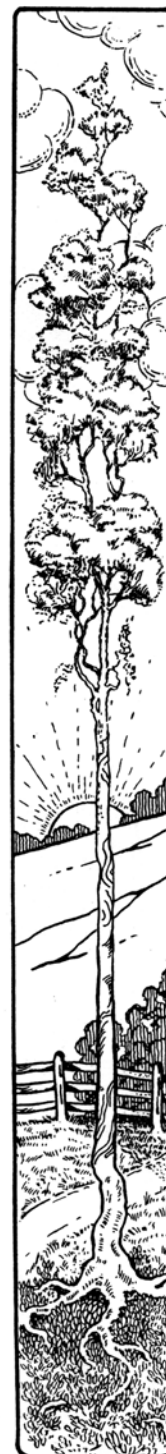


TABLE OF CONTENTS

Philosophy	1
History and Funding	2
Program Goals	2
Center Programs/Staff	3
Hours/ Enrollment Options	4
Getting Started	5
Attention New Parents	6
Registration / Enrollment /Tuition	8
Scholarship Funds	9
Late Fees/Change of Status	9
Withdrawal from the Center	9
Drop Off and Pick Up Procedures	10
Parking/Field trips	10
Nutrition	11
Health	12
Medication/Accident Policy	13
Clothing	14
Toys from Home	15
Parent / Center Communication	16
Parent Involvement	17
When Problems Arise/Complaint Procedure	18
Confidentiality/Emergency Plan	19

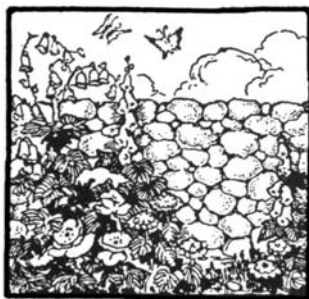


CENTER POLICIES:

‘Back to Sleep’-pg. 35	Late Pick-Up-pg. 33
Birthday Policy-pg. 26	Support for Children with Disabilities-pg. 40
Biting-pg. 30	Toilet Learning-pg. 21
Creating Center Policy-pg. 20	Reservation Date Policy-pg. 34
Discipline/Guidance-pg. 27	Watching Your Child Grow- Authentic Assessment pg. 36
Food Policy-pg. 23	‘When Children Move’-pg. 32

CONTACT INFORMATION:

OFCC Phone: 893-3665	UCC Phone: 893-7030	Email: ofcc@sa.ucsb.edu
OFCC Fax: 893-4907	UCC Fax: 893-6078	Web Address: http://childrenscenter.sa.ucsb.edu



PHILOSOPHY

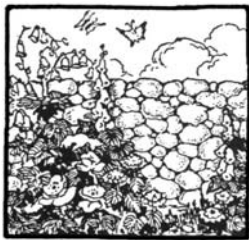
The Children's Centers at UCSB provide quality early childhood care and education programs for student, staff and faculty families within the University community. Our hope is to be a significant source of support for each family while providing a caring learning environment for each child. The goals of the program strongly reflect an abiding sense of respect for children, their unique cultures and individual development.

With infants and toddlers, we work to provide an environment as home like as possible – warm and welcoming, cozy spaces, photos of family, and so on. In their classrooms, infants develop intimate relationships with a stable caregiver. Care giving activities such as feeding and diapering are warm, consistent and individualized. These routines are viewed as opportunities for children to receive undivided adult attention and to promote language, self awareness and social skills. The infants' pre-existing patterns for feeding and sleeping are respected and incorporated into the child's routine at the Center. Consistency in routines and schedules allow children to anticipate what is coming next, thus transitions are predictable.

The preschool classrooms are composed of children 3 years to 5 years of age. These multi-age groupings exemplify the Center's commitment to provide experiences that enhance the development of each child's whole self: creative, intellectual, physical, social and emotional. As each of these facets develops at different rates, the children seek activities and experiences that meet their individual needs. In addition, children with different knowledge and abilities stimulate one another's thinking and encourage pro-social behaviors amongst themselves. But, perhaps most importantly, this enables families, children and teachers the chance to build strong and consistent relationships with one another.

All of the classroom environments offer a rich variety of spaces, material and activities organized to promote children's active exploration and mastery. Although classrooms often appear informal, they are the result of careful planning and structuring to ensure that the needs of each child are met in a supportive and nurturing way. Our teachers encourage curiosity and enthusiasm for learning, promote cooperative social interactions, support individual creativity and diversity and provide opportunities for children to use their growing bodies to develop a sense of autonomy and self worth. Children spend the majority of their day involved in a variety of activities: art, block building, dramatic play, music, sorting and matching games, listening to stories, movement activities, science activities and large motor play.

Because we wish the Center to be an extension of a child's family life, we offer a variety of ways for parents to become involved in children's classroom experience and in Center concerns. Conferences are scheduled at least twice a year, or more frequently at parent or teacher request. Parents are invited to share in their child's daily activities, to volunteer for field trips, special events or to just come in for a visit. The program plans several social events, parent meetings and work parties each year. In addition, all parents are members of the Parent Council that meets monthly.



MISSION STATEMENT

We are committed to striving for the highest possible standards in early care and education programs and, in so doing, supporting the children, families, students and ECE professionals of UCSB. University affiliation motivates us to be leaders in early care and education through direct service to families enrolled and as a valuable resource for the greater UCSB and surrounding community.

