programs. Parent’s Choice Formula and baby food is provided for infants. Parents of infants and toddlers will supply the diapers and wipes for their children. If your child has a medical reason to use cloth diapers, we require parents to provide a clean diaper cover for each diaper change and a foot-operated diaper pail (or wet bag) for each child, which must be taken home to empty and disinfect on a daily basis.

* **Reservations** are available to current NDSU students by short-term contract according to their class schedule. Reservations can be made up to 1 hour before and after class and up to 2 hours between classes. Reservations are required to start 30 minutes prior to class start time.
  + Fees for reserved care are based on a sliding fee:
    - $3.40 per hour/per child for income eligible students
    - $4.40 per hour/per child for all other students
* **Drop off care** is available to NDSU students, faculty and staff on a first-come, first serve basis. Fees are calculated in 15- minute increments.
  + Fees for drop-off care are:
    - $5.40 per hour for each child
* **Payments**

All payments are due on the first day of care each week. Payment can be made by cash, check or credit card.

* **Late Fees** of $1.00 per minute will be assessed for any child’s stay that exceeds business hours or their reserved time unless prior arrangements have been made. All payments are due on the first day of reserved care each week or immediately following drop off care.

**TERMINATION POLICY**

### Withdrawal

NDSU Wellness Center Child Care requires you give the director a two week written notice if you wish to terminate your contract and withdraw your child/children from the program. The regular fees will continue to be charged for **two weeks.** Parents are responsible for those two weeks, even if the child is withdrawn without notice.

Discharge Policy  
Your child may be discharged if:   
• A problem continues that negatively affects other children in attendance at NDSU Wellness Center Child Care such as threats directed towards children, staff or self.  
• Parent(s) and/or child(ren) fail to meet NDSU Wellness Center Child Care policies

**AUTHORIZATION TO PICK UP CHILD**

On the enrollment form, you will find a line asking for the names of the individual(s) authorized to pick up your child(ren). You may authorize as many individuals as you wish, in writing, on your form. For the safety and protection of your child(ren), we will not allow your child(ren) to leave with an unauthorized person. Please advise anyone who is authorized to pick up your child that they will need a picture ID. Please remember to keep this form updated with your current phone number and address.

**ARRIVAL/DEPARTURE**

1. It is required that all children be escorted inside the center.
2. Please write down any important information we need to know about your child. **We will not be responsible for information not in writing or documented on the Bright Wheel App.**
3. Please check your child’s cubby each day before leaving. Take home art work, papers, and any outdoor clothing.
4. Your child will be released only to persons authorized by you on your registration form. Parents should discuss such arrangements with center staff the day of the occurrence. Children will not be released to anyone under 16. Please see the director for special circumstances. Please advise anyone who picks up your child that they will need a picture ID.
5. If a parent or other authorized person appears to be incapacitated due to drug or alcohol use when arriving to pick up a child, the staff will keep the child at the center until alternative arrangements can be made. If the staff cannot reach the alternative person or parent, social services or law enforcement will be notified. We will report any cases of suspected child abuse or neglect to the local child protection agency.

**Center-wide Policies and Procedures**

**MEALS AND SNACKS**

Menus will be posted each week. All meals served at the Center meet the nutritional guidelines set by the Department of Human Services. We participate in the Child & Adult Food Program from the Department of Education. This means we follow specific requirements for the kinds of foods served and the way they are served. Breakfast, lunch and snacks are prepared by our child care staff. We ask that parents complete the Meal Application Form so we may determine each parent's eligibility category and receive proper reimbursement from the State of North Dakota.

Meals are served at the following times:

Breakfast 7:15 am – 8:30 am

Lunch 11:30 am -12:30 pm

Snack 2:30 pm – 3:30 pm

Parents are welcome to eat lunch with their child by notifying the Center Director the day prior. There is a charge for the meal. Please see the Director for current cost. A physician’s note is required when arrangements must be made to bring in food for children with special dietary needs.

**NAP AND REST TIME POLICY**

Naptime is an important part of our daily program. It is a time when children are given the opportunity to lie down, rest and re-group. Children rest quietly on their mats. Caregivers may rub the children’s backs if needed. The length of quiet time depends on each child’s individual needs. Caregivers strive for a warm, relaxed atmosphere where soft music is played.

