

NDSU

WELLNESS CENTER  
CHILD CARE

# PARENT HANDBOOK

2023-2024

## Contact Information

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April 2023

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## About NDSU Wellness Center Child Care

Welcome to the NDSU Wellness Center Child Care (WCCC)! As part of the NDSU Wellness Center's mission to "promote a culture of life-long wellness" by focusing on physical, intellectual, emotional, social, spiritual, occupational, and environmental dimensions, we are providing convenient and affordable care and education. We strive to enrich each child's unique social, emotional, physical and cognitive development at the same time allowing their parents or guardians to focus on completing their NDSU degree. We are also able to provide hands-on work experiences for NDSU students as they study and prepare for a future career. Please note that the policies in this handbook are reviewed annually. Parents will be informed prior to new policies being implemented whenever possible.

### Mission

To provide convenient and affordable high quality care and education for children six weeks to five years old while their parents pursue an education at NDSU.

### Vision

An environment where NDSU students and their children develop skills to flourish in life.

### Philosophy

The guiding principle at the Wellness Center Child Care is that children are cared for and are allowed to learn and grow in an environment that supports their success while being respectful of each child. This environment fosters the development of trust so children feel safe and encouraged to explore, discover, and play. Staff listen to children, encourage independence, and facilitate play that leads to learning and development in age-appropriate ways. Parent involvement is key to children developing the skills they need to flourish in life and we seek to support the entire family unit.

### HOURS/DAYS OF OPERATION

The Wellness Center Child Care is open for the care and education of children Monday-Friday when classes are in session. The Wellness Center Child Care office is open and follows university hours when classes are not in session, but the university is open. The Wellness Center Child Care is closed when the university is closed.

#### Fall Semester

Monday, August 21	3:30 p.m. – 5:30 p.m.
Tuesday, August 22 - Friday, December 8	7:30 a.m. – 5:30 p.m.
Monday, December 18 - Friday, January 9 (office only)	7:30 a.m. – 4:00 p.m.

#### Spring Semester

Monday, January 8	3:30 p.m. – 5:30 p.m.
Tuesday, January 9-Friday, May 3	7:30 a.m. – 5:30 p.m.
Monday, March 4 – Friday, March 8 (office only)	7:30 a.m. – 4:00 p.m.

#### Summer Semester

Monday, May 13 (office only)	7:30 a.m. – 4:00 p.m.
Tuesday, May 14 – Friday, August 2	7:00 a.m. – 4:30 p.m.
Monday, August 2– Friday, August 26 (office only)	7:30 a.m. – 4:00 p.m.

NDSU Wellness Center Child Care is licensed by the State of North Dakota. We are licensed for 39 children ages 6 weeks – 5 years old.

**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.”

- **Site Coordinator:** Mari Quittschreiber has 31 years of experience working in the early childhood field. Mari earned a degree in Child Development and Family Science from NDSU. Her early childhood career experiences include working as an in-home child care provider, teaching in a child care center, teaching preschool, working with Migrant Head Start, serving as the Region V Right Track Coordinator, serving as the Inclusion Specialist for Eastern ND, as the lead teacher and currently site coordinator at the WCCC. Mari reports to the Wellness Center Director. The Wellness Center is a part of the Division of Finance and Administration.
- **Lead Teacher:** Sheyenne Risher has 11 years of experience working in the early childhood field. She earned a degree in Human Development and Family Science from NDSU. Sheyenne’s early childhood experiences include teaching at Early Head Start, teaching at Head Start, and teaching in a childcare center. She is currently one of two lead teachers at the WCCC. Sheyenne reports to the WCCC site coordinator.
- **Lead Teacher:** Pamela Machtell has 32 years of experience working in the early childhood field. She earned a degree in Child Development and Family Science from NDSU. Pam’s early childhood experiences include Lead Preschool Teacher at Nokomis Child Care Center for 27 years, Lead Pre-K Teacher for 3 years at A Child’s World (YWCA) and Lead 5-year-old teacher at YMCA. She is currently one of two lead teachers at the WCCC. Pam reports to the WCCC site coordinator.
- **One part time non-student staff**
- **1-3 Student coordinators:** Coordinators are students that have worked at WCCC for at least one year and receive additional training. They work closely with the site coordinator and lead teachers to ensure that all children are given the highest quality of care.
- **30-40 student staff:** All student staff have prior experience working with children. Many are majoring in fields related to working with children and families, but a wide variety of fields are represented.

The site coordinator, lead teacher, or a student coordinator will always be present at the WCCC. All staff are trained in Pediatric First Aid & Infant/Child/Adult CPR AED and meet the continuing education requirements set by the State of North Dakota. All employees, including substitutes, pass a background check for Child Abuse and Neglect, the National Sex Offender Registry, FBI fingerprinting, and a criminal check for each state they have lived in.

WCCC meets or exceeds the adult/child ratios established by the North Dakota Department of Human Services. The ratios are:

6 weeks – 18 months	1:4
18 months – 36 months	1:5
3 years – 4 years	1:7
4 years – 5 years	1:10
5 years – 6 years	1:12

**REGULATIONS THAT APPLY TO WCCC**

1. **Cass County Social Services-** The purpose of these regulations is to establish minimum standards for licensed childcare centers and to assure those standards are maintained.
2. **Child Abuse and Neglect Law-** WCCC assures that the basic human and legal rights of each individual is served. It is the policy of WCCC that all staff, students, or volunteers treat individuals with dignity and respect. Physical abuse, verbal abuse, or neglect of any individual is strictly prohibited. Any staff who suspects abuse or neglect **MUST** report this information to appropriate authorities, including the county of residence. Failure to report abuse/neglect may implicate the observer and will lead to criminal charges.
3. **Fargo Cass Public Health-** WCCC has annual health and sanitation inspections completed by an environmental health practitioner. WCCC follows standards set forth by North Dakota Health Services.
4. **Fire Department-** WCCC has annual fire inspections completed by local or state fire authorities. Fire evacuation drills are performed at the Center in accordance with local fire department guidelines.
5. **Child and Adult Care Food Program-** WCCC meets the USDA Food Program requirements in serving nutritional meals to children, staff training requirements, and child nutrition education. Every three years a comprehensive review is completed to guarantee our program is in compliance with federal regulations.