VISION STATEMENT

The Center strives to be a dynamic, professional force dedicated to improving the lives of young children through providing: consummate care and early education for children, support systems and resources for families, model training, and development opportunities for early childhood educators.

VALUES & GUIDING PRINCIPLES

We strive to integrate our values at all levels in the overall organization so that they govern our interactions and decisions with not only the children and families we serve, but with one another and the greater early childhood education and University communities as well.

~Respect all individuals, honoring their competencies while offering support and resources for growth~

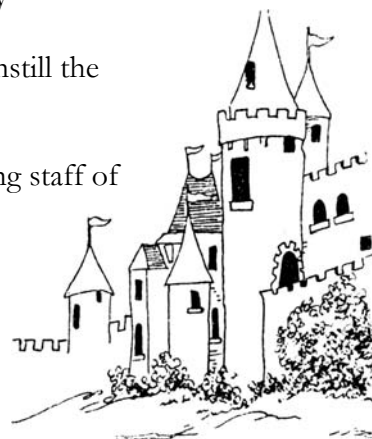
~Embrace the diversity in our world, creating a welcoming, safe and inclusive environment that encourages all to thrive~

~Promote a safe, supportive and caring community~

~Foster and create environments and dispositions that instill the desire and ability to be a life-long learner~

~Form and nurture a well-educated, experienced and caring staff of early education professionals~

~Have fun and find joy in what we do~



PROGRAM GOALS

In accordance with our philosophy, the following goals have been developed:

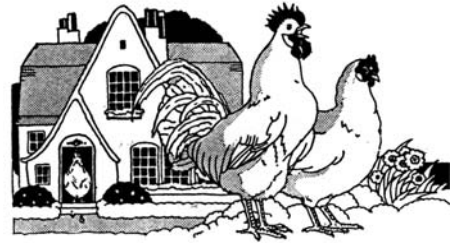
1. Provide an environment where all children feel free to explore their own sense of wonder and curiosity.
2. Support all children in their developing sense of self; facilitate the development of a positive self image and growing sense of autonomy.
3. Promote an awareness of the world in which the child lives. Encourage acceptance and/or respect for the rights of others as well as the environment.
4. Respect the primary role of the family in children's lives. Effectively work with families to create an environment that fosters the best development of each family and child.

For a complete copy of the Goals and Objectives please ask a Program Coordinator.

CENTER PROGRAMS

INFANT AND TODDLER PROGRAM:

The Infant/Toddler programs at OFCC and UCC serve children three months to three years grouped by developmental age in eight full day classrooms with several part time spaces available. The Infant Program philosophy emphasizes respect for the infant as an individual and encourages each infant to be an active participant in their interactions with other infants and caregivers. In the Toddler classrooms, children have many opportunities to receive individual attention from the caregivers in a positive and nurturing manner. Toddlers enjoy daily activities that include sensory play, art activities, music, small group times for stories and songs, manipulatives, and outside play with tricycles, climbing structures, playhouse, wagons, and push toys as well as planned activities.



PRESCHOOL PROGRAM: (OFCC)

The Center provides both full day and half-day classes for children ages three to five years. This program provides a well-balanced curriculum with emphasis on children's social/ emotional skills and developing sense of self as learner. The multi-age groupings encourage pro-social behavior and an enriched cognitive environment. This setting ensures that children's needs (intellectual, physical, emotional, social and creative) are appropriately met at a variety of levels. The curriculum includes many activities: science and nature (gardening, cooking, pet care, nature study), creative art activities and projects, dramatic play, sensory experiences, large muscle activities, early literacy activities, language arts activities, music, and math awareness through hands-on manipulation of objects in the environment. There is a special focus on self awareness and the appreciation of diversity within the classroom. Daily group times provide opportunities for sharing, music, and stories; families are encouraged to participate in the daily experiences.



STAFF

The classrooms are ably staffed by Lead Teachers and Teacher with UCSB students working as classroom teaching assistants. All Lead Teachers hold Master Teacher Child Development permits issued by the State of California Commission on Teacher Credentialing. Teachers also have educational backgrounds in early childhood education and/or child development and hold Child Development teaching permits. The teaching staff has been carefully chosen for their outstanding training, ability and experience with children. The permanent ECCES program staff of 46 includes 37 teachers and the administrative support staff: Director, Preschool and Infant-Toddler Program Coordinators, Family Coordinator, Business Officer, Grant Coordinator, Enrollment Coordinator and Administrative Assistant

CENTER HOURS

The Centers are open from 7:30am to 5:30pm daily, Monday through Friday. The full day enrollments begin at 7:30am and continue until 5:30pm. The half day morning enrollments begin at 7:30am; the half day ends promptly at 12:30pm (12:15 for the infant classes). The afternoon infant enrollments begin at 12:45. The Centers are open year round with the following exceptions: official University holidays, and the week between Christmas and New Years. In addition, there are closures for a limited number of staff professional development days and parent conferences.