Infants follow unrestricted individualized napping schedules. Toddlers and preschoolers who are in attendance all day have an afternoon rest period.

**OUTDOOR POLICY**

Outside play is a regular daily activity in which all children in the program are expected to participate. If your child is not feeling well, please do not send him/her to the program. If you request that your child not go outside, you must obtain a written order from the child’s health care provider. Children who do not feel well enough to participate in group care should be kept at home.

Please provide your child with appropriate outdoor clothing each day.

Summer Months

During the summer months you will need to provide your child with sunscreen. **We recommend that you apply sunscreen before your child arrives. This will ensure that your child is protected.** Permission forms are signed during the enrollment visit authorizing the center to apply sunscreen in the afternoon. You are asked to supply a labeled bottle of sunscreen.

Winter Months

During the winter months your child will need mittens, hats, warm jackets, snow pants and boots. Please remember to label them with your child’s name.

We request that children (toddlers and older) wear shoes at all times. Please remember during the winter when children are wearing boots they will also needs shoes for indoor play. We advise a shoe with a rubber sole to help prevent injuries on climbing equipment. We discourage sandals and flip flops.

**BIRTHDAY PARTIES**

Birthdays and other holiday celebrations always bring a great amount of joy to children! One of the seven dimensions of wellness that the Wellness Center as a whole promotes is spiritual wellness and we believe that celebrating a child’s life on his/her birthday as well as other important family holidays, is an important part of developing self-awareness, confidence, and identity in a child.

Here are some of the ways we will approach celebrating:

On a **child’s birthday**, we will plan to make a special gift together here that he/she can take home. We can be flexible about days/times for celebrating since children are coming and going at different times.

Parents are welcome to send treats to share with classmates and teachers on birthdays or other special occasions. Homemade treats are not permitted by the Child and Adult Care Food Program. Parents may provide items that are store bought such as animal crackers, muffins, cake. If you plan to bring a snack, please let us know and we will let you know about how many children we’d expect that day.

A Birthday Book, (optional) is a special way to celebrate a birthday at the NDSU Wellness Child Care Center. Birthday books are special books you purchase to donate to NDSU Wellness Child Care Center in your child’s honor. Please inscribe the book with your child’s name and year. The class will read this special book on your child’s special day. This book will be something the child and their friends will enjoy for a long time. It’s fun for the children when they visit later to see that we are still reading their special book. This also helps build our library at NDSU Wellness Child Care Center.

The NDSU Wellness Center Child Care is NOT to be involved with children’s parties. Distribution of party invitations at the program is not permitted. Invitations will need to be mailed to the children’s homes.

**PHOTO RELEASE**

Photographs of children will be taken frequently by the staff. The photos will be posted on your child’s Bright Wheel account, printed and posted in the classrooms or may be used for advertising purposes. Children will not be photographed without written parental permission. Reporters may write or produce stories about Wellness Center Child Care for publicity purposes or as human-interest stories. Parental permission will be obtained if any photos or pictures of their child(ren) are to be included in the article or report.

**ITEMS FROM HOME**

The Wellness Center Child Care is adequately equipped with toys. **PLEASE DO NOT SEND ANY TOYS, PETS, CANDY OR GUM TO THE PROGRAM.** If a child would like to bring a special picture, souvenir, book, tape, nature item or “found treasure” to share with the group, that is acceptable. Please be sure the item is labeled with the child’s name. It is important to understand that accidents happen. The program will not be responsible for breakage or loss of items brought from home.

**TRANSPORTATION**

The NDSU Wellness Center Child Care does not transport children except in the case of campus evacuation.

**AQUATICS**

The NDSU Wellness Center Child Care will NOT participate in Aquatic activities.

**STAFF BABY-SITTING POLICY**

Student Staff are supervised within the confines of our facility. Should you choose to have student staff baby sit for you outside of center hours, please note that they are not supervised by the Wellness Center Child Care and are, therefore, not acting within the scope of their employment.