**PRIVACY POLICY**

WCCC will keep all records and information about your family strictly confidential and private. Information pertaining to the admission, developmental records, screening/assessment results, health information and transition of a child is confidential. Individuals with access to the files include the child's parents or legal guardians or individuals to whom they give permission, full-time staff, Department of Human Services representatives, and officers of the law. The children's files will be kept locked in a file cabinet or electronically in DocuSign. Your child's records are available for your inspection at any time. Simply contact the site coordinator to set up a time to view these documents.

If information is to be released to an outside agency, parents must sign a consent for release form.

**ACCOUNTABILITY POLICY**

In order to ensure the safety of your child/children, if they have not arrived forty-five minutes after their scheduled time, we will contact the parents. If we do not hear from the parents that the child is not arriving, we will contact the child's emergency contacts and as a last resort, we will contact the police.

**\*\*If you know you will be arriving more than 15 minutes after your scheduled time or not coming at all, notification is required. Either call (701-231-5203), email the site coordinator, or send us a message on Bright Wheel, an app the WCCC utilizes to inform parents about their child's day.**

# Enrollment Policies

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## ELIGIBILITY

WCCC enrolls children between the ages of six weeks to five years of age of NDSU students who are consistently enrolled in at least one credit and paying the Wellness Fee. WCCC 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.

## ENROLLMENT PROCEDURES

Before your child attends the Wellness Center Child Care, a short pre-enrollment conference will be scheduled with the site coordinator and/or lead teacher. The purpose of this visit is for us to learn more about your child, allow parents to tour the facility either virtually via Zoom or in person, and learn more about the program and policies, and to review the following enrollment forms:

- Child Enrollment Form. WCCC is required to verify the identification of children in care by viewing 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
- Parent's NDSU class schedule/credits enrolled
- Signed Wellness Center Child Care contract

## FEES

### Registration

A non-refundable registration fee of \$25.00 is charged with each contract to cover the paper work and other costs involved in registering/scheduling each child and to hold/guarantee a spot for your child.

### Tuition

Program cost includes breakfast, lunch and an 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.

**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 hourly care are based on a sliding fee. Eligibility for the lower fee is determined using the Department of Public Instruction Child Nutrition and Food Distribution Income Eligibility guidelines.
- Full time rates remain the same throughout the semester. When a child has a birthday, the rate will not change until the next semester when the parent signs a new contract.
  - \$6.00 per hour/per child
  - \$225 per week per child Full Time Infant (6 weeks to 17 months) 7:30am-5:30pm
  - \$210 per week per child Full Time Toddler (18 to 35 months) 7:30am-5:30 pm
  - \$200 per week per child Full Time Preschooler (3 to 5 years) 7:30am-5:30 pm



**Drop Off Care**

Drop off care is available to families currently attending the WCCC on a first-come, first-serve basis. Fees are calculated in 15- minute increments. Fees for drop-off care are:

- \$7.00 per hour per child

**Extended Care**

Reservations can be made for Extended Care for families who have a reservation. Extended Care time is \$7.00/hour and can be made for times when students have on-campus activities that are not covered by the credit hours of their class schedule. These reservations require a short-term contract and are made on a first-come, first-serve basis.

- Payment for Extended Care is required at the beginning of the week of the reservation. Payment is required even if the child is not present during the time that is reserved.

**Payments**

- All payments are due on the first day of reserved care each week or immediately following drop off care.
- Payment can be made by cash, check or credit card (Visa, Mastercard, or Discover). A receipt will be available for any payments upon request.
- Full payment is required for absences such as funerals, illness, vacations, maternity leave, etc.
- Any unpaid balance at the end of a contract will be sent to NDSU Customer Account Services and a hold will be placed on Campus Connection which prevents future registration as well as a hold on the student's transcripts.

**Late/Early Fees**

A fee of \$1.00 per minute will be assessed for any child arriving before or staying after 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. It is expected that all parents are ready to leave the center with their child(ren) at closing. Those who remain in the center past closing time will be charged an initial \$15.00 fee for the first 10 minutes or any part thereof. In addition to the \$15.00 fee, \$2.00 per minute per child will be charged for every minute late after that period. The clock on the center computer will be the official time used.

**Severe Weather/Emergency Closure**

When classes are cancelled due to severe weather or other emergencies, WCCC will also be closed and parents will be charged 100% of the regular fee, whether for a full or partial day. If classes are in session, but WCCC closes for an emergency, parents will be credited for that day.

**RESERVATION POLICIES AND PROCEDURES**

- In order to make a reservation at the WCCC, at least one parent must be enrolled with academic credit at NDSU. *The parent must be paying the Wellness Center student fees.*
- Reservations are made based on class schedules. A parent can make a reservation for up to an hour before and up to an hour after class times.
  - A reservation must be made at least 30 minutes prior to the beginning of class time. Reservations are made in 15-minute increments.
- If credit hours are not tied to in-person class time (i.e. online classes or research credits), 3 hours of reservation time per credit will be allowed to be scheduled as the parent determines. As with all reservations, the time is dependent on spaces available.