CONTACT INFORMATION

Phone: (805) 893-3665 OFCC
(805) 893-7030 UCC

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(805) 893-6078 UCC

Email: ofcc@sa.ucsb.edu

Web: <http://childrenscenter.sa.ucsb.edu>



ENROLLMENT OPTIONS

Infant Classes: (3 months to 24 months)

Full Time Monday-Friday / M,W,F / T,Th
Part Time (a.m. or p.m.) M-F ONLY (*limited*)

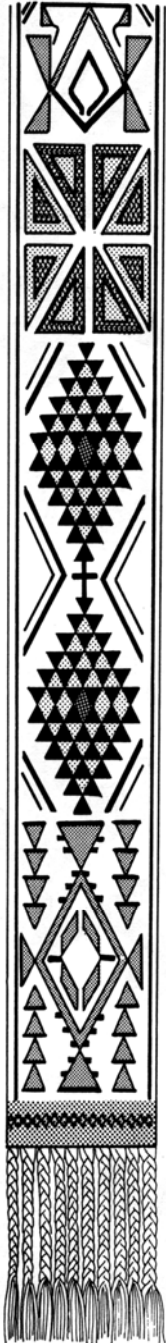
Toddler Classes: (24 months to 3 years)

Full Time M-F /M,W,F/ T,Th

Preschool Classes: (3 years to 5 years)

Full Time M-F /M,W,F/ T,Th
Part Time (morning only) M-F ONLY (*limited*)

The Centers offer half day morning or afternoon enrollment in infant classes. Please be aware that when children move into a toddler class, half day morning placements are not available.





GETTING STARTED



Whether your child is four months old or four years old, saying good-bye is hard for almost everyone, and it is usual for parents to have mixed feelings. This may be the first experience you have had with leaving your child for an extended day at a child care center or, it may be the next step in care for your child as you work or study. Whatever

your particular situation, it is important that you allow time for you and your child to adapt to this new way of life. The Centers' staff are here to assist (and support you) with your good-byes every morning. In order to help create a smooth transition, parents are required to participate in an intake conference with your child's teacher prior to your child's first day of attendance.

A few things that will also help:

- Visit the classroom with your child a few times before your child begins.
- Talk to your child about your new routines and what to expect in advance.
- Consider starting with shorter days and gradually increasing your child's hours over a period of time as his/her comfort increases.
- Meet with the Program Coordinator if you have any other questions or concerns.
- Complete all enrollment papers including your child's immunization records before your child's first day. (This is required.)

Along with these few suggestions, please take time to carefully read the list of items your child will need to bring on the first day of school (next pages) and the enclosed brochure, "So Many Good-byes."

"So Many Goodbyes" Brochure

(Currently enrolled families may ask for a copy from the Front Desk)



ATTENTION NEW INFANT PARENTS

On the first day of school please bring the following items:

DAILY BOTTLES OF FORMULA/MILK/BREAST MILK OR JUICE

3 months– 24 months: If supplying your own bottles of formula/milk/breast milk or juice these need to be brought to the Center pre-made and labeled. (Each child will have a designated place on a shelf in our refrigerator for storage). For families participating in the Food Program or on the CDE Grant, the Centers provide one type of formula for children 3-11 months of age. Children 12-24 months are provided with whole milk. *These families should speak with the Grant Coordinator if they prefer to supply their own formula or milk. No cow's milk served to children less than 12 months.*

BABY CEREAL/BABY FOOD – Each child will have shelf space in our kitchen cupboard for non-perishable food supplies. ***Special Note for families with infants under the age of 6 months: If you are considering giving your child solid foods or juice prior to 6 months of age, please consult with your Lead Teacher and physician for signs of readiness for beginning solid food. The teachers will work with you and your infant to provide what is needed.***

SNACKS - All children, **over the age of one year**, will be provided with a morning and afternoon snack by the center. AM snack is usually cereal/crackers and whole milk, and the PM snack is usually fruit and a cracker product.

TWO CHANGES OF CLOTHES – All clothing needs to be clearly labeled with your child's name. Clothes will be stored at the Center, so that when your baby gets wet or dirty, he/she has a change of clothes available. When clothes go home to be laundered they should be replaced so fresh clothes are always available in your child's cubby.

A PHOTO OF FAVORITE FAMILY MEMBERS - This will be attached to cardboard and covered with clear contact paper, or displayed in the classroom, so please be sure it is one with which you are willing to part.

TWO SMALL BLANKETS – (to remain at the Center overnight)

DIAPERS – Please provide a supply of diapers for your child (disposable) (**Note:** due to the increased health risk in the use of cloth diapers in group care, this option must be discussed with the Lead Teacher and a physician's note will be required.)

Your child's teacher will be contacting you for a get-acquainted visit for you and your family. We will discuss your child's usual routine, feeding and sleeping schedule. Please feel free to stay with your child until he/she feels comfortable with the new classroom and teacher. We look forward to welcoming you and your child to the Children's Centers at UCSB.

ATTENTION NEW TODDLER/PRESCHOOL PARENTS: (2-5 YEARS)

On the first day of school your child will need to bring the following items:

1. **LUNCH** - packed in a lunchbox and labeled clearly with his/her name or receive a lunch provided by the Center (please see Food Policy).
2. **CHANGES OF CLOTHES** - Two changes of clothes (including underwear) with each item clearly labeled with your child's name. Clothes will be stored at school, thus if your child gets wet or excessively dirty he/she can put on a fresh set of clothes. Please restock as needed.
3. **A PHOTO OF FAVORITE FAMILY MEMBERS** - This will be attached to cardboard and covered with contact paper, so please be sure it is one with which you are willing to part.
4. **SNACKS** - All children will be provided with a morning and afternoon snacks by the center. AM snack is usually cereal/crackers and 2% milk, and the PM snack is usually fruit and a bread/cereal item.

