

# Parent Handbook

Child Development Center



UNITED TRIBES  
TECHNICAL COLLEGE

Revised Spring 2017

Welcome to the UTTC Child Development Center (CDC). The CDC is an educational program staffed by professional teachers and teacher assistants. We are pleased that your child is attending and look forward to working with you, in a partnership.

This handbook is to orient you to the CDC program and to provide you with the policies and procedures. It is important for you to be aware of these policies so you are familiar with what we have to offer to you and your family.

The administration of the CDC reserves the right to modify or amend this handbook and its policies at any time. If you have questions, concerns or suggestions, please feel free to visit with us.

We hope your experience with us is a positive one! We look forward to working with you.

*Lisa J. Azure*  
*CDC Administrator*

Visit our website at [www.uttc.edu](http://www.uttc.edu)

**WELCOME!!**

The United Tribes Child Development Center has been in operation since September 1969. The Preschool has been in operation since February of 1979. The Children’s Dwelling opened November 2006. Together the Preschool, the Infant/Toddler Center, and the Children’s Dwelling are state licensed to care for one hundred sixty six children from the ages of one week to five years of age. The first licensing occurred in the fall of 1970. At that time, the Child Development Center was the only day care facility that had obtained a license for the care of infants and was the only American Indian Day Care Center in the State of North Dakota.

The CDC is licensed by Burleigh County Social Services, and must meet all the staff and physical plant requirements as set forth by the State and Federal rules and regulations.

**GENERAL INFORMATION**

The UTTC Child Development Center is divided into three centers. The Infant Toddler Center is located in Building 71 on Fort Berthold Avenue. The Preschool is located also located on Fort Berthold Avenue in Building 100. The Children’s Dwelling is located in the Education Building, Building 32, on All Nations Circle.

Infant/Toddler Center.....	255-3285 ext. 1392
Children’s Dwelling.....	255-3285 ext. 1307
Preschool.....	255-3285 ext. 1248

Parent questions, concerns, and comments are important to us. You may call and leave a message if the staff member you need to speak to is unavailable.

**Hours of operation are as follows:**

**Regular Hours:**

Monday through Thursday: 7:45 a.m. to 4:00 p.m.

Fridays : 7:45 – 3:00 p.m. (children need to be picked up immediately after last class/drop off any time before first class)

**After Hours:**

Monday through Thursday 4:00 to 6:00 p.m. (class only)

**\*No children will be allowed to be dropped off at any of the CDC Centers between the hours of 11:00am-12:30pm. Please plan appointments around this time.**

**(Exception ONLY for the infant newborn – 6 month area)**

The ages for the children attending each of the three centers is as follows:

Infant Toddler Center:

- If your child is age 1 week – 20 months old in the fall when the semester begins, he or she will attend the Infant Toddler Center.

Children's Dwelling:

- If your child is 21-33 months in the fall when the semester begins, he or she will attend the Children's Dwelling. Children who will be turning 2 in August, September, or October will attend this center.

Preschool Center

- If your child is 34 months – 5 years old in the fall when the semester begins, he or she will attend the Preschool Center. Children who will be turning 3 in August, September, or October will attend the Preschool.
- CHILDREN WHO ATTEND THE PRESCHOOL MUST BE in the process of being actively potty trained.
- Only takes children from Elementary who are in Kindergarten and parent transports the children.

### **PHILOSOPHY**

The Child Development Center believes in the three "L" philosophy. The first "L" represents ***laughter***. We believe your child should be engaged in activities and positive relationships that promote laughter. The second "L" represents ***love***. We believe your child should be loved and cared for in a kind, respectful manner. The third "L" represents ***learn***. We believe it is important for your child to learn at his or her own pace, focusing on social, emotional, cognitive, and physical development. We believe that families are the most important people in a child's life. Together, with the families, we celebrate the three "L" philosophy.

### **CENTER GOALS**

- To develop a positive self image
- To develop a sense of responsibility
- To motivate and enhance their love and curiosity for learning
- To let children know they are accepted and loved
- To create an atmosphere of self-expression
- To respect feelings and the property of others
- To develop a sense of community
- To respect the culture of each child

## **CURRICULUM**

The Child Development Center curriculum is a discovery-based learning environment that gives each individual child the opportunity to engage in experiences at his or her own level of interest and ability. The curriculum focuses on learning basic concepts and skills through hands-on experiences and activities. Some activities are designed to develop large and small motor skills while others focus more on cognitive, social and language development. Through our program, each child is given the tools needed to encourage the growth of the whole child.

