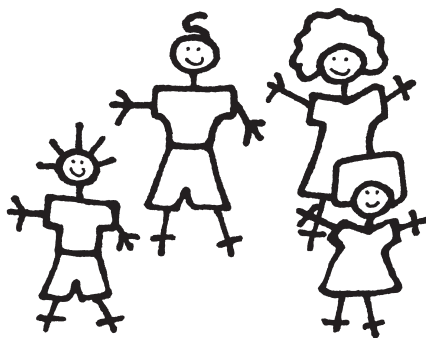
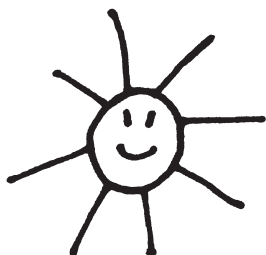


Child Development Center

*Working together . . .
Childcare and Education
at Southeast Community College*



Parent Handbook

SE ***Southeast community college***

LINCOLN CAMPUS
8800 "O" Street • Lincoln, NE 68520
(402) 437-2450

Table of Contents

Mission Statement	1
Program Philosophy	1
Philosophy of Guidance	1
Who We Serve	2
Special Needs.....	2
Schedule Options	2
Days and Hours of Operation	2
Calendar	2
Weather Closing.....	2
Staffing	3
Required Admission Forms	3
Withdrawals.....	3
Tuition and Fees.....	4
Health and Safety	
Emergency Exclusion	4
Center Security.....	4
Drop Off and Pick Up	5
Child Emergency	5
Fire and Tornado Measures.....	5
Child Abuse/Neglect.....	5
Illness Policy.....	6
Immunizations	6
Medication	6
Nutrition.....	7
Meal Schedule.....	7
Peanut Allergy.....	7
Birthdays.....	7
Outdoor Play.....	7
Transitions	8
Parent Involvement	
Daily Communication	8
Parent Conferences	8
Family Folder	8
Parent Advisory Board.....	8
What to Bring	9
What Not to Bring.....	9
Miscellaneous	9

Dear Parent,

We welcome the opportunity to serve you and your child/children here at Southeast Community College Child Development Center. It is our desire to make this a meaningful experience for all concerned.

This Center serves as a training site for our students who need experiences with children. We are proud of our staff and the training and experience they bring to the program.

We look forward to providing you with quality childcare services.

*Jeanette Volker
Campus Director
Lincoln Campus
402-437-2554*

“Southeast community college

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MISSION STATEMENT

Our mission at Southeast Community College Child Development Center is to provide quality care and early education to children from ages 6 weeks to 6 years, to meet the needs of SCC students, staff and the community. The Center also serves as a training site for our Early Childhood Education program along with a variety of other programs. We are committed to creating an environment for the children to develop independently, physically, emotionally, socially and intellectually under the guidance of trained personnel and students. We seek to build a strong partnership between the Center and home to ensure the best possible atmosphere for the children.

PROGRAM PHILOSOPHY

The program is based upon a variety of experiences in a carefully planned environment to facilitate optimum learning. Our aim is to provide the children with the opportunity to familiarize themselves with the world outside the home through an educational program.

Our curriculum is based on developmentally appropriate practice. All classrooms provide learning experiences through rhymes, stories, music, science, large motor play, and other creative learning adventures that are guided by the interests of the children.

We will provide quality care and a safe environment for children while parents are attending class or working. We will also provide a situation in which students can observe and practice the application of theory in an actual childcare setting.

We have many goals set toward the development of young people and we are pursuing all possible avenues to reach them. We welcome ideas, recommendations and suggestions that may improve the quality of the program and will be considered by the staff.

Our Philosophy of Guidance is based on the belief that if a child harms something or someone, he needs to confront the injured party and with adult guidance correct the situation as best as possible. Aggressive activity often occurs when a child is feeling dissatisfied, angry or bored. A guiding adult can help provide positive outlets for the child's emotions while being clear that the behavior is unacceptable yet recognizing the child's feelings.

Most guidance problems can be prevented or handled by using a positive approach by the following guidelines:

- Modeling – Children are natural imitators. Adults can model a skill or desired behavior for the child to follow.
- Positive Reinforcement – Such as praise, attention, toys, etc., increases desired behavior.
- Redirection – Replaces an inappropriate expression of an activity with an appropriate way of doing the same activity.
- Natural Consequences – Follows naturally from the child's actions. For example, if a child does not wear his mittens outside, his hands may get cold. Natural consequences permit children to be responsible for their own actions and are not administered by the parent or teacher.
- Logical Consequences – Also follows from a child's actions, but necessitates adult intervention. For example, throwing toys in the block area may result in being removed from that area. Logical consequences need to be related to the inappropriate behavior.
- Time Away – Is a technique used to interrupt unacceptable behavior by removing the child from events encouraging the behavior. Time away is used as a calming device.