5. FULL DAY CHILDREN – NAPTIME:

Each child will need to bring:

- 1 crib sheet to cover his/her mat at naptime
- 1 small blanket (that can remain at the center overnight)
- 1 pillowcase for storage. Again, please label these items with a marker, using large, clear lettering.

Optional – 1 small snugly (stuffed animal/doll) for naptime.

6. **DIAPERS** – Toddlers or Preschoolers who are in diapers will need a supply of diapers provided by parents. These will be stored in your child's cubby and should be kept replenished as needed.

(**Note:** due to the increased health risk in the use of cloth diapers in group care, if you are using cloth diapers, this option must be discussed with the Lead Teacher and a physician's note will be required.)

Please feel free to stay with your child until he/she feels comfortable with the new classroom and teacher. We look forward to welcoming you and your child to the Children's Centers at UCSB.



REGISTRATION & ENROLLMENT

The program maintains a waiting list of families wishing to enroll their children. Children are selected for enrollment at the Centers by the date they mailed or returned the wait list form. Priority is based on affiliation with the University, balancing faculty/staff and student enrollment ratios, children in families with a currently enrolled sibling and by the needs of the Center to fill vacancies in particular classes. University affiliation is a higher priority than sibling priority. A \$50 non-refundable Registration Fee is required when your child is accepted at the Center. (The Waitlist Fee will be deducted from the Registration Fee at the time of enrollment. This fee is waived for families receiving CDE funding immediately upon enrollment.) In addition, the first month's tuition must be paid in advance of your child's attendance at the Center. Please make checks payable to 'UC Regents'. Note your child's name in the memo section.

TUITION

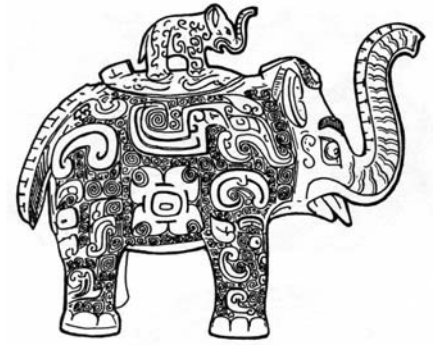
Tuition is due on the first of each month. Tuition rates are based on the current expenses of the Centers to operate a high-quality program for children. Tuition is figured on a yearly basis and divided into monthly payments, each payment representing one-twelfth of the total yearly costs. Costs are determined by the child's classroom placement and reflect the staff ratios necessary for the various age groups. Parents are required to pay full tuition each month regardless of holidays, days the Centers are closed, or absences due to illness and family vacations. There is a 10% tuition reduction for the least expensive sibling concurrently attending one of the Centers. The Centers do not issue bills; receipts for your tuition payment will be in your parent "cubby" after the 10th of each month. All student families receive subsidized tuition rates at the Children's Centers at UCSB. Student status is determined by full-time enrollment at either the undergraduate level (12 units) or at the graduate level (8 units). Those families receiving tuition subsidies from the CDE General Child Care Grant may be required to pay a 'Center Fee', which is due on the 1st of each month. Staff parents must be employed at least 50% time in order to receive the staff/faculty rates. Community families will be charged the community rate and are eligible to receive the sibling discount.

All tuition checks need to be made payable to the *UC Regents*. Payment is due at the beginning of the month and must be received no later than the 10th of the month (the 7th for CDE Family Fees). Please note your child's name in the memo section. Please save cancelled checks or receipts for tax purposes. A \$10 late fee will be charged all families who pay tuition after the 10th of each month. If you are unable to pay tuition on time, please discuss this with the Director. A written request for payment by installment may be submitted for Director's approval. If you have not made arrangement for payment... **SERVICES MAY BE TERMINATED AFTER TWO WEEKS OF NON-PAYMENT OF FEES.**



SCHOLARSHIP FUNDS

1. The Centers have been awarded a CA Department of Education, General Child Care Grant which provides tuition subsidies to income & need eligible families. Please see our Grant Coordinator or office staff for more information or for the eligibility form.
2. The Centers also participate in the Child Care Food Program. Income eligible families may receive free or reduced lunches. CCFP applications are in the enrollment packets.
3. The Chancellor's Child Care Scholarship Fund supports income eligible University-affiliated families with tuition subsidies. Applications are available year round. Continuing families will need to reapply each September. Until notification of award families must pay tuition in full.



LATE PICKUP FEE

Families will be charged a \$5.00 late fee after 12:30 or 5:30 pick-up time. The fee increases \$5.00 for every 15 minutes and is doubled after the third late pick-up. The Centers are closed at 5:30pm, if you would like to spend time with your child in the classroom or wish to talk with the teacher, please arrive early so that you and your child can exit the building by 5:30. Families who abuse this policy will be charged additional late fees and may be dis-enrolled from the Center. (See Late Pick-Up Policy)

CHANGE OF UNIVERSITY AFFILIATION STATUS

All families are required to inform the Center of a change in University affiliation status prior to or immediately upon such change. It is the family's responsibility to make this notification. All fees will be collected associated with an affiliation change, based on the date of the change, regardless of notification date.

Student rates for child care apply to currently enrolled full-time UCSB student families; *exceptions are made for the following circumstances* :



- **Summer Breaks:** Student rates continue to apply for the summer with subsequent Fall UCSB enrollment. The Children's Centers will verify Fall enrollment status.
- **Graduation:** One additional month at student rates will be given immediately following graduation. Subsequent months will be charged at the applicable (staff/faculty or community) rate. Please inform the front office one month prior to your graduation.
- **Leaves:** All UCSB students will be eligible for one quarter 'leave' at student rates; additional quarters will be charged at the applicable faculty/staff/community rate unless a written request for exception is granted by the Director. If you are considering a leave from UCSB but wish to continue services, please speak with the front office.