**Program Policy**

**Infant/Toddler Program Activities**

During the early years, infants are learning to trust their world, actively explore their environment, and do things for themselves. Staff show respect for children and interact with them in caring ways. They plan individual activities and interchanges with every infant each day, centering on daily routines such as morning and end of the day transitions, diapering, feeding, eating or napping. They also introduce infants to a variety of activities including outdoor time, playing with toys, looking at books, singing songs, and more.

For toddlers, we plan a variety of fun learning activities to help them solve, predict, plan, share, cooperate, empathize, and understand how to get along in their world. Again the focus is on maximizing place and learning experiences in daily routines along with art, outdoor time, stories, songs, sand and water play, creative movement and imitating and pretending. We promote positive self-esteem and self-help skills.

**Early Childhood Curriculum**

Our curriculum is based on the development of the children. We do a variety of activities during our day including science, math, art, language and pre-reading. The focus of our program is to help the children develop their social skills. We feel that it is very important for children to develop socially so that other learning can take place.

The core of our curriculum focuses on what is developmentally appropriate for the children. Our philosophy is that children learn by hands-on experiences. For example, we will be working with the children on numbers when they count how many hops it takes to cross the playground and graphing how many people have white shoes. These are all pre-math skills and yet may not be seen as “teaching”.

Our art projects emphasize the “process,” not the “product.” Therefore, you may not know exactly what your child has made and is bringing home to you. Ask your child about the process of how they made the art project, not “what is it?” For example, “Tell me about your picture.” You will be amazed at the wonderful and creative answers. We do not have many projects that all look the same as an end result. We encourage the children to use the materials freely and be creative.

**Guidance and Socialization (Discipline) Policy**

**POSITIVE GUIDANCE**

At the NDSU Wellness Center Child Care, we believe guidance should be positive and approached in a fair and caring manner consistent with the developmental needs of individual children. Clear behavior limits are set and modeled and reasons for the guidelines are explained. We encourage children to develop self-control and to handle conflicts in peaceful, effective and acceptable ways that protect the safety of both children and staff.

We believe the environment at the center has been created to eliminate many of the problems that frequently result in disciplinary actions. Children are approached in a positive manner, the expected behavior is stated, and the child is given tools for appropriate choices when inappropriate behavior occurs. Situations are structured so that the child is given acceptable choices within the limitations of the program. Whenever possible, “natural consequences” are used as a discipline technique.

**GUIDANCE STRATEGIES NOT ALLOWED**

The following types of “discipline” will **NOT** be allowed at NDSU Wellness Child Care Center:

1. Corporal punishment, including but not limited to, rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting and spanking.
2. Emotional abuse including, but not limited to, name calling, ostracism, shaming, making derogatory remarks about the child or the child’s family, race, or religion and using profane, threatening, unduly loud, or otherwise abusive language.
3. Punishment for lapses in toilet training.
4. Force feeding a child, unless medically prescribed and administered under a physician’s care.
5. Deprivation of food, warmth, light, clothing or medical attention as punishment.
6. Use of any physical restraint, other than to hold a child when necessary to protect themselves or others.

If and when unacceptable behavior occurs, staff will use one or a combination of the following guidance techniques:

* ignoring minor misbehavior
* verbally reminding children of rules
* redirecting children to another area
* providing natural & logical consequences for behaviors
* working with parents in a partnership to develop guidance techniques

**SEPARATION FROM THE GROUP**

In cases of extreme behavior, the child will be separated from the group until they are able to reset themselves. The separation will be brief and appropriate to the child’s age and circumstances. Any child separated will be in a safe, lighted, well-ventilated room within hearing of an adult. Children will not be isolated in a locked room or closet. Children will not be kept from outdoor/physical activity unless the inappropriate behavior occurs there.

**Parents in the Program**

Parent-Teacher communication is achieved through several methods including:

**DAILY COMMUNICATION**

NDSU Wellness Center Child Care utilizes the **Bright Wheel** App as a communication tool. This is an excellent way to view your child’s day in real-time. You will be able to see real-time feed of activities throughout the day, watch your child’s day unfold with snapshots delivered to your mobile device and stay in touch with the Wellness Center Child Care throughout the day.