- A limited number of full-time spots may be available each semester. For a full-time spot, parents pay a set weekly rate and are allowed to bring their child/children any time during our hours of operation. These contracts are signed at the discretion of the site coordinator each semester.
- Parents must be enrolled at NDSU at least half time to utilize full time care. Half time in Fall & Spring Semester for an undergraduate is 6 credits and 5 credits for graduate students. Half time in Summer for an undergraduate is 5 credits and 3 credits for graduate students.
- Parents may utilize part-time hourly care for up to 35 hours per week. At 36 hours of care, parents are required to sign a full-time contract.
- No more than eight reservations at one time can be made for infants under twelve months old.
- Drop-off care can be scheduled on the day care is needed. The parent or guardian must call at 7:30 or two hours before care is needed. Drop-off care can also be requested during the day that child care is needed. The parent is billed for the amount of time the child is present, calculated in 15-minute increments.
- Reservations for **Returning Undergrad Students** can be made starting two weeks after the start of NDSU class registration.
- Reservations for **Returning Grad Students and New Undergrad Students** can be made starting four weeks after the start of NDSU class registration.
- Reservations for **New Grad Students** can be made starting six weeks after the start of NDSU class registration.
- Once reservations open, new students may email the completed reservation application and their class schedule to Mari Quittschreiber, Site Coordinator at [mari.quittschreiber@ndsu.edu](mailto:mari.quittschreiber@ndsu.edu).
- The Reservation application will be considered on a first come first served basis, based on availability for the hours requested.
- If the application is accepted, the Site Coordinator will contact the student to arrange a time for a parent pre-enrollment conference.
- The student will meet with the Site Coordinator for a pre-enrollment conference, sign the contract and pay the \$25 reservation fee.
- After a contract is signed, students can request changes to their reserved hours by contacting the site coordinator. The site coordinator will contact the student if there is space available for the change and a Notice of Reservation Changes will be signed and attached to the contract. Students may make 1 change per semester but will be charged \$25 for each change after that.
- No new contracts will be signed the week before and the week after classes begin each semester. Requests can be made for changes and/or new contracts. Changes can be made during this time as available space is determined by the site coordinator.
- Extended care contracts can be requested at any time. The site coordinator will contact the student when it is determined that space is available and a short-term contract will be signed.
- Contracts for reservations based on classes are made for the first day of class through the last day of scheduled classes. Finals week is either Full Time or Extended Care contracts only.

## TAX INFORMATION

WCCC will provide an itemized yearly statement of payments upon request. The year-end statement will have the total payment for the prior year as well as the Federal Tax ID number.

## TERMINATION PROCEDURE

### Withdrawal

WCCC requires you to give the site coordinator 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**. If no notice is given, fees will continue to accrue until the end of the contract.

Discharge Policy

The center reserves the right to deny or terminate our contract, at will:

- For any child who does not meet program enrollment criteria.
- When warranted due to non-payment of fees
- Failure to comply with WCCC rules, policies, and regulations
- When a child will not benefit from the program
- When a child's presence jeopardizes the ability of other children to benefit from the program or prevents personnel from doing their job.

## **WCCC Policies and Procedures**

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### **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 be required to show us a picture ID. Please remember to keep this form updated with your current phone number and address. 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 site coordinator for special circumstances

### **ARRIVAL/DEPARTURE**

- It is required that all children be escorted inside the center. We ask that your child is always within arm's reach of an adult to ensure their safety at all times. We are not responsible for your child before or after check-in.
- Write down any important information we need to know about your child each day such as the child's last feeding, an injury we need to be aware of, etc. We will not be responsible for information not in writing or documented on the Bright Wheel App.
- Take everything home each day before leaving. Take home art work, papers, and any outdoor clothing. Due to the nature of our center, we do not have a cubby or other space to keep children's belongings outside of the hours they are here.
- It is our first responsibility to protect the health and safety of the children. If, in our opinion, a child cannot be transported safely due to the condition of the individual picking up the child or lack of a safe car seat, we will ask him/her not to transport the child and will propose alternative such as calling another person authorized to pick-up or calling a cab. If the individual refuses to agree to an alternative, we will immediately call the university police and report the unsafe situation.
- Children should never be left alone in a car in the parking lot or drop-off lane, even if just for a few minutes.

### **PARKING**

Parents dropping their child(ren) off should park in the drop-off lane in the WE Lot.

- In consideration of other parents and service vehicles using the drop-off lane, please do not exceed 15 minutes. If you believe you need more time, parking in the WE lot is available by

paying utilizing the PASSPORT app or for two hours free of charge if you have any NDSU parking permit, excluding Park & Ride.

- For the safety of the children, in no circumstances should children ever exit/enter vehicles stopped on the South entrance of the Wellness Center (with the exception of the MAT bus.)
- Drive as far up to the front of the lane as possible and park as close to the sidewalk as possible for the convenience of those who come after you. You may park on either side of the yellow speed bump.

## **STROLLERS**

We do not have space indoors for strollers that cannot be folded and stored in our lobby storage. Strollers can be parked in the small fenced area off of our playground, but should be locked. We will not be responsible for damaged/stolen property.

## **MEALS AND SNACKS**

Menus will be posted each week. We participate in the USDA Child & Adult Food Program from the Department of Public Instruction and all meals served meet these nutritional guidelines. This means we follow specific requirements for the kinds of foods served and the way they are served.