### Goals of the Curriculum

- To provide a positive sense of identity and emotional well-being
- To develop age-appropriate social, physical, language and literacy skills
- To encourage thinking, reasoning, questioning and experimentation
- To provide exposure to the arts and encourage creative expression
- To demonstrate proper health, safety and nutritional practices
- To respect gender, age and cultural diversity

## **CENTER PARTICIPATION POLICIES**

To use the CDC child care services, the parent/guardian must be a current UTTC student. Please be aware that the parent/guardian of the child is billed for the time the child is in the centers. The more hours the child is there, the higher the monthly bill. Therefore, it is the responsibility of the parent/guardian to determine the length of time the child is there. It is also the responsibility of the parent to pay the amount of child care costs that are not covered by Child Care Assistance.

## **ATTENDANCE**

Please feel free to visit with your child's teacher either when you drop them off or pick them up. Your child's teacher is interested in how your child is feeling or anything else that you feel may contribute to a positive experience for your child while in daycare.

- Parents/Guardians are responsible for signing in and signing out each child enrolled at the center on a daily basis. If your child attends CDC and is **NOT** signed in or out your child's sign in time will be noted as 8:00 am and your child's sign out time will be noted as 4:00 pm Monday thru Thursday and 3:00 pm on Friday.
- Please accompany your child into his/her classroom. Assist them by placing their belongings into their cubby/removing infants from car seats and strollers. As always, the center staff's responsibility lies with the children first. If you need assistance with your child, please ask and a staff member will be happy to help out.
- If your child is not going to be present for a set amount of time, please notify the Director of your child's center.
- If you have a class that ends at 4:00 p.m. please make arrangements to pick up your child immediately after class.

## **LEADERSHIP THROUGH EXPERIENCE AND WORK STUDY PROGRAMS**

Parents/guardians who are either in the UTTC Leadership through Experience or Work Study programs must have prior approval and a letter from their Burleigh County or Morton County Social Services case worker stating that childcare costs will be paid for those additional hours. Parents/guardians must provide a work schedule and the telephone number of their immediate work supervisor. Must see Director to fill out appropriate paperwork (check with Director for availability of child care hours if working LTE/Work Study).

## **AFTER HOURS CARE PROCEDURES**

Any parents/guardians in need of child care services between the hours of 4:00 p.m. – 6:00 p.m. Monday through Thursday are required to make arrangements with the appropriate center director prior to your first evening class – ONLY available to those parents who are in class. All parents are required to pick up their child/ren immediately after class is dismissed for the evening.

## **TEACHERS AND STAFF**

The UTTC CDC teachers and staff members are qualified by the North Dakota State Child Care Program guidelines. We strive to build on the professional development of our educational staff by providing training, workshops and the opportunity for staff to take courses in the UTTC Early Childhood Education program. Their education is an on-going process as thirteen hours of training is mandatory for each full-time employee.

Please seek out your child's teacher on a regular basis to discuss your child's adjustment and progress at the center. Any problems, however minor, should be discussed with the staff person in charge of caring for your child. We want you and your child to feel comfortable.

## **LICENSING**

The UTTC CDC is licensed by the State of North Dakota under the Department of Human Services as a Child Care Center, Chapter 75-03-10. The telephone number for the Department of Human Services, Licensing Division, is (701) 222-6622.

## **HOLIDAYS**

The CDC follows the United Tribes Technical College academic calendar in the honoring and celebration of holidays.

## MEALS

The CDC has been approved for the North Dakota Department of Public Instruction Child Nutrition and Food Distribution- Child and Adult Care Food Program which insures and monitors the nutritional values of all meals. The Center provides breakfast, lunch and an afternoon snack.

### *Meal Times:*

Breakfast	Lunch	Snack
Infant Toddler Center 8:30-9:00 a.m.	11:00-11:30 a.m.	2:00 p.m.
Children's Dwelling Center 8:30-9:00 a.m.	11:00-11:30 a.m.	2:00 p.m.
Preschool 8:30-9:00 a.m.	<b>3 yr. olds</b> 11:00 a.m.-11:30 p.m. <b>4 yr. olds</b> 11:30 p.m-12:00 p.m.	2:00 p.m.