Staff and Faculty families will be considered a 'Community Family' upon terminating or reducing below half-time their employment with UCSB. In both cases, enrollment at the Centers may continue with families paying the increased community tuition rates.

WITHDRAWAL FROM THE CENTER

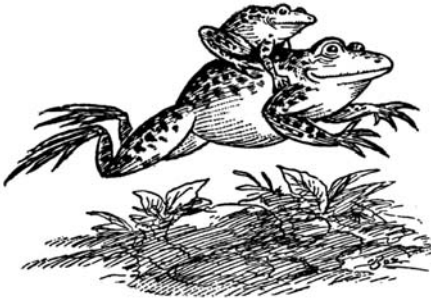
Should it become necessary to withdraw your child from one of the Centers, a 30-day written notice must be given to the front office. Parents are expected to continue to pay tuition for the 30 days after notification of withdrawal.

The Center at OFCC serves children in the preschool program until they become age-eligible for kindergarten in the District in which they live. Exceptions to this policy will be consider in consultation with the classroom teachers, child's family Preschool Program Coordinator and Family Coordinator.

As stated in the enrollment contract, the Center reserves the right to dis-enroll a child at any time.

DROP OFF & PICKUP PROCEDURES

A sign-in and sign-out sheet is located in the front hall for all classes in the main building. The families with children enrolled in the "Clubhouse" may sign-in and sign-out in their child's classroom. *State licensing mandates that all families sign their child in and out each day using their full signature.* In addition we ask that you leave a number where you can be reached during the day. If someone other than a parent/guardian is to transport your child from school, you must list that adult on the emergency release form in your child's file. If the adult transporting your child is not listed on this form, we must have your written permission to release your child from the Center. Only persons over the age of 18 may be designated to sign your child out. Also, please let the adult know that he/she will be asked to show identification before leaving the Center with your child. In addition to the above procedures, we ask that you speak with a teacher in your child's class upon arriving and leaving the Center each day.



PARKING

Children may not be left unattended in the parking lots. PLEASE CAREFULLY SUPERVISE YOUR CHILDREN WHENEVER ENTERING OR LEAVING THE CENTER. We ask that the school gate and front door be kept closed at all times.

At OFCC, the family parking lot is adjacent to the main entrance. Families are not required to have a permit to use this lot.

At UCC, Lot #23 is adjacent to the Center and serves students, staff and faculty of UCSB. Six 30 minute spots along the sidewalk directly adjacent to the building are designated for dropping off or picking up children. 30 minute permits are available for purchase at the UCC front desk and are valid for one month.

FIELD TRIPS

INFANTS & TODDLERS – Field trips are limited to "buggy" rides or walking trips. On West Campus this includes: visits to other classes, the horse stables, and surrounding fields. Main campus walking trips might include a walk through the Student Resource Building or to the grassy field below the Faculty Club. Infants and toddlers are never transported for field trips in vans or cars.

PRESCHOOL – Field trips are an important part of our curriculum and are made possible and enriched through parent participation. All parents are notified of up-coming driving field trips in writing several days in advance and are required to sign liability waivers for children to participate. Children are transported in University vans or via public transportation. Children will be required to have a car seat for van trips and it must be installed by a parent/guardian or adult designee. Center staff are not allowed to do so. Occasionally, your child's teacher may ask for a donation to help defer the cost of transportation or other costs incurred on the trip. Donations are not required in order for children to participate.



NUTRITION



Eating together at school is a pleasant, quiet experience that allows time for conversation and sharing. The staff feels strongly about providing the children we serve with nutritious food while attending the Center. This commitment is reflected in the snacks we serve as well as in the cooking projects that take place in each classroom.

INFANTS (3 MO-1YEAR)

Feedings are a special time that infants and caregivers enjoy together. They provide opportunities for undivided attention and warm interactions. Young infants are bottle fed in their caregiver's arms. When infants are able to get into a sitting position by themselves, they start eating at small tables. The introduction of new types of food and eating utensils is discussed individually with each family. *We encourage mothers who are breast-feeding to come to the Center to do so; a nursing room is available for privacy. Please introduce bottle feeding at home before your baby starts at the Center; it will ease the transition to Center feedings in your absence.*

Parents are responsible for providing all meals and snacks for their infants. Please be aware in the infant classrooms, where staffing allows for individualized feeding, your child's first feeding/bottle will normally take place after 8:30am. Baby bottles of formula, breast milk or juice should be brought pre-made and ready to use on a daily basis. Please label each bottle. Baby cereal, baby crackers and food jars should be provided as needed. Do not include honey or peanut butter in your infant's lunch. Each child has a designated area in the refrigerator and kitchen cupboard for storage of food supplies. All food needs to be taken home at the end of the day.

TODDLER & PRESCHOOL (1YEAR-5 YEARS)

BREAKFAST:

The Children's Centers at UCSB do not serve breakfast to children. We ask that parents provide this first meal of the day at home. Receiving appropriate nourishment before arriving will help your child's transition in the morning, and sustain him/her until snack time.