Who We Serve

Southeast Community College Child Development Center serves SCC students, SCC staff, and the public.



Special Needs

Please consult the Director prior to enrollment if your child has special physical and/or emotional needs. You, your child's physician and our staff will discuss and determine whether we can reasonably accommodate those needs.

Schedule Options

We offer full time and limited part time schedule options for students. One option is a part time block which consists of 5 hours every day M-F. The morning block is any 5 hours before 1 p.m. and the afternoon block is any 5 hours after 11 a.m. The other part time options are MWF or TTH. We offer full time care for SCC Staff and Faculty and to the general public.

Days and Hours of Operation

The Center is open Monday through Friday from 6:30 a.m. to 6pm. The hours 6 a.m. to 6:30 a.m. are reserved for SCC students and staff on an as needed basis.



Calendar

The Center is closed on the following days: New Years Day, Martin Luther King Jr. Day, the Friday before Memorial Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and the following Friday, Christmas Eve, Christmas Day, and over SCC's holiday break and any other days set by the SCC Board.

Weather Closing

In the event of severe weather, the Center will close when Southeast Community College, Lincoln Campus, closes. If the campus closes during the day, the Center will remain open until all children have been picked up.

To check the campus closing, call 437-2405 or check the following TV and radio stations:

Television:

KLKN TV Channel 8
KOLN/KGIN TV Channel 10/11
KETV NewsWatch Channel 7

Radio Stations:

107.3 FM	1400 AM
98.1 FM	1480 AM
1240 AM	95.1 FM
106.3 FM	92.9 FM
104.1 FM	96.9 FM
102.7 FM	1110 AM
105.3 FM	

STAFFING

Staffing at the Center includes a full time director, an assistant director, group supervisors, childcare aides and students. All Group Supervisors have degrees in Early Childhood Education or Child Development. The students are required to work with children as part of their training to receive either a diploma or an associate degree. All staff and students are required by Health and Human Services to complete a background check prior to working in the Center. Each staff member is also required to complete in-service hours every year. A staff member trained in CPR and First Aid is on duty at all times.

Classrooms:

Purple room – 6 weeks through 1 year, 1:4 ratio

Green room – 1 year through 2 years, 1:4 ratio

Blue room – 2 years through 3 years, 1:6 ratio

Red room – 3 years through 4 years, 1:10 ratio

Yellow room – 4 years through 5 years, 1:12

Rainbow room – 5 years through 6 years, 1:12

Mini/Summer camp – school age, 1:15

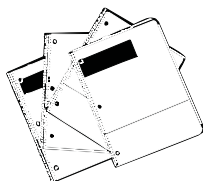


ADMISSION FORMS

The following forms are required to be completed on the first day of attendance:

Admission Forms:

- Enrollment Form
- Immunization Record
- Income Eligibility Form (Food Program)
- Health Contract
- Classroom Packet
- Copy of Court Orders for Custody/Visitation



Withdrawals

If you should decide to withdraw your child from the Center, two weeks written notice is required. With proper notice, the security deposit will be first applied to any unpaid balance. Any remaining amount will then be returned.

TUITION AND FEES

■ Tuition Payment

Tuition fees can be paid monthly, bi-weekly, or weekly. Please make arrangements in advance for your payment schedule. All fees are assessed whether or not your child is here during the scheduled time. Payments are due the Monday before care is provided. If payment is not made in advance, we reserve the right to discontinue childcare services.

■ Security Deposit

The security deposit is \$135.00 for one child and \$75.00 for each additional child. This fee is due prior to the first day of attendance. The fee is refundable upon a two week notice of termination of care. The security deposit includes one FOB. Additional FOBs are available for \$6.00 each.

■ Late Payment Fee

There will be a \$20.00 fee charged to your account for each week that your tuition is not paid.

■ Late Pick Up Fee

There will be a fee of \$1.00 per minute that a child is not picked up at closing time or when a child is present after the regular time spot has expired. This fee is due at the time the child is picked up.



HEALTH AND SAFETY



Emergency Exclusion

A child may be excluded from the Center in the following circumstances by the Director, Assistant Director or such other person that is authorized by the College President.