If, for medical reasons, your child requires a special diet or has a food allergy, please discuss this with the specific building Director. A signed statement from your physician is required if certain meal components (for example milk or eggs) must always be omitted from your child's diet. The appropriate staff will be notified of any special, prescribed diets.

Please discuss special diet needs with the center's Director. The program must follow the North Dakota Department of Public Instruction Child Nutrition and Food Distribution- Child and Adult Care Food Program requirements. Our ability to individualize diets is limited. However, whenever possible and when given advance notice, we are able to make substitutions for specific food items.

### **Parent of Infants**

Children must be served breast milk or iron-fortified infant formula until they are one year of age and children ages 1-2 years will be served whole milk.

## SNACKS/TREATS

We ask your cooperation when supplying snacks for birthdays and/or special occasions. The Center Director and/or your child's teacher should be informed ahead of time if you're bringing treats.

Unless your child's diet requires that you bring special foods from home, please do not send food with your child. Please have your child finish their treat in the car before entering the building.

## **INFANT DIETS**

The formula fed to your child will be provided and determined by the parent/guardian. It is very important that you tell us which foods, quantities, and schedule you wish for your child when you register at the center. The staff will make accommodations to meet individual infant feeding schedules.

## **DROPPING OFF AND PICKING UP CHILDREN**

Please drive slowly and with caution when you enter a zone in which children are being dropped off or picked up on streets and entering parking lots.

*Infant Toddler Center:* Parents may drop off/pick up their children on the street facing the north entrance door of the center in the parking lot directly to the south of the center. Please note that there are three designated parking signs available for loading and unloading children.

*Preschool:* Parents may drop off/pick up their children on the street facing the north entrance door of the center.

*Children's Dwelling:* Parents may drop off/pick up their children on the streets facing the north or south side of the entrance doors of the Education Building. Additional parking can be found on the east side of the Education Building.

## **PICKING UP CHILDREN ON TIME**

Children must be picked up from the center by 4:00 p.m Mondays-Thursday. The CDC Director will have to consult with Burleigh/Morton County Social Services if the parent/guardian cannot be located. The same policy goes for parents who chose not to follow the pick-up time policy. Burleigh/Morton County Social Services will be contacted when a parents fails to pick up their children on time and has been warned 3 or more times.

## **TRANSPORTATION**

Transportation for activities away from the Center is the parent's/guardian's responsibility. The only exception is when a field trip is scheduled and permission to transport your child is granted by you. At that time a pre-approved CDC staff member or Transportation Department personnel will transport children to and from the designated location.

To uphold our insurance policy absolutely no staff will transport children or parents in their personal vehicle due to liability issues. If transportation is needed, please make arrangements with the Transportation Department or refer to the CAT bus schedule.

Children attending BECEP will be provided transportation (via school bus) from the Bismarck School District to and from the CDC. Center staff will document (sign in) children returning to the Center from BECEP.



## CENTER POLICIES

### Admissions and Registration

A completed pre-admission packet is required by the Child Development Center program before your child can be admitted into the program (must be filled out every August).

### Complete Registration Packets

A registration packet is needed for all children receiving childcare services. The registration packets need to be current to stay in compliance with Burleigh/Morton County Social Services. At the time of enrollment, parents may not be able to produce all the needed information to the CDC. Parents/guardians are given two (2) weeks from the first day their child starts school. If this information is still missing from your child's registration packet after the two (2) weeks, services may be denied until all information/documentation is received.

These packets include:

Birth Certificate	Class Schedule (mom & dad – if both attending)
Updated Immunizations	UTTC Student ID (mom & dad – if both attending)
Authorizations To Disclose Information	Billing Contract
Child Information Sheet	Child Enrollment Form/Infant Participation Form
Developmental History (ITC only)	Contract for Childcare Services
Handbook Orientation Form	Food Program Application & Case Number
Statement of Health of Child	Tribal Registration *3-5 year olds
	Tylenol Consent Form (ITC only)

## WELL CHILD POLICIES

Because the Child Development Center is concerned about the well being of all children in our care, it is important that everyone take precautions to prevent the spread of contagious illnesses. Please DO NOT send your child to school/daycare if you feel that your child is too sick to go outside or to participate in regular classroom activities.

## IMMUNIZATIONS

The North Dakota State Child Care Center Licensing Agency mandates that each child has current immunizations prior to admission to the Center. Parents will have two weeks to submit current and/or undated immunizations. Failure to have current or updated immunizations within a two week time frame may result in the denial of services.