Meals are served at the following times:

Breakfast 7:15 am – 8:45 am

Lunch 11:15 am - 12:00 pm

Snack 2:30 pm – 3:00 pm

The children are served breakfast, lunch and snack. The children sit together with a teacher who engages them in conversation. Children are encouraged, but never forced, to taste each food. When they are finished eating, they clean their spaces and wash their hands. We encourage independence and self-regulation. Breakfast and snacks are prepared at the center, lunches are catered by NDSU Dining Services. Special attention has been given to increasing meals with whole grains, fiber, fresh fruits and vegetables while decreasing high sugar, salt, and fat content foods.

## **Meals for Infants**

We will support parents in the way that they choose to feed their infants, whether with breastmilk or formula. When bottle-feeding, infants will always be held. Bottle-feedings do not contain solid foods, unless the child's health care provider supplies written instructions otherwise. Children are not allowed to walk around or play while drinking from a bottle or sippy cup.

## **Breastmilk**

Breastfeeding on site is encouraged. We have comfortable seating in a designated private space in the staff lounge. If a mother prefers to breastfeed, the site coordinator or lead teacher will alert the mother when the baby is hungry through a phone call or text message through our center cell phone. We will also be flexible with timing bottle feeding if a mother communicates when she will arrive to breastfeed.

- We accept, store, and serve expressed breastmilk that is fresh or frozen.
- All bottles and storage containers of breastmilk should be labeled (with water resistant ink) with the child's name, date it was expressed, and when it was thawed if it was initially frozen.
- Breastmilk will be heated in an individual container of warm water separate from other bottles.
- Frozen milk can be stored in the freezer of our refrigerator for 3-6 months, in our refrigerator for three days, and for five hours at room temperature if it is freshly expressed.

**Formula** The center provides iron-fortified infant formula. Parents may choose to use this brand of formula or provide a different brand of your preference. All formula must be labeled with the child's name and date that it was opened. Formula will be prepared according to manufacturer's instructions.

**Milk**- Whole milk is provided to children ages 12-23 months. Skim milk is provided to children 24 months and older.

**Solid foods**- The center provides iron-fortified cereal (oatmeal and rice) and pureed fruits, vegetables, and yogurt prepared to the consistency appropriate for your child. Parents may provide their own cereal or strained baby foods in factory-sealed containers. All foods and beverages brought from home must be labeled with the child's full name and date opened.

As the child begins to transition to solid foods, we will follow the parents' lead on foods that have already been introduced at home. There is no defined age for when a child is developmentally ready for solid foods. Readiness often occurs around 6 months. The nutrients infants get in breastmilk and iron-fortified formula are essential for proper growth and development and best practice is to give these exclusively for at least six months. Below are guidelines on how to determine if your child is developmentally ready for solid foods.

#### **USDA Guidelines on Determining if your child is developmentally ready for solid foods:**

- The infant is able to sit in a high chair, feeding seat, or infant seat with good head control.
- The infant opens his or her mouth when food comes his or her way. He or she may watch others eat, reach for food and seem eager to be fed.
- The infant can move food from a spoon into his or her throat.
- The infant has doubled his or her birth weight

#### **REST TIME POLICY**

Rest time 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 to help the child relax. 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 have an afternoon rest period. Blankets and soft comfort items from home are allowed during rest time for children ages 12 months and older.

#### **INFANT SLEEP POLICY**

Ensuring infants are safe while they sleep is very important to our program. 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." Parents are asked to follow the same guidelines at home.

##### 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. WCCC reserves the right to refuse care if we do not feel comfortable following the order.

- When an infant can easily turn front to back and back to front, they can remain in whatever position they prefer to sleep.
- **Blankets and stuffed animals are not allowed for infants under 12 months.** Sleep sacks are allowed if extra warm or snugness is needed.
- 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 will not be used without a written order from a health care provider.
- We do not swaddle an infant's arms once they are showing signs of rolling over or reach 2 months of age.

#### Sleep Environment:

- Our program will use Consumer Protection Safety Commission 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 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 1/4" 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 sight and sound of staff at all times.
- 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 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.

**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 enough to be outdoors, we expect you to keep your child home to rest and recuperate.

Please provide your child with appropriate outdoor clothing each day, this includes clothing that can get dirty as interaction with nature (sand, soil, water, etc.) is encouraged. Also send extra clothing each day so we can change your child if their clothing gets messy.

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 bottle of sunscreen (**no aerosol** cans) labeled with the child's name. We also encourage every child to wear a sun hat for decreased exposure to sunlight.

Winter Months

During the winter months your child will need waterproof mittens, hats that cover your child's ears well, warm jackets, snow pants and winter boots. Please remember to label them with your child's name.

**CLOTHING**

Play is children's work and often requires interaction with messes. As they play, children are learning self-regulation and refining fine and large motor skills. Expect clothes to get dirty most days.

We require that children (toddlers and older) wear shoes at all times. Please remember during the winter when children are wearing boots they will also need shoes for indoor play. We advise a shoe with a rubber sole to help prevent injuries on climbing equipment. If sandals are worn in the summer months make sure they have a strap around the heel to keep the shoes securely on the feet.

We provide you with a bag to send two complete changes of clothing (underwear, socks, shirts, pants) that have been labeled with the child's name. Please check the bag each day for soiled clothing and restock if needed.

## 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.

Parents are welcome, but never obligated to send treats to share with classmates and teachers on birthdays or other special occasions. We will provide a list of approved snacks. 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. *\* We reserve the right to say no treats from home in the case of severe food allergies.*

The WCCC will NOT 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.