The Director and teachers would be very happy to discuss any questions or concerns with you. Drop off and pick up times can sometimes be chaotic so you may email, call or send a Bright Wheel message at any time.

The NDSU Wellness Center Child Care has an open door policy to all parents of registered children AND to those individuals listed as “Authorized to Pick Up” on the child’s emergency card. The center welcomes and encourages **parent visits and involvement.**

Attempts are made by NDSU Wellness Center Child Care to have a consistent full-time professional staff person available in **the mornings and at the end of the day** for questions and comments

**GRIEVANCE POLICY**

Parents are encouraged to bring issues and concerns about the NDSU Wellness Center and/or their child(ren) to the Lead teacher. If you feel your concerns have not been adequately addressed, please voice them to the Director.

**MANDATED REPORTER**

Early Childhood services program operators and employees are **mandated** by North Dakota Century Code to report suspected child abuse and/or neglect to the child protection division at the appropriate county social service office. All staff members, including back-up staff/volunteers, are trained on the policy, procedure and confidentiality in relation to child abuse/neglect. All documentation of suspected abuse/neglect is kept in a confidential locked file.

PROCEDURE:

1. Student Staff will document and discuss concerns with the lead teacher and director and follow their recommendations.
2. The lead teacher and/or director, along with the student staff observing the abuse or neglect, will report suspected abuse/neglect to Cass County Social Services and ensure all concerns are documented.
3. If it is unclear whether or not to report the situation, the lead teacher and/or director will contact Cass County social services to discuss the situation and will follow their recommendations.
4. Student Staff will use their own judgment to document and report concerns to county social services when the situation is warranted and the director is not available. If they are unsure whether or not to report a situation, they will contact county social services. The Director will be informed of this immediately upon return.

**FACEBOOK**

Connect with us on Facebook! Like our page “NDSU Wellness Center Child Care” to see what’s happening at the center.

**PARENT/TEACHER CONFERENCES**

Conferences may be held throughout the year at either the parent’s or teacher’s request should the need arise.

**Health and Safety Policies**

**SMOKE FREE POLICY**

Smoking is prohibited to protect the health of the children and the employees. Child care prohibits all tobacco use (including E-cigarettes) on child care property and at all child care sponsored events at all times. Staff members are not allowed to use tobacco products during work hours, including breaks. In addition, staff members are prohibited from wearing clothing that has the odor of smoke while working at the child care program.

**DIAPERING PROCEDURES**

Commercial disposable diapers are required by children that are not toilet trained. Diapers will be discarded in a plastic lined garbage that is emptied twice a day. Disposable diapers will be used unless a medical reason states differently. Parents who use cloth diapers must provide a medical excuse by their physician, furnish their own diaper pail and take it home to disinfect each day. A clean diaper cover must be provided for each diaper change.

1. Each child’s diaper is checked and changed approximately every 2 hours, or as needed and immediately following nap.
2. Diapers are changed only in the changing area or bathroom, separate from food storage and eating areas.
3. No child is left unattended on the changing table or in the changing area; an adult will have one hand on the child at all times.
4. Hands are washed with soap and water after each diaper change.
5. Gloves are worn by staff when they change diapers.
6. Diapers and wipes are opened and place on the changing table before the diaper change to avoid contamination.
7. Wipes are used during every diaper change. It is important to clean the child thoroughly and always wipe front to back on girls to prevent infection.
8. The child’s hands are washed after each diaper change.

Please make sure that your child has an adequate supply of diapers and wipes. If these items are not available in the child’s diaper bag, the Wellness Center Child Care will supply those at a cost of $1.00 for each diaper and $.50 per change for wipes.

**HEALTH POLICIES**

We take every precaution to protect your child’s health. In turn, it is your responsibility to help us protect the health of other children as well.

Immunizations (SFN 16038)

A record of immunization or a valid exemption must be on file at the time of admission for all children. Immunization records should be updated as children receive their immunizations.