Here is a list of the diseases your baby will be protected against:

**HepB:** hepatitis B, a serious liver disease

**DTaP:** diphtheria, tetanus (lockjaw), and pertussis (whooping cough)

**PCV:** pneumococcal conjugate vaccine protects against a serious blood, lung, and brain infection

**Hib:** Haemophilus influenza type b, a serious brain, throat, and blood infection (not required at this time for daycares)

**Polio:** polio, a serious paralyzing disease

**RV:** rotavirus infection, a serious diarrheal disease

**Influenza:** a serious lung infection

**MMR:** measles, mumps, and rubella

**HepA:** hepatitis A, a serious liver disease

**Chickenpox:** also called varicella

### **WHEN TO KEEP YOUR CHILD AT HOME**

Certain symptoms in children may suggest a communicable disease. Children should be kept home until a doctor has decided that the child's illness is no longer contagious or the symptoms have gone away.

In the event that your child comes down with any of the following symptoms while at the CDC the parent/guardian or identified emergency contact will be notified:

**FEVER** — oral temperature of 101 degrees or higher, especially when accompanied by other symptoms such as vomiting, sore throat, diarrhea, headache and stiff neck or undiagnosed rash.

**RESPIRATORY SYMPTOMS** — difficult or rapid breathing or severe coughing...child makes high pitched croupy or whooping sound after they cough...child is unable to lie comfortably due to continuous cough.

**DIARRHEA** — Two or more loose stools constitute suspicion of diarrhea and needs to be checked by medical personnel. If your child comes down with diarrhea during the night please do not bring him or her to the CDC. Parents are required to take the child to the UTTC Student Health Center/Doctor prior to them entering the center.

**VOMITING** — two or more episodes of vomiting within the previous 24 hours.

**EYE/NOSE DRAINAGE** — thick mucus or pus draining from the eye or nose.

**EAR INFECTIONS (without any other symptoms)** — There will be no exclusion unless the child is persistently uncomfortable.

**PINKEYE** — the child may return 24 hours after the treatment has begun.

SORE THROAT — sore throat, especially when fever or swollen glands in the neck are present.

STREP THROAT — the child may return 24 hours after treatment has begun.

SKIN PROBLEMS — RASH — skin rashes, undiagnosed or contagious INFECTED SORES — sores with crusty, yellow or green drainage which cannot be covered by clothing or bandages PERSISTENT ITCHING or scratching of body or scalp.

CHICKEN POX — all pox must be crusted over and no fever present before the child returns to class.

APPEARANCE, Behavior, unusual color — Child looks or acts differently: unusually tired, pale, lacking appetite, confused, irritable, difficult to awaken...yellow eyes or skin, gray or white stools, dark or tea colored urine. These symptoms can be found in hepatitis and should be evaluated by a physician.

LICE — the child may attend after treatment and when all nits have been removed.

RINGWORM, SCABIES — the child may attend when treatment has begun.

MRSA – type of “staph” infection – often causes skin infections

Let the staff know within 24 hours if your child has a communicable or childhood disease such as measles, chicken pox, mumps, strep throat, scarlet fever, head lice, scabies, impetigo, MRSA, pinkeye, or ringworm so we can alert the other parents to be on the lookout for possible symptoms in their children. Children with scabies, head lice, RSV, Hand Foot and Mouth or any other infestation will not be allowed into the Center until treatment has been initiated and cleared by Student Health/Doctor.

Parents will be notified immediately if their child has been exposed to an infectious or communicable disease and of what symptoms to be aware of. The center reserves the right to determine when a child, who has been sick, can return to the center. If a parent is at home with a sick child and the parent has more than one child in daycare, all children need to be at home with parents.

### **HEAD LICE**

This is a very common occurrence in young children and has nothing to do with cleanliness. They are very easily transmitted among young children by sharing caps, hair accessories, brushes, combs, and even sitting close and touching heads. Random lice checks are conducted by the Child Development Center personnel. If head lice are found on a child, the following steps are taken:

- Parents are notified and the child must be picked up from the center.
- The child's head must be treated with a product that removes head lice.
- Nits must be removed with a special nit comb.
- Before the child can return to the center, the Child Development Center staff must complete a follow-up head check and verify that the condition no longer exists.
- A handout of additional information regarding lice may be given to parents upon request.