On the rare occasion that your child needs to finish breakfast at school, we request that it be presented in a small bag separate from their lunch box. Please understand that during early morning arrival times, the center staff is dedicated to communicating with parents, comforting children during good-byes, and setting up educational activities for the day, leaving little time to adequately supervise meals. Together, we can get your child's day off to a good start.

SNACK:

The Centers provide both AM and PM snacks at approximately 10 AM and 3:30 PM. Morning snack for all children consists of milk (whole milk for 1-2 years and 2% for 2-5 years) and cereal/crackers. If a cooking project is part of the morning activity period, it will accompany the snack served by the Centers. For the children attending in the afternoon, the snack at 3:30 is generally a fruit and a bread item (whole wheat tortilla, crackers, etc.). Water will be available.

LUNCH:

Parents are asked to provide a nutritious lunch for their child. We suggest sandwiches, fruit, vegetables, juice (100%) or milk. Do not send 'junk' food (chips, cookies, cake, candy, fruit rolls, or juice drinks that are not 100% juice). Dried fruit, yogurt, etc. are good substitutes for sweets or chips. (See the Food Policy.) Please send lunches in well-marked lunch boxes. If your child is consistently bringing home uneaten food it is wise to reduce the amount of food sent. Many children receive their lunches through our food program. These nutritious meals are designed to meet the Child Care Food Program Standards. Income eligible families may apply for this program when enrolling their child. Other families may purchase these meals at full cost.

HEALTH

Verification of your child's immunization must be on file before your child may attend school. For new families, a completed Physician's Report is required within two weeks of attendance at the Center. An additional health history is requested to help the staff become better acquainted with your child. Please be aware that if this is your child's first experience in group care, he or she will be ill more frequently than in the past. **BE SURE TO PLAN ACCORDINGLY FOR ALTERNATIVE CARE ARRANGEMENTS.** In order to protect the health of all of the children in the group, we ask for your diligent consideration to this matter.

ILLNESS:

We try not to share communicable diseases. To assist with this, please help your child wash his/her hands before entering the classroom each morning. We also ask that you evaluate your child's health before sending him/her to school in the morning. **Please keep your child at home if he or she has any of the following symptoms:**



Sore throat
Sneezing and
Runny Nose
Cough
Diarrhea
Earache

Nausea/vomiting
Stomach ache
Undiagnosed rash
Fever
Headache



Or if your child is not able to fully participate in all activities both indoors and outdoors.

Any child who has a fever (above 100), diarrhea or has vomited must be kept at home for 24 hours after all symptoms have subsided. *A child taking antibiotics must be on medication for over 24 hours before allowed to return to the Center. This health policy pertains to antibiotic drops and ointments as well as antibiotics prescribed for non-contagious illnesses, such as ear infections.*

If a communicable disease is present in your child's classroom, each family will receive written information about the illness including symptoms and number of days the child should remain at home. ***Please call the office when your child is sick so that we can advise the teacher and other parents if necessary (your child's name will not be used).*** *When a doctor's diagnosis is requested by the Center, the written documentation is required before your child can return. Typically, a doctor's note should state both that the child is not contagious and is able to fully participate in all activities.*

HEALTH EVALUATION

State regulations require that a teacher evaluate each child's health when the child arrives at school. **Teachers do not allow sick or possibly ill children to be accepted into the classroom in the morning. Should your child become ill while at school and/or is unable to fully participate in the classroom's daily activities, the office staff will call you. Your child will need to be taken home as quickly as possible. Please be sure that you or a designated friend/relative is always available to pick-up your sick child.** Sick children are removed from the classroom and supervised by office staff or a Program Coordinator until your arrival.

Your child's teacher would appreciate knowing if your child is undergoing any unusual or traumatic experience that might affect his behavior at school. This information allows teachers to better meet the needs of your child during their school hours.

MEDICATION POLICY

If your child is well enough to be in school but requires prescription or over the counter medication (OTC), *you must complete the "Medicine Permission Slip" form* in the classroom. **The medicine must be in the original container with an expiration date, the name of the medication, manufacturer's name and dosage listed clearly on the label. If the OTC medication label does not specify dosage for the age of your child, or your requested dosage differs from that on the label, a licensed health care provider's* prescription with recommended dosage must be attached. Prescription medications must be in the original container with the pharmacy label attached.** The use of an epi-pen, inhaler or nebulizer requires additional documentation and staff training; a physician's signature is required as well as training in the use of the inhaler/nebulizer by the parent before its initial use. For all medications, one of your child's teachers will administer the medicine, and document the date, time and dosage on your child's "Medicine Permission Slip" form available in each classroom. All medicines must be removed from the Center when not in use and/or always by Friday of each week. *The Center does not administer medication to lower a fever and these medications should not be given to a child prior to coming to school.*

**According to the State of California- a Licensed Health Care Provider is a physician, physician's assistant or certified nurse practitioner.*

ALTERNATIVE MEDICATION

For reasons of health and safety, the staff does not administer any medication that has not been prescribed by a Licensed Health Care provider (see above) or any medication that does not meet the criteria for prescribed or over the counter medications as stated in the Medication Policy above. Parents are welcome to come to the Center and administer the alternative medicines during the day.

ACCIDENT POLICY

If your child is injured at school the classroom teacher will administer first aid for any minor injuries and will fill out an accident report. A copy of the report will be in your classroom parent "cubby" when you pick-up your child. Additional copies are kept in the child's office file and by the classroom teacher. In the case of a serious injury, the parent or another adult listed on the Identification and Emergency Information Form as well as 911, if deemed necessary, will be contacted immediately. Please be sure that you or someone on your emergency form can be reached at all times.