If a child has a dangerous communicable disease transmittable through normal contacts that poses an imminent threat to the health and safety of the Center community.

If a child's conduct presents a clear threat to the physical safety of himself or others. Along with interfering in the rights of others. Such behavior may include, but is not limited to, biting, kicking, hitting etc. These behaviors could result in removing a child from the Center.

Center Security

The Center maintains a locked entrance at all times. Any person entering the building will be identified. Visitors will sign in at the visitor log located by the entrance. Center staff will show them to the appropriate destination within the Center.

Drop Off and Pick Up

Children must be accompanied into the Center by an adult and the adult cannot leave until the child is under direct supervision of a staff member. A parent or other authorized person must clock in and out at the computer on the front desk. Federal and state governments mandate that this be done daily.

Children must be picked up at the time specified on your enrollment forms. We staff our Center according to the need shown on these forms. We realize emergencies can cause parents to pick up their children later than scheduled. If this happens, please call so we can make the necessary arrangements.

If your child will be picked up by someone other than the parents, the Director or Assistant Director must be notified in writing or by a phone call. This person must show picture identification at the front desk. Parents will be called if the Center is not aware of a change in pick up.

Child Emergency

In case of an emergency, we will attempt to notify you immediately. If we cannot reach you, we will call the person who is listed as an emergency contact on the enrollment form. If the services of an ambulance are needed, and the emergency contacts cannot be reached, we will call the ambulance and the parent will assume responsibility for the ambulance charge. We assume no responsibility for the child or damage to his property for any injury, sickness or other occurrence which are not the result of negligence on the part of the Center or its employees.

Fire and Tornado Safety Measures

In the event of a fire, children will be assembled at the sound of the alarm. We will immediately evacuate the premises according to instructions posted in each room. Fire drills will be practiced monthly at the Center.

The Campus Office and Center Director will monitor severe weather. Staff will be notified when a severe weather alert is received. When a warning is received, notification will be sounded and shelter will be taken according to the instructions posted in each room. Parents who arrive to pick up their child at this time will be asked to take shelter with their child. Tornado drills will be practiced four times per year at the Center.

Child Abuse/Neglect

Under Nebraska law, staff members are mandated reporters of suspected child abuse and/or neglect. We are required to report any and all suspected cases of abuse and/or neglect to the proper authorities.

Illness Policy

A brief health check is required each day when you bring your child into the Center. Any child that is found to be ill cannot be given care that day. Any child that is too ill to attend public schools cannot be given care in the Center. We feel these precautions will assist in safe guarding your child from illness. We require your help in keeping ill children home and immediately picking up your child should he/she become ill.

We require you to make arrangements to keep your child home when he/she has any of the following:

- fever of 100 degrees or more (auxiliary)
- vomiting
- two watery stools in a 24 hour period
- undiagnosed rash
- draining of ears or open sores
- any symptoms of possible infectious disease
- a chesty, or croupy, or constant cough or wheezing
- misery with a cold
- inability to cope in group situations because of not feeling well.



A child with a fever, vomiting or diarrhea may not return to the Center until they are symptom free for 24 hours without medication.

There may be cases when it will be necessary to present a doctor's note to indicate an illness is no longer infectious. The final decision whether to exclude a child from care is made by the childcare staff. A health contract must be signed and kept on file.

Immunizations

Current immunization records are required prior to the first day of attendance and must be updated regularly. Failure to provide current immunizations can result in dismissal from the Center.

The following is a current recommended immunization schedule:

- 2 months – HepB, Rotavirus, DTap, Hib, PCV, IPV
- 4 months – Rotavirus, DTap, Hib, PCV, IPV
- 6 months – Rotavirus, DTap, Hib, PCV
- 12 months – HepB, Hib, PCV, IPV, MMR, Varicella
- 15 months – Dtap, HepA
- 4-6 years – Dtap, IPV, MMR, Varicella

Medication

All medication must be in the original container and properly labeled. The label must include the current date, child's name, dosage and directions for administering. In order for our staff to administer prescription medication to a child, it is necessary to have a doctor's authorization. The prescription label will be accepted as a doctor's authorization. Over the counter medication may be given with parent's permission and doctor's directive. Instructions on the medication form must agree with the recommended dosage and the name of medication listed on the container. All medications must be taken home daily.

Nutrition

The Center participates in the Food Program and follows USDA guidelines. We provide breakfast, lunch and afternoon snack. Menus are posted on the Parent bulletin board and copies are available on the parent information table. We will supplement a special needs menu for the food we serve but ask that if your child requires different milk that it is provided by you. If your child has a food allergy we must have a doctor's note. If your child does not partake in certain foods due to religious beliefs, please notify the front desk.