To avoid infestation, it is important to inspect all family members for two weeks and treat if infected. Nits on the scalp may be seen more easily on the hair at the back of the neck and above the ears.

Please be assured that we will do everything possible to prevent infestation in our centers. With your support, we can stop lice from spreading.

## **TREATMENT AND MEDICATIONS**

The CDC secures the assistance of local health professionals on a consultant basis to develop our policies and procedures. All center staff members are required to possess CPR certification and selected staff members are trained in standard First Aid.

### ***Administration of Medicine:***

- **No child will be given prescribed oral or surface medication without physician permission.**
- Non-prescribed medication to lower a child's temperature will not be allowed unless it is prescribed by a physician or if a parent consent form has been signed.
- Other non-prescribed medicine, diapering products, teething gel, sunscreen lotions, and insect repellents will be given according to the manufacturer's instructions unless there are written instructions for their use provided by a licensed physician or dentist.
- Medication must be its original container and have a legible label with the child's name and current prescription information.
- Non-prescription drugs must have the child's age and appropriated dosage listed on the container. If it is not listed we need a written and signed notice from a licensed physician or dentist with the correct dosage.
- The administration of medicine is recorded and the record is available to the child's parent(s) or guardian(s).
- Any expired or unused portion will be returned to the child's parents or destroyed.
- Any time medication needs to be administered, the CDC needs a guardian or parent to sign a medication permission form. Medication is only administered by the Center Director or a designated staff member in the absence of the Director.
  
- **Asthma** - For your child's safety, please contact the Center Director if your child has **asthma**. CDC staff cannot administer breathing treatments.

## **RETURN TO THE CHILD DEVELOPMENT CENTER**

Before your child can return to the center the following process must be followed by the parent/guardian:

1. The child must be checked by a nurse at the UTTC Student Health Center/Doctor.
2. If the child is well enough to return to the center the nurse/doctor will provide the parent/guardian a re-admittance slip that must be submitted to the Director before the child will be permitted to return to their designated classroom.

3. If your child was sent home with a Sickness Report **ALL** children must receive a note from Student Health/Doctor in order to return to daycare.
4. If your child was sick during the evening/weekend or made a visit to a doctor **ALL** children must receive a note from Student Health/Doctor in order to return to daycare.
5. If you made a visit to the Doctor/ER for **ANY** reason – for a smoother re-admittance back into the center – please **ALWAYS ASK AND GET INTO THE HABIT** of asking the doctor for a note stating that it is safe for your child to be back in daycare.

The Student Health Center is located on the southwest corner of the UTTC Wellness Center. The Student Health Center telephone number is 701-255-3285 ext. 1247.

Operating hours: Monday-Friday from 8:00 a.m. to 5:00 p.m.

### **EMERGENCY CARE FOR YOUR CHILD**

If your child should become seriously injured you will be notified immediately. An emergency contact form is located in the registration packet which needs to be kept updated and signed by the parent/guardian. This gives us the authority to get medical attention for your child in the event of an emergency. The source of emergency care would be St. Alexis Medical Center. By signing the identification and emergency information form you grant permission for the staff to take whatever steps may be necessary to obtain emergency medical and dental care if warranted.

If the emergency is such that a child's life is determined to be in danger, 911 will be contacted first before attempting to contact a parent or guardian.

### **REST PERIOD**

There is a rest period during the day for all children. Although children are not required to sleep, everyone is required to lie on a cot and rest quietly. We request that you provide an appropriate sized blanket for your child (bigger the better).

Children are not allowed to wear teething necklaces during rest time. This is considered a safety issue so is prohibited for the well-being of your child(ren).

The CDC launders your child's blanket twice a month or as needed for children who are currently enrolled at the Infant Toddler Center and Children's Dwelling. Children at the Preschool will bring their blankets home weekly (Friday). Please return your child's blanket the following week (Monday).

### **PERSONAL BELONGINGS AND DRESS**

Each child should have a complete change of clothing to keep in his/her cubby in case of accidents. Items should include shirt, pants, socks, underwear and disposable diapers when needed.