According to North Dakota law, child care programs cannot refuse to provide care to unimmunized children who are otherwise eligible, if they present a valid exemption from the immunization requirements (SFN 16038). Our program is recommended to exclude an unimmunized child from our program in the event of an outbreak of a vaccine preventable disease for the unimmunized child’s protection.

Parent’s Statement of Health of Child (SFN 847)

A Parent’s Statement of Health of Child form must be on file at the time of admission for all children. This form must be update annually.

1. Please be sure to notify staff of all health issues. Don’t be embarrassed about anything.
2. Children may not attend the Wellness Center Child Care with symptoms of illness of a communicable disease. If a question exists as to the health of a child, a health professional’s approval for the child to attend the center must be provided in writing. Our program reserves the right to override the health professional’s written order if we do not feel comfortable re-admitting the child.
3. Should the children be exposed to a communicable disease, parents will be notified of the possibility of exposure, symptoms, and period of incubation. This information will be conveyed via a note on the room door or a letter to each parent.
4. All children will be given a daily informal health screening by a staff member. The staff member’s decision will determine whether your child may stay at the center according to the ‘Guidelines for Exclusion Due to Illness’ section of the hand book. All bruises will be documented.
5. If a child becomes ill while at the center, the child will be isolated from the other children, remaining under close supervision, and the parent will be called to pick up the child within the hour. If the child has not been picked up after one hour, the emergency contact person will be called.
6. There will be no exceptions made regarding health and a child going outside to play. The child that is well enough to be at child care is well enough to go outside.

**MEDICATION POLICY**

The Wellness Center Child Care will administer only prescription medication to a child upon written request of the parent. We will provide the appropriate form. A daily record will be maintained when medication is given. Medication must be in a pharmacy container with the prescription number, physician’s name, instructions, and the child’s name.

Written parental permission is required yearly for OTC products such as diaper cream, lotion, sunscreen, insect repellent, etc. All medications and OTC products will be stored out of the reach of children or locked up; all medication and OTC products must be given to a staff member for proper storage.

**GUIDELINES FOR EXCLUSION DUE TO ILLNESS**

Parents will be notified immediately when a child has any sign or symptom that requires exclusion from the child care setting. The Wellness Center Child Care asks that parents to consult with the child’s health care provider and inform them of the advice received from the health care provider. Our program reserves the right to override the health professional’s written order if we do not feel comfortable re-admitting the child.

***The NDSU Wellness Center Child Care will temporarily exclude a child or send the child home as soon as possible if one or more of the following conditions exist:***

* The illness prevents the child from participating comfortably in activities as determined by the child care provider.
* The illness results in a greater need for care than the child care staff can provide; therefore, compromising the health and the safety of the other children as determined by the child care provider.
* The child has any of the following conditions:
* Fever with behavior changes or other symptoms.
* Fever is defined as having a temperature of 100°F or higher taken under the arm, or an oral or ear temperature of 101°F or higher.
* Infants younger than 2 months old with any fever should get urgent medical attention
* Symptoms and signs of possible severe illness such as lethargy, uncontrolled coughing, irritability or persistent crying, difficulty breathing, wheezing, or other unusual signs for the child.
* Diarrhea
* Stool is not contained in the diaper
* Is causing “accidents” for toilet trained children
* Stool frequency exceeds 2 or more stools above normal for the child
* Children are allowed to return to child care once the diarrhea resolves with the exception of the following:
* Salmonella, until 3 negative stool cultures
* Shigella, until 2 negative stool cultures
* E. Coli, until 2 negative stool cultures
* Blood in stools, not explained by dietary change, medication, or hard stools.
* Vomiting illness
* Two or more episodes in the previous 24 hours, unless caused by non-infectious condition (ex. reflux) and child remains hydrated.
* One episode if other symptoms are present or if child has recent history of a head injury.
* Abdominal pain
* Persistent pain that continues more than 2 hours
* Intermittent pain associated with fever or other signs or symptoms.
* Mouth sores with drooling (except for canker sores, thrush)
* Unless a health care provider or health department official determines that the child is noninfectious.
* Hand, foot and mouth disease
* Until lesions crust over
* Rash with fever or behavior change
* Until a health care provider determines that these symptoms do not indicate an infectious disease.
* Head lice
* From the end of the day until after the first treatment.
* Scabies
* Until after treatment has been completed.
* Active Tuberculosis
* Until a health care provider or health official gives written permission stating that the child is on appropriate therapy and can attend child care.
* Impetigo
* Until treatment has started as long as lesions are covered.
* Strep throat
* Until child has been treated for 24 hours.
* Chickenpox
* Until all sores have dried and crusted.
* Pertussis (whooping cough)
* Until 5 days of antibiotic treatment.
* Mumps
* Until 5 days after the onset of parotid gland swelling.
* Hepatitis A virus
* Until 1 week after onset of illness, jaundice, or as directed by the health department when immune globulin has been given to appropriate children and staff members.
* Measles
* Until 4 days after onset of rash.
* Rubella
* Until 7 days after onset of rash.
* Methicillin-resistant Staphylococcus aureus (MRSA)
* If lesions cannot be covered
* If child is running a fever
* If child cannot participate in activities