Infants will be provided with iron-fortified formula, iron-fortified cereal and solid foods. If you do not want your child to use what is provided by the Center you are responsible for supplying your own.

Meal Schedule

Breakfast	7:45-8:15 a.m.
Lunch	11:15-noon
Snack	3:15 p.m.



Peanut Allergy

Due to the increasing number of peanut allergies found in children, we are a peanut-free Center.

BIRTHDAYS

Parents may bring in treats to celebrate your child's birthday. All treats must be store bought. A book or puzzle donated to the Center in honor of the child's birthday is also a wonderful way to celebrate.



OUTDOOR PLAY

Children will be taken outside daily unless there is inclement weather. All children must be provided with appropriate clothing for the season. All clothing must be clearly labeled with the child's name. We cannot assume responsibility for lost articles, but articles that are well labeled are seldom lost.

WINTER: Red, Yellow and Rainbow room will go outside if the temperature and wind chill is above 20 degrees. The Blue room will go out if the temperature is above 32 degrees and the Toddler room will go out if the temperature is above 40 degrees. Please bring boots, hats, mittens and a coat.

SUMMER: All rooms will go outside if the temperature and heat index is below 95 degrees. If you would like us to apply sunscreen, you must sign a sunscreen permission form. The Center will supply the sunscreen unless specified by a parent or guardian on the permission form. Flip-flops are not allowed at the Center. Shoes should be comfortable and allow the child to run and climb.



TRANSITIONS

Observations and assessments are done by the group supervisor to determine if a child is ready to move to the next classroom. We do not use chronological age as a means to determine if a child moves to the next room.

After the observations and assessments are complete, the group supervisor will discuss the transition with parents in a conference. Transition periods begin at the end of each SCC quarter. The transition period is approximately 2 weeks or longer depending on the child.

PARENT INVOLVEMENT

Daily Communication

Communication between parents and Center staff must be ongoing as there needs to be a sense of continuity of care between home and the Center. Please take a few minutes to exchange information about your child. Special instructions or messages can be given to a staff member or written in the log book at the front desk.

Daily sheets are to be filled out and completed in the Infant, Toddler, and the Blue room. Per your request, written daily communication can be done in all other rooms.

Parent Conferences

Each family will have an initial conference upon entering the Center. A transition conference will be held with a child's current teacher and the teacher in the next classroom prior to transitioning. Additional conferences can be scheduled with your child's teacher.

Family Folder

Each family will have a folder that is located under the staff bulletin board. This folder is used for communication such as Monday Messages, quarterly newsletters, receipts, fund-raiser forms, etc. Please check this daily.

Parent Advisory Board

Parent Advisory Board meetings are scheduled once a quarter. The purpose of the board is to offer guidance, suggestions and feedback to the Center Director. The meetings are open to all parents and staff members.



WHAT TO BRING

Please make sure that all items brought into the Center are clearly marked with your child's name.

The following is a list of items that each child needs at the center:

- An extra set of clothes
- A small blanket, small pillow and a stuffed animal for nap time
- Season appropriate outdoor clothing

For Infants and Toddlers:

- Diapers
- Wipes
- Two extra sets of clothes
- Formula or food if not using the Center's for infants
- Bottles for infants

WHAT NOT TO BRING

Children should not bring toys into the Center except on Show and Tell days. Weapons and toy guns are not allowed. We are not responsible for toys that are broken or lost.

No food will leave the Center or be brought into the Center except on special days or days that are approved in advance by the Director.

MISCELLANEOUS

- All children under the age of 6 are required by the Nebraska State Patrol to be in approved child restraint seats.
- We reserve the right to not release a child into the parent or caregiver's custody if they arrive at the center under the influence of alcohol or drugs.
- A quiet and rest time is scheduled for all children. Whether a child takes a nap or not depends on the daily activity of each individual child.
- Parents are welcome at the Center to visit their child during the day. We also have available a TV with classroom cameras in the conference room for parents.
- Whenever a change occurs in the information on file, it is the responsibility of the parents to provide the current information to the Center. The Nebraska Department of Health and Human Services requires accurate updated files.
- In order for us to provide care on snow days for school aged children, it will be on a first come, first serve basis. Our first priority is to provide quality care for our children ages 6 weeks-Kindergarten by meeting state regulated ratios and maintaining Center capacity.