## ITEMS FROM HOME

The WCCC is adequately equipped with toys. **PLEASE DO NOT SEND ANY TOYS, PETS, CANDY OR GUM TO THE PROGRAM.** An exception to this policy is when children have special attachment objects such as blankets, soft toys, or a pacifier. We understand that adjustment to a new setting may be difficult and may create the need for extra comfort for the child. Please be sure the item is labeled with the child's name and inform us that the child would like to share the item. 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 WCCC does not transport children except in the case of a campus evacuation for emergency situations.

## AQUATICS

The WCCC will not participate in any aquatic activities.

## STAFF BABYSITTING POLICY

Student Staff are supervised within the confines of our facility. Should you choose to have student staff babysit for you outside of center hours, please note that they are not supervised by the WCCC and are, therefore, not acting within the scope of their employment. We can post a notice for a babysitting need in our staff lounge.

# Our Program

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Our program revolves around our image of the child as capable, relational, and creative. Our vision is to provide an environment where they can develop all the skills they need to flourish in life. We thoughtfully plan schedules, routines, environment, and activities that are engaging, developmentally appropriate, and reflective of family home and values.



**DAILY SCHEDULES**

Routine is important for children and adults to know what to expect. We always provide responsive care and individualize care for all ages within the structure of a schedule. There is a visual schedule posted in the lobby for parents and staff to refer to as they talk to the children about what they can expect during the time they spend at WCCC.

8:15-8:45	Breakfast	Children eat breakfast as they arrive. Child must arrive by 8:45 to be served breakfast.	Studio/Gold Room
	Child Choice	Children play in learning centers and teachers support their play	
9:00-11:00	Together Time	Group activities such as reading books, singing and music-making, group discussions. Participation is voluntary.	Studio
	Large Motor	Children are encouraged to move their bodies, at least 15 minutes of teacher-structured activity is offered. A minimum of one hour/child of large motor play offered each morning.	Playground MAC gym Martial Arts Studio
	Studio Work	Sensory activities are set up in the Studio area for children to choose from, including science experiments, art, sand play.	Studio
	Child Choice	Children play in learning centers and teachers support their play.	Gold/Green Rooms
11:00-11:15	Personal care	Use the toilet/change diaper, handwashing	Bathrooms
	Together Time	5-10 minutes of education activities using stories, puppets, songs	Green/Bison Rooms
11:15-12:00	Lunch	Children are served lunch by the staff.	Studio/Green Room
	Personal care	Use the toilet/change diaper, handwashing	Bathrooms
12:00-1:30	Rest time	All children rest on a mat for at least 20 min. If they are not going to sleep, a quiet activity will be given to them.	Gold Room
1:30-2:30	Large Motor Play	Children are encouraged to move their bodies, at least 30 minutes of teacher-structured activity is offered. A minimum of one hour/child of large motor play is offered each afternoon.	MAC gym Martial Arts gym Playground
2:15-3:00	Snack	Children eat a family-style snack	Studio
	Personal care	Use the toilet/change diaper, handwashing	Bathrooms
3:00-5:45	Child Choice	Children play in learning centers and teachers support their play	Bison/Green Rooms Playground
	Studio Work	Sensory activities are set up in the Studio area for children to choose from.	Studio

**INFANT/TODDLER 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 play 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.

### **ACTIVE PLAY**

We provide for no less than two hours of active play per day. Children are taken outdoors to play when weather, air quality and environmental safety conditions do not pose a health risk. Please always provide appropriate gear for the weather conditions. When outdoor opportunities are not possible, we provide teacher and child-led activities in the Wellness Center gyms. Supervised tummy time is provided for all infants when awake several times a day. All staff are required by licensing to attend an approved physical activity training annually.

Screen time, including television, movies, computer, and video games is not available for children under two years of age. Children ages 3-5 are offered limited screen time activities such as short educational videos or story books read on video, music and movement videos, or on special occasions an age-appropriate movie. Other activities are also available during those times.

### **WALKING FIELD TRIPS**

We will take frequent walks around campus to sites such as the Memorial Union, Bison statue, the Babbling Brook, the art gallery, the arboretum, and other specially planned activities.

## **Guidance and Social/Emotional Development**

### **POSITIVE GUIDANCE**

At the WCCC, we believe behavior guidance should be positive and approached in a fair and caring manner consistent with the developmental needs of individual children. We are guided by the expectation that all children, staff, and family members are always safe and respectful.

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.

The environment and routines at the center have 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.

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

WCCC staff never use physical punishment and do not engage in psychologic abuse or coercion or withhold food or physical activity as a discipline method. For children with persistent challenging behavior, we will work with parents to develop and implement an individual plan that supports the child's inclusion and success. We will provide for the safety of your child and others in the classroom, remain calm and respectful to the child and provide the child with strategies for acceptable behavior.

## Family Partnerships

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### PARENT RESPONSIBILITIES

- Read the Parent Handbook and complete all enrollment forms before your child's first day.
- Update emergency, health, phone, vaccination, and income information changes during the year by contacting the Site Coordinator.
- Keep your child within arm's reach at all times when you are walking into or spending time in the Wellness Center. Do not leave children in a vehicle alone. Remove all outdoor clothing, choose a cubby and place your child's name on the cubby. As you leave, take all personal belongings with you and return the child's name to the wall.
- Give helpful information to a professional staff or student coordinator at drop-off. Ensure that a staff member always knows that you are picking up your child. Please enter the building and pick up your child rather than taking him/her from the playground. It is vital that we are aware of children leaving our care.
- Notify us at least 45 min before your reservation time if your child is not attending or if you will drop off late.
- Never leave any medications (Tylenol, decongestant, vitamins, any prescription or non-prescription) in your child's bag or cubby.