**ACCIDENT PROCEDURE**

Injuries at the Wellness Center Child Care will be documented and kept on file. If your child is injured while at the program you will receive a written report telling you what happened and what action was taken by the staff. Parents must read and sign the accident/injury report.

Staff members are required by law to have first aid training and CPR certification. We cannot remove slivers, wood ticks, etc. from under the skin.

The parent will be notified as soon as possible if their child receives any type of trauma (injury) to the head. This doesn’t necessarily mean your child needs to be picked up, but it is left to the parent’s discretion if medical treatment is needed. Parent’s responses will be documented in child’s file.

**EMERGENCY PROCEDURES**

University Police will use the Campus Emergency Notification System (CENS) to notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the campus utilizing one or more of the phone, voicemail, e-mail and television emergency alert systems. The Center will practice monthly safety drills with the children. A written notice will be placed on the sign in/out sheet in each classroom when a safety drill has occurred. Parents will also find a sign on the outside door of the main entry to the Center. The specific type of safety drill and where we are evacuated to will be indicated:

|  |  |
| --- | --- |
| **Fire** | Fire drills are referred to as "safety drills" with the children. Upon hearing the fire alarms  sound, staff/students will immediately exit the building with ALL children. The Matthew Living Learning Center has been designated as a central meeting place. Adults and children will not return to the Center until receiving approval from a fire official or NDSU official. |
| **Shelter-In-**  **Place** | Our goal is to keep children away from external threats. |
|  | **Airborne Chemical Release** |
|  | All children and teachers will move inside the building. Door and window cracks will be  covered. Children will remain in the building until told all is safe or to evacuate. NDSU officials will notify Center staff when it is safe to leave the shelter. |
|  | **Armed Intruder and Violent Behavior** |
|  | Inside Building – All children and adults will go to the nearest room and lock the doors. Lights will be turned off and the environment will remain quiet. Staff will not answer the door or phone during this time. We will wait for University Police to give us further instructions.  Outside the Building – All children and adults will be moved away from the danger area to a safe location. We will not respond to knocking on the door, phone calls, or the fire alarms unless we see smoke. We will wait for NDSU Police to give us further instruction. |
|  | **Tornado** |
|  | When the threat of a tornado is imminent, the city/campus emergency sirens will be activated and we will seek shelter in the Child Care Hallway.  Preschoolers and toddlers will be positioned with backs against the wall, head down and hands over their heads.  Staff will place infants in their laps and shield them with their arms. We will remain in the  hallway until the threat of the tornado has passed. |
| **Bomb Threat** | Bomb threat evacuations are referred to as "safety drills" with the children. Upon receiving the notice to evacuate the NDSU Campus the Wellness Center Child Care will:   1. Child Care staff will notify parents that they need to pick up their child by a designated time (approximately 10 minutes prior to the evacuation deadline) and that if they cannot make it to the Wellness Center Child Care by that time they can pick up their child at the off campus location.   Homewood Suites – 2021 16th Street North, Fargo - 701-235-3150  Parents will be otherwise notified if an alternate site is needed  2) Child Care staff will prepare the children in the Wellness Center Child Care to be picked up or to be transported to the off campus pick up location.  3) After clearing all of the activity areas, the Wellness Center staff will meet at the Wellness Center Child Care to assist with transporting any children to the off campus pick up location.  4) Children will be transported in the personal vehicles of the Wellness Center employees to the off campus pick up location under the following guidelines: a. Normal safety rules will be followed, as much as possible, but that the highest priority is to relocate to a safe location.  b. The Child Care Director or designee will record the names of each child, which vehicle they are traveling in and time of departure.  c. There will be a minimum of two adults per vehicle.  d. Upon arrival at the off campus pick up location:   * + 1. Parents will be notified that their child has arrived at the off campus location, including confirmation of off -site location.     2. Children will stay with the Wellness Center employees they have been assigned to until cleared to leave and properly checked out by the Child Care Director or designee. |
| **Severe**  **Weather/**  **Emergency**  **Closure** | NDSU personnel are asked to use the NDSU home page (www.ndsu.edu) as the primary  source of severe weather information, supplemented by 231-4636 for emergency announcements. The telephone line will provide accurate, current information on the status of classes and university offices during severe weather.  When NDSU and the Wellness Center Child Care are open and weather conditions appear serious, the Director will monitor weather reports via radio and make contacts with University Administration. Based on the information obtained, one of the following decisions will be made:  1. The University will be in full operation and all events will take place as scheduled.  2. Close the Center as NDSU has cancelled classes and offices are closing.  The Wellness Center Child Care will be closed if NDSU cancels classes. When NDSU is open but staff are unable to get to work, a decision will be made to **delay the Center’s opening**. Parents will be contacted by Center staff informing them of the delayedopening time. Audix phone messages will also be left on the main phone line 701-231-5219 by 6:30 a.m. We ask each family to call the Center confirming the  opening time BEFORE bringing your child to the Center. Parents must take the responsibility of being aware of weather conditions, NDSU announcements and take appropriate action to safeguard your family. |