- Each season presents its own challenge for parents and child care staff regarding clothing. Please make sure that your child is dressed appropriately for the seasonal weather.
- If your child wears a hooded shirt, make sure they have another shirt on underneath. Children are not allowed to rest with anything with a hood on it due to safety reasons. If your child wears a hooded shirt, and they have a shirt on underneath, the Center staff will remove the hooded shirt during rest time.
- We encourage you to label clothing, especially those items which can easily be misplaced or forgotten. We try to teach the children responsive habits such as hanging their coats on hooks, stuffing mittens, hats and scarves into sleeves, etc.
- Children should be dressed for play when coming to the center.
- In addition, toddlers, preschoolers, and school age children will participate in "messy" activities such as painting. Although we take precautions to prevent clothes from getting damaged, accidents do happen.
- The Child Development Center is not responsible for stained or lost clothing.
- Any belongings left at the center after 30 days of the child's last date of attendance will become property of the CDC.

### **WHAT NEEDS TO REMAIN AT HOME**

Please leave toys at home. We have ample equipment to meet the children's needs. We cannot assume responsibility for toys or other materials brought from home.

Pacifiers with little animals hanging from them are not allowed in the centers. This is a licensing requirement as it is a safety issue.

Unless your child's diet requires that you bring special foods from home, please do not send food with your child.

### **OTHER REQUIRED ITEMS**

The Child Development Center **does not** provide the following items: bottles, pacifiers, blankets, diapers, extra clothes, wipes, diaper rash ointments, insect repellents and medications. If your child needs any of these items, please bring them from home labeled with your child's name. It is very important that parents label each diaper with their child's name on them.

### **PARENT INVOLVEMENT**

Parents are encouraged to become as involved in the center's operation as their schedule will permit.

Suggestions for involvement are:

- Communicating with your child's teacher on a daily basis.
- Reading with your child.
- Keeping informed about the events taking place at the CDC by reading the monthly newsletter and announcements displayed on bulletin boards.

- Serving on the Parent Advisory Board which meets at regular scheduled times.
- Showing interest in your child's activities and carrying on related activities/conversation at home.
- Attending special family functions provided by the CDC, UTTC campus activities, and Bismarck/Mandan events.
- Helping with fundraisers.
- Sharing customs, hobbies, and careers with the children at the center.
- Bringing your child's culture into the education environment by sharing stories, pictures, and the like that may that relate to the CDC curriculum.

If you are interested in sharing your talents, let the staff know. The Child Development Center maintains an open door policy for parents. You are welcome to visit at any time.

### **BEHAVIOR GUIDANCE**

Each staff person and child at CDC is special and will be treated with respect at all times. Any type of behavior intended to physically or emotionally hurt someone will not be tolerated at the Center. The Child Development Center uses positive guidance as a learning tool to provide children with the guidance and security necessary for emotional and social growth, it is expected that all adults reflect this in their verbal and physical interactions with the children, parents, and staff.

### **GREVIANCE PROCEDURES**

We hope that your child will enjoy attending Child Development Center. If you should have a grievance the following procedure has been set up so your concern can be properly addressed in the order of the chain of command.

1. A person with a grievance will attempt to resolve it in an informal manner. The first step is to visit with your child's classroom teacher if your issue is related to classroom procedures. If the issue deals with billing, take your verbal grievance to the Billing Office. Any other issues should be discussed with the Center Director.
2. If the informal process does not resolve the situation to your satisfaction, the grievance must then be put into written form and submitted to the Director of the CDC within (5) five days of the disputed action. The Director will respond to the grievance in writing within (5) five working days.
3. If the complainant is still not satisfied with the resolution of the grievance, within five working days from the receipt of the director's written response, he/she must submit a copy of the grievance and all correspondence to date to the Parent Advisory Board. The Advisory Board will then investigate the grievance and respond in 15 days to the complainant the final resolution of the complaint.
4. If satisfaction is still not reached, contacting the CDC Administrator at extension 1407 would be the next recourse.
5. The last step in the chain of command is the Executive Committee which consists of the four Vice Presidents and the UTTC President. Please follow this chain of command. Most issues can be resolved at either the first or second step.

## **RELEASE OF CHILDREN**

A child will be released to only those individuals with written authorization from the parent(s) or guardian(s) of the child. Authorization forms are signed at registration and updated whenever needed. Picture ID's may be requested from individuals picking up any child from CDC that the staff doesn't recognize. This is to ensure the safety of the children.

## **MANDATED REPORTING OF CHILD ABUSE OR NEGLECT**

By law, any employee of CDC who knows or has reason to believe that a child is being neglected or physically, emotionally, or sexually abused, shall immediately report the information to the local welfare agency, police department or county sheriff.

## **PERMISSION SLIPS**

Written parental permission is required for all field trips. Parents/guardians