- Ensure that your child's bag is stocked with enough diapers and wipes for the day, plus two sets of size and weather appropriate clothing daily. Resting items such as a blanket and small soft toys are welcome for children over 1 year of age. Label all of your child's belongings.
- Bring weather appropriate clothing daily:
  - Summer: sun hat, sunscreen, shoes that cover child's toes and ankles
  - Spring/Fall: both a light and heavy jacket, rain boots/jacket, shoes and socks
  - Winter: waterproof mittens (please no gloves), hats that cover the child's ears, heavy winter jackets, snow pants, and winter boots.

### DAILY COMMUNICATION

WCCC utilizes an app called Bright Wheel as a communication tool. You will be able to see real-time activities throughout the day, watch your child's day unfold with snapshots delivered to your mobile device and stay in touch with us throughout the day. WCCC will send parents an invitation to join Bright Wheel app.

The Site Coordinator and Lead Teachers would be very happy to discuss any questions or concerns with you. Drop-off and pick-up times can sometimes be busy so you may email, text, call or send a Bright Wheel message at any time. *\*We highly encourage this as other parents may be present or waiting.*

Calling the main line at the center (701-231-5203) is always the quickest and most efficient way of communicating important information.

### 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 the 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.

### FAMILY SURVEY

We value your feedback. We may ask that you complete a survey on your satisfaction with our program. This is your opportunity to provide feedback on how we can best serve your family and needs as a student of NDSU.

### 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 Child Care Site Coordinator. If you feel your concerns are not addressed by the Child Care Site Coordinator, report them to the Wellness Center Director. If you find that your concerns are still not addressed you may contact our county licensing specialist, Susan Clancy, 701-630-8935 or [sclancy@nd.gov](mailto:sclancy@nd.gov) or call the ND Child Abuse and Neglect Toll Free number 1-833-958-3500.

### PARENT/TEACHER CONFERENCES

While optional, we encourage a conference between the parents and lead teacher once a year and throughout the year at either the parent's or teacher's request should the need arise.

### SCREENINGS

Screening/Assessment of Child Progress Assessment is the process of observing, recording, and documenting what children do and how they do it. With parental permission a developmental screening

will be completed by the site coordinator and/or lead teacher in conjunction with the parent each semester (for children in attendance 5 or more hours per week). Developmental screening measures a child's gross motor, fine motor, cognitive and social-emotional development as well as overall language development. The screening results will be shared with parents. Free vision and hearing screenings will also be conducted per parent written consent.

Screening results will be used to plan developmentally appropriate curriculum and environments, prepare for parent-teacher conferences, and help make referrals for further evaluation with parental permission. The WCCC uses a variety of assessment methods such as screening tools, observation, checklists, parent report, medical reports, and anecdotal notes.

### **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. WCCC 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.

### **COMMUNITY PARTNERSHIP**

When children have specific health or developmental needs, consultants, such as a physician, dietitian, nurse, psychologist, physical, occupational, or speech therapist, case manager, etc. are welcome to come to our program per parent/guardian consent and two-way release of information. WCCC staff want to learn the best ways to meet the child's individual needs to promote their education. Professional staff would like to be involved in the Individual Family Service Plan and/or the Individual Education Plan meetings and receive updated copies of evaluations and goals. We will share our developmental observations and work with professionals to help them understand the daily routines and best times to implement services.

Parking can be paid for through the Passport app. The consultant's company, the consultant, or the child's family pays the fee.

### **PARENT INVOLVEMENT OPPORTUNITIES**

We believe that parent involvement is a very important component of quality early care and education. There is substantial evidence that suggests that when children see their parents participating in their education program self-esteem flourishes, there is improved overall academic performance and greater continuity between home and school.

Parent involvement refers to parents and teachers working together in a partnership to provide a positive and wholesome environment in which children can thrive. We understand that as parents who are students and often have many other responsibilities as well, your time is limited. We strive to be creative and flexible with ways parents can be more involved at WCCC:

- Participating in a parent-teacher conference each year.
- Completing a developmental screening tool and reviewing the results with our staff.
- Sharing skills, hobbies, family traditions, your occupations or areas of education with us.

### **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. Staff will document and discuss concerns with the lead teacher and site coordinator and follow their recommendations.
2. The lead teacher and/or site coordinator, 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. Student Staff will use their own judgment to document and report concerns to county social services when the situation is warranted and the site coordinator is not available. If they are unsure whether or not to report a situation, they will contact county social services. The site coordinator will be informed of this immediately upon return.

## **Health and Safety Policies**

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### **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 for children that are not toilet trained. Diapers will be discarded in a plastic lined garbage that is emptied twice a day.

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 placed 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 staff and child's hands are washed for 20 seconds after each diaper change.

Please make sure your child has an adequate supply of diapers and wipes. If these items are not available in the child's diaper bag, the WCCC 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). It is recommended by the ND Dept. of Health, that the WCCC 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.

- Please be sure to notify staff of all health issues.
- Children may not attend the WCCC 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 health care policies will not be superseded by a doctor's authorization for attendance.
- 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 notice at the front desk or a letter to each parent.
- 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 WCCC according to the 'Guidelines for Exclusion Due to Illness' section of the handbook. All bruises will be documented.
- If a child becomes ill while at the center, the parent will be immediately notified and the child must be picked up. If the parent cannot be reached, the emergency contact person will be called. The ill child will be separated from the other children and an adult will stay with the child until someone arrives. Strict adherence to this policy will be maintained to protect the health of the other children and keep your child comfortable.
- If a child is well enough to be at child care, he/she is also well enough to go outside. There will be no exceptions made regarding to children going outside due to the child's health if the group is going out.