Medical Emergency

If a child requires immediate medical care and the parents or the designated responsible person cannot be reached. Depending on the condition of the child, 911 may be the first call and then the parents. The staff member in charge will go with the child to the Emergency Room. Staff will continue to attempt to contact the parents. When contact is made, parents will be informed of the nature of the emergency and the child’s condition and whereabouts.

A written release, which authorizes emergency treatment for your child, must be signed at the pre-enrollment visit.

**HANDWASHING POLICY**

All children and staff wash their hands frequently with liquid soap. Hand washing is required when entering the child care, before and after eating, after diapering or toileting, after playing outside, after using tissues and at other times required for cleanliness).

**INFANT SLEEP POLICY**

Ensuring infants are safe while they sleep is very important to our program. For this reason, the NDSU Wellness Center Child Care has created a policy on safe sleep practices for infants up to 1 years old. We follow the recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission

(CPSC) to provide a safe sleep environment and reduce the risk of sudden infant death syndrome (SIDS). SIDS is the “sudden death of an infant under 1 year of age, which remains unexplained after a thorough investigation.” The staff, student staff, and volunteers follow the following policy:

Sleep Position:

• All infants (under one year of age) will be placed completely flat on their backs in a safety approved crib or playpen for sleep unless a written note from the infant’s health care provider is provided stating the medical reason and the specific time frame that an alternate sleep position or alternate sleep surface (ex. car seat) is to be followed. Written permission from both parents must also be obtained in order to follow the order. The NDSU Wellness Center Child Care reserves the right to refuse care if we do not feel comfortable following the order.

• Infants will always be placed completely flat on their backs for sleep. However, when an infant can easily turn front to back and back to front, they can remain in whatever position they prefer to sleep.

• All infants’ heads will remain uncovered when sleeping.

• Infants will remain lightly clothed and will not be over-layered to prevent overheating.

• Bibs, necklaces (including teething necklaces), hooded sweatshirts, and hats will be removed before laying an infant down for sleep.

• Pacifiers will not be tied around an infant’s neck or clipped on to an infant’s clothing. Pacifiers will be checked for cracks/tears before use. No stuffed animals/toys will be attached to the pacifier.