CLOTHING



We recommend that children wear sturdy, washable play clothes to school since many activities involve vigorous play with paints, sand, mud, and water. A very important part of your child's experience in each classroom is exploring a variety of materials, and we want the children to feel free to participate in all activities without having to worry about getting their good clothes dirty or stained. We give children the choice of whether they wish to wear smocks during painting activities, etc.

Because we encourage children to manage their bathroom and changing needs independently, *we request that the younger children wear pants with elastic waistbands*. Parents are required to provide diapers for their children as needed. We also encourage all children to wear tennis shoes to enable them to participate in all large muscle activities: tricycle riding, climbing, running, etc. *Open toed shoes, party shoes and shoes with slick soles are not adequate for these activities. Also in the interest of safety please do not send your child to school with a jacket or sweatshirt that has a tie string around the face and neck.*

So the children may safely enjoy their time outdoors, it is recommended that parents send a wide-brimmed hat with their child to protect them from sun exposure. Clothing that is light colored and light weight, with long sleeved shirt and full length pants are recommend for the best protection from the sun, especially from March to October. Please apply sun block prior to coming to school in the morning. A second application will be applied after nap with *parent's signed permission*. During the cooler months, layered clothing is suggested so children can be comfortable inside and outside.

Each parent is asked to provide two changes of clothes for their child (underwear, too). ALL ITEMS SHOULD BE WELL MARKED OR LABELED WITH YOUR CHILD'S FIRST AND LAST NAME. Please check your child's cubby periodically throughout the year to be sure that appropriate changes are available at all times.



TOYS FROM HOME

It is the Centers' general policy to discourage children from bringing toys from home. Toys from home divert children's attention from classroom activities including creative art, science, or cooking projects. The Center is fully equipped with age-appropriate toys and materials, and we work towards create a sense of community in each class by sharing and caring for the Center's materials. **War toys or toys that encourage violent/angry solutions to problems are never permitted in the Centers.** We have an economically diverse population of children who attend; we believe that the child's time at school should reflect "an even playing field" with other children. When children bring the current 'most popular' toy, it presents a problem for those children whose families cannot afford to purchase such items.

There are however some items we do encourage – these are tangible items that can help bridge home to school in a manner supportive of both. *We do encourage one small soft cuddly stuffed animal or favorite blanket at naptime especially for those children moving from infant classrooms to toddler classrooms, or from toddler classrooms to preschool classrooms.* Other items that may be brought to school from home include: a favorite book, a science item (especially a treasured natural find such as rocks, bones, pods, leaves) or artwork from home.

PARENT / CENTER COMMUNICATION

INFORMAL DAILY CHATS:

Check in with your child's teacher every morning at drop off time. It is important for us to be aware of any information that may affect your child's day at school. In addition, you may occasionally receive a call from the teacher to discuss issues that may have arisen during the day. Please feel free to call us at any time to check on your child; we will be more than happy to visit the class and report back to you.

CLASSROOM NEWSLETTERS:

Your child's teacher will send a quarterly newsletter home keeping you informed about the current curriculum projects and activities in the classroom. Additional articles about young children from journals and workshops attended by the teacher will also be shared with parents.

BULLETIN BOARDS:

There is a parent bulletin board in the front hall with information of interest concerning Center activities, Parent Council meetings and community events of interest to parents. In addition, each classroom has its own parent bulletin board with information relevant to each classroom.

PARENT CONFERENCES:

Two parent conferences each year are planned in order to facilitate the best possible school experience for your child. Parents are encouraged to share their concerns and ideas with their child's teacher on a daily basis. You may request additional conferences, as you feel necessary; the teacher may do the same.

NEWSLETTER:

The Centers at UCSB send quarterly newsletters home keeping all families informed about issues affecting the Centers, upcoming parent meetings, and general information of interest to all families.

EMAIL:

Families are strongly encouraged to join the listserv. Important information regarding Center events, closure dates, support resources and more are sent regularly by e-mail. This information is also posted and paper copies are available upon request but not necessarily distributed to each family unless prior arrangements have been made.

FAMILY COORDINATOR:

The services of the Family Coordinator are available to all parents. A library of books pertaining to child development and parenting issues is available for check-out in the Family Coordinator's office. In addition, the family coordinator can help parents with issues concerning families and the special needs their child may have.

PROGRAM COORDINATORS:

The Program Coordinators are available to meet with parents should they have any questions or concerns about their child's experience in the Center, classroom issues that may arise or if they simply desire more information regarding our program philosophy.

GRANT COORDINATOR:

The Grant Coordinator works closely with those families receiving General Child Care tuition subsidies from the California Department of Education and those income eligible families receiving lunches and snacks funded from the Child Care Food Program.



PARENT INVOLVEMENT



CLASSROOM INVOLVEMENT:

Children benefit greatly when their home and school experiences are closely entwined. We welcome parent participation at whatever level you are comfortable giving. Parents are always welcome to visit or participate in the on-going activities in their child's classroom. We encourage all parents to stay with their child in the classroom until their child is comfortable in the new environment. Some student parents and parents employed at the University take time at lunch to visit their child at the Center. Parents are asked to help on field trips by riding along in the university van or meeting the classroom at the trip location. If you have a special talent (music, art, cooking etc.) or would enjoy volunteering on an occasional basis, your child's class would be greatly enriched by this special time. Throughout the year there are additional events planned to build our sense of community; they include 'all-school' and classroom potlucks, Family Orientation, Pumpkin Carving Parties and the End of the Year Party.