## MEDICATION POLICY

The WCCC does not administer any medications, prescription or non-prescriptions. The only exception to this rule is in the case of emergency medications. If a child has a known allergy, a parent is required to fill out a medication administration form, provide the appropriate medication in its original container, label it with the child's first and last name, replace it when expired, and provide an appropriate applicator if necessary. Parents can come to the center to administer medication to a non-contagious child if needed during the day.

Written parental permission is required yearly for over-the-counter (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 WCCC asks that parents consult with the child's health care provider and inform them of the advice received from the health care provider.

***The WCCC will temporarily exclude a child or send the child home immediately 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.

Condition for Exclusion:	Return Guidelines:
<b>Persistent abdominal pain</b> (continues for more than two hours) or intermittent pain associated with fever or other signs or symptoms.	Once symptoms have resolved
<b>Blood in stools</b>	With health care provider written permission
<b>Chicken pox</b>	When all sores have dried and crusted (usually 6 days)
<b>COVID-19:</b> follow current guidelines issued by the ND Dept. of Health	Refer to guidelines issued by the ND Dept. of Health
<b>Diarrhea</b> is defined as an increased number of abnormally loose stools in comparison with the individual's usual bowel movements, stool that cannot be contained in a diaper or has three or more loose stools within a 24-hr period, or one episode if other symptoms of illness are present, must remain at home.	Once diarrhea has resolved, except for children with diarrhea caused by Salmonella, Shigella, Cryptosporidium, G intestinalis, and E. coli where health care provider's written permission is required
<b>Fever</b> is defined as an elevation of body temperature above normal. Oral or ear temperature 101 degrees F (38.4 C) or higher, axillary (armpit) temperature of 100 F (37.8 C) is considered to be above normal in children. Rectal temperatures are not recommended in childcare settings and oral temperatures should not be taken on children younger than four years of age. A child should be excluded from childcare whenever fever is accompanied by behavior changes or other signs or symptoms of illness.	Fever free for 24 hours without fever reducing medications and can participate fully in normal routine activities. Or when self-isolation or quarantine is over and the child has been given approval by the Dept of Health to return.
<b>Hand, Foot, and Mouth Disease</b>	When lesions crust over. For mouth sores only, a minimum of 4 days from onset of illness.
<b>Head Lice</b>	After treatment has been completed
<b>Hepatitis A virus</b>	After one week from onset of illness, jaundice or as directed by the health department and vaccine or immune globulin has been given to appropriate children and staff members.
<b>Herpes Simplex Infection</b>	When no drooling or exposed open sores
<b>Impetigo</b>	Until treatment has started as long as lesions are covered



<b>Measles</b>	After four days from onset of rash
<b>Mouth sores</b> with drooling—except for thrush and canker sores	When no drooling or exposed open sores
<b>Mumps</b>	After 5 days from the onset of parotid gland swelling.
<b>Pertussis(whooping cough)</b>	After five days of antibiotic treatment
<b>Rash</b> with fever or behavior change	With health care providers written permission stating the child is non-infectious.
<b>Rubella</b>	After seven days from onset of rash
<b>Scabies</b>	After treatment has been completed
<b>Symptoms and signs of possible severe illness</b> such as lethargy, uncontrolled coughing, inexplicable irritability or persistent crying, difficulty breathing, wheezing, or other unusual signs for the child	Once symptoms have resolved or with health care provider's written permission
<b>Shingles</b> This is present in small, fluid filled blisters, and is spread by direct contact.	Once all lesions are covered or all sores have crusted over.
<b>Strep throat</b>	After 24 hours of antibiotic treatment and no longer has fever
<b>Tuberculosis</b>	When health care provider or health official gives written permission stating that the child is on appropriate therapy and can attend child care
<b>Unspecified respiratory illness</b> including the common cold, sore throat, croup, bronchitis, runny nose, or ear infection.	Once the child can comfortably participate in routine childcare activities.
<b>Vomiting illness</b> Two or more episodes in the previous 24 hours, if no other symptoms. One episode if other symptoms of illness are present or if child has recent history of head injury.	When vomiting resolves or a health care provider determines that cause of the vomiting is not contagious (i.e. reflux).
Sources:	
<ul style="list-style-type: none"> <li>- "Caring for our Children" National Health and Safety Performance Standards: Guidelines for Out-of-Home Child Care Providers, 3<sup>rd</sup> Edition 2011</li> <li>- North Dakota Department of Health 2014</li> </ul>	

## CHILDREN WITH ALLERGIES

WCCC will enroll children with allergies and will do the best of our ability create an environment that minimizes the risk of exposure to allergens. We recognize that the risk of accidental exposure can be reduced but not eliminated. To determine manageability, we look at the following factors:

- Type of allergy
- Number of allergies
- Level of severity
- Can exposure to all allergens be managed safely

Once it has been determined that the allergy is manageable in group care, the following procedures must be followed BEFORE the child's first day:

- Parents will provide a health care plan signed by the child's health care provider and child's parents. The Health Care plan must be reviewed at least yearly and updated as needed. A Release of Information form will be signed by the child's parents.
- For food related allergies, parents are required to have the child's health care provider complete a Medical Statement for Child with Allergies/Chronic Disease/Disabilities Requiring Special Meals form. The parent will meet and discuss this Health Care Plan with the site coordinator.
- The parent will give permission to post an Allergy Alert form within the center along with the child's picture to ensure proper identification.

- The parent will provide all necessary medications, dispensing tools and complete the Permission to Administer Medication form. Medications and equipment needed to administer medication must always be available at the center.
- All staff will review the Health Care Plan on an annual basis and as updated. New teachers will review the Health Care Plan before caring for children.
- The parent will notify the site coordinator of any changes to the child's allergy.