• Positioning devices or wedges are not recommended and will not be used without a written order from a health care provider.

• Blankets are not recommended for infants under 12 months old.

• Sleep sacks are recommended instead of blankets. Swaddler sleep sacks will not be used once the infant shows signs of rolling or reaches 2 months of age.

• Written parental permission must be obtained to use a sleep sack, or pacifier for sleep. Copy will be posted by each child’s crib/playpen.

Sleep Environment:

• Our program will use CPSC guidelines for safety-approved cribs and playpens.

• Hardware will be checked weekly on cribs to make sure no pieces are loose, broken or missing.

• The mattress of the crib will be in the lowest position at all times.

• No crib toys or mobiles will be attached to the crib or playpen. No items will be hung over the side of the crib playpen when an infant is in the crib/playpen.

• No monitors/devices are allowed to be attached to an infant or placed in the crib/playpen.

• All items will be kept out of the reach of an infant in the crib or playpen.

• Infants will not sleep on water beds, sofas, soft mattresses, car seats, swings, bouncy seats, Boppys, or other soft surfaces.

• Soft materials such as pillows, stuffed toys, loose bedding, bumper pads, quilts, (including breathable/mesh bumper pads) and comforters will not be placed in infants’ sleep environment.

• If a crib is used, infants will only sleep on a firm tight-fitting mattress with a properly fitting fitted crib sheet.

• If a playpen is used, infants will only sleep on the pad provided by the manufacturer with a properly fitting playpen sheet. Pad will maintain shape when fitted sheet is used. No extra padding or mattresses will be added. Velcro attachments will be used to keep pad in place.

• Playpen mesh will be less than ¼” and free from tears/holes.

• Playpen frame will be structurally intact and checked often to make sure the frame is sturdy.

• Bassinets will not be used.

• Bassinet inserts and changing pad inserts for playpens will not be used.

• Infants will not share cribs/playpens at the same time.

Supervision:

• All infants must be removed from their car seats (and have any outer clothing removed) by their parents and given to the child care provider when they arrive.

• A staff member will visually check on the sleeping infants frequently (every 10-15 minutes) to view the color of infant’s skin, to check on infant’s breathing, to monitor for signs of overheating, to re-adjust blanket/clothing if needed, make sure the head is uncovered.

• Sleeping infants will be within hearing of staff at all times. Monitor will be used if staff is not always present in the room.

• When infants are awake, they will have supervised “tummy time”.

• Infants will spend limited time (maximum of 15 minutes’ x 2 times a day) in car seats, swings, and bouncer/infant seats when they are awake.

Training:

• All professional staff and student staff at the NDSU Wellness Center Child Care will be trained on safe sleep policies and practices before any individual is allowed to care for infants.

• Safe sleep policies and practices will be reviewed with all staff, substitute staff, and volunteers each year.

• Documentation that staff, substitutes, and volunteers have read and understand these policies will be kept in each individual’s file.

• All staff, student staff, and volunteers at the NDSU Wellness Center Child Care will be trained on emergency procedures for unresponsive infants as well as what to do when they have a question or need assistance before they are allowed to care for infants.

Communication for Parents:

Parents are asked to follow this same policy when the infant is at home. Information regarding safe sleep practices, safe sleep environments, reducing the risk of SIDS in child care as well as other program health and safety practices will be shared if any changes are made. A copy will also be provided in the staff handbook.

Licensing requires written parental permission to use a blanket, sleep sack, pacifier or security item.

**CHILDREN WITH SPECIAL NEEDS**

All children with diagnosed special health needs are required by licensing to have a current care plan signed by a parent/guardian. NDSU Wellness Center Child Care highly recommends that the care plan also be signed by your health care provider. This care plan must be updated at least yearly.

Emergency medication and/or equipment specified in the care plan is required to be available at the program at all times and when child is taken off site during child care hours.

**By signing this contract, parents/guardians and provider agree to abide by the written policies as stated in this handbook.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Director’s Name (print) Director’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Parent’s Name (print) Parent’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Parent’s Name (print) Parent’s Signature Date

**Attention parents:**

**Licensing requires all parents to be given a copy of our center parent handbook.**