In addition, each classroom has two Parent Representatives who serve as liaisons between the Parent Council and the individual class. Please let your child's teacher know if you would like to serve as a 'room rep' or desire more information about the position.

PARENT COUNCIL:

All families are automatically members of the UCSB Children's Center Parent Council when their child enters school. This group is an integral part of the operation of the Centers and the decision making process, including the creation of Center policies and procedures. Activities sponsored by the Parent Council include social gatherings, parent education meetings and fundraising events. Officer's names are posted on the parent bulletin board. Council sub-committees are created each year for fundraising, social events, and children's enrichment/library. Parent Council elections are held each year in the fall. Council meetings are held monthly and child care is provided for those parents needing this service. This lively, creative, and energetic group represents a major resource and support system for our Centers. Your support for the Council is vital; so that we may provide an outstanding program for the children and families we serve.

CAMPUS CHILD CARE ADVISORY COMMITTEE:

This committee is open to University faculty, staff and students, and advises the Vice Chancellor of Student Affairs on all issues pertaining to child care and the role the University plays in providing this service to the University community.

EDUCATIONAL PROGRAM AND FAMILY SUPPORT MEETINGS:

The Center sponsors several educational meetings each year planned by the Family Coordinator. Suggested topics are discussed with the Parent Council and often the meetings are co-sponsored by the Council in conjunction with their monthly meetings. Smaller meetings centered upon topics of interest to the group are also offered.

PARENT WORK PARTIES:

A minimum of one work party is held each year to paint, garden, repair equipment and do other necessary maintenance activities enabling the Center to keep the cost of play yard maintenance low. *As part of your responsibility to the Center, your family is expected to participate in one work party each year (see contract).* Activities for children and refreshments will be provided. Parents are also asked to occasionally help their child's teacher with special projects and tasks necessary for the enrichment of each class. These jobs may include making flannel board stories, cutting paper for easel painting, repairing classroom materials, and providing supplies and materials from your home for a special event in the classroom.

WHEN PROBLEMS ARISE?

Please always pursue answers to your questions. Concerns about curriculum and guidance should be directed to your child's Lead Teacher followed by a phone call or appointment with the Infant/Toddler Program Coordinators, Patricia Nixon (893-7818), Marina Nolte (893-4904) or the Preschool Program Coordinator, Theresa Embry (893-4904). If you have questions about the program's policies, payment of fees, etc., please see Leslie Voss the Program Director (893-3347). Families may take unresolved issues to Dr. Mary Jacob, Associate Director of Student Academic Support Services (893-3753) or, for student, staff or faculty families, to the UCSB Ombudsmen office (893-3285) for assistance. CDE General Child Care Grant families should follow the above procedures in addition to those listed on the "Notice of Action" form provided by the State of California. (Please also see the Uniform Complaint Procedures below.)

UNIFORM COMPLAINT PROCEDURE

The Children's Centers at UCSB have adopted a complaint procedure to address allegations of unlawful discrimination regarding actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, mental or physical disability, or age or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics. The uniform complaint procedure applies to all Center programs and activities, and provides civil rights guarantees.

The Children's Centers at UCSB intent is to fully comply with all applicable state and federal laws and regulations. Individuals, agencies, organizations, students, and interested third parties have the right to file a complaint regarding any alleged violation of federal and/or state law; this includes allegations of unlawful discrimination in any program or activity funded directly by the State or receiving federal or state financial assistance. The complaint filed must be written and submitted to California Department of Education Child Development Division's UCP Complaint Coordinator at the following address:

California Department of Education
Child Development Division
Complaint Coordinator
1430 N. Street, Suite 3410
Sacramento, CA 95814

CONFIDENTIALITY POLICY

*The use or disclosure of any information pertaining to an individual child and his/her family, both in the home and in the school setting, shall be **restricted to the purposes directly connected with program planning, and the administration of the Children's Centers at UCSB.** Disclosure of a child's records beyond family members, program personnel, and consultants having an obligation of confidentiality shall require written familial consent (except in the cases of suspected abuse or neglect). The Children's Centers' confidentiality policy is based on mandates from the California Department of Social Services, the California Department of Education: Child Development Division, and the guidelines for the Center's accreditation from the National Association for the Education of Young Children. (see "Watching Your Child Grow"- Authentic Assessment for confidentiality of children's portfolio documentation)*

EMERGENCY PLAN

The Children's Centers' emergency plan for earthquakes, fire, or other natural disasters is coordinated with the University's Comprehensive Emergency Operations Plan. If there is a major disaster, children, at the OFCC site on West Campus will be cared for at the Children's Center or in the field (our evacuation area) in front of the building on West Campus Point Lane by the Center staff. Children at UCC will be cared for on-site with a secondary evacuation point at the Theatre Arts and Dance Building courtyard if necessary. We have a large and complete first aid kit, blankets, bottled water, diapers, formula and food on hand in the event children must remain at the Center for an extended period of time. Parents are asked to pick up their child as soon as possible. Sign-out procedures will be followed, if another adult is picking up your child they must have written permission. Please list one relative or friend that does not live in the Santa Barbara area on your child's Emergency Information Form.

***Welcome To The
Children's Centers at UCSB!***