## ACCIDENT PROCEDURES

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 informing you of what happened and what action was taken by the staff. Parents must read and sign the accident/injury report. All staff members are required by law to be certified in Pediatric First Aid and Infant/Child CPR. 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. WCCC will practice monthly safety drills with the children.

<b>Fire</b>	Upon hearing the fire alarms sound, staff/students will immediately exit the building with ALL children. Young children will be placed in evacuation cribs. Staff will ensure they have all children in their care by checking the children's ID cards and conducting a name-to-face count with the children before they exit the building. If children are in the gym, staff will follow the same procedure and exit the building with the children through the nearest emergency exit. The director/lead teacher/student coordinator will collect the emergency go-bags, tote, and center cell phone and do a thorough sweep of the entire center before exiting the building. A designated professional staff from the Wellness Center will also do a thorough sweep of the child care before exiting the building. All children and staff will meet in the Matthew Living Learning Center East. Another name-to-face count will be conducted upon arriving at the MLLC. Adults and children will not return to WCCC until receiving approval from a fire official or NDSU official.
<b>Shelter-In-Place</b>	Our goal is to keep children away from external threats.
<b>Airborne Chemical Release</b>	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 WCCC staff when it is safe to leave the shelter.
<b>Armed Intruder and Violent Behavior</b>	Inside Building – If possible, children and adults will exit the building and meet at the Mathew Living Center East. If it is not possible to get outdoors safely, adults and children 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.

<b>Tornado</b>	<p>When the threat of a tornado is imminent, the city/campus emergency sirens will be activated and we will seek shelter in the hallway of the child care.</p> <p>Preschoolers and toddlers will be positioned with backs against the wall, head down and hands over their heads.</p> <p>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.</p>
<b>Bomb Threat</b>	<p>Upon receiving a notice to evacuate campus, the Wellness Center Child Care will prepare to evacuate the North Dakota State University campus. If there is a time before the evacuation deadline:</p> <ol style="list-style-type: none"> <li>1. Child Care Staff will notify parents that they need to pick up their child by a designated time (approximately 15 minutes prior to the evacuation deadline) and if they cannot make it to the Wellness Center Child Care by that time, they can pick their child up at the off-campus evacuation site @ <b>Homewood Suites 2021 16<sup>th</sup> St. N Fargo, Phone #: 701-235-3150.</b> Parents will be notified if alternate safety site is needed. If time allows, staff will print a list of children that are checked in from Pro Care.</li> <li>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 site (listed in bullet</li> <li>3. After clearing all of the activity areas, the Wellness Center Staff will meet at the Wellness Center Child Care to assist the staff with transporting any children to the off campus pick up location with personal vehicles.</li> <li>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</li> <li>5. Normal safety rules will be followed, as much as possible, but the highest priority is to relocate the children to a safe location.</li> <li>6. The Site Coordinator or designee will record the names of each child, which vehicle they are traveling in and time of departure.</li> </ol> <p>If possible, there will be a minimum of two adults per vehicle.</p> <ol style="list-style-type: none"> <li>7. Upon arrival at the off-campus evacuation location: Parents will be notified that their child has arrived at the off-campus location, including confirmation of the off-site location. 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 Site Coordinator or designee.</li> </ol>

### 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 and University Police may be contacted to help locate the parent. 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.

**SUNSCREEN POLICY**

We recommend that all children wear sun protection when playing outside, April-October. This includes sun-protective clothing, sunscreen, or both. Sunscreen is not recommended for children under six months of age. We ask parents to apply sunscreen before arrival at childcare.

- Applied sun protection must have a UVB and UVA ray protection of SPF 15 or higher. Look for the words water proof and broad-spectrum when purchasing sunscreen.
- Aerosol cans are not recommended
- Combination products of sunscreen and insect repellent are not recommended
- For maximum effectiveness, sunscreen should be applied at least 30 minutes before going outside to allow the ingredients to fully bind to the skin.
- Each child must have his or her own bottle of sunscreen labeled with child's first name and last initial.
- Written permission from parents must be obtained before the staff can apply the sunscreen.

**INSECT REPELLENT POLICY**

When Public Health authorities recommend the use of insect repellent due to high risk of insect borne disease, repellent will be applied with written parental permission.

- Insect repellent is not recommended for children under 2 months of age.
- Non-aerosol products with DEET less than 30% will be applied once a day.
- WCCC will provide insect repellent.

**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.**

**ACCESSIBLE WATER for CHILDREN**

Drinking water is easily visible and available for children both indoors and outdoors. Water will only be served to infants under one year of age with parental permission based on the instructions from the infant's health care provider.

**By signing this form, I (we) confirm understanding that my child's attendance at the Wellness Center Child Care involves close contact with other children whose actions or medical condition might result in personal injury or illness to my child, in spite of precautionary measures taken by the staff. I (we) understand that my child/children will be encouraged to engage in active play and allowed to practice skills such as climbing, running, jumping, etc. while abiding within all safety regulations put forth by the State of North Dakota. I (we) do not hold the NDSU Wellness Center Child Care responsible for injuries or illnesses caused by other children, accidents due to active play, the child's own coordination either while within the premises of the Wellness Center Child Care or while on outings. I (we) understand that we are responsible for the insurance coverage of each child.**

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

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Site Coordinators Name (print)

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Site Coordinators Signature Date

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Parent's Name (print)

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Parent's Signature Date

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Parent's Name (print)

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Parent's Signature Date

**Attention parents:**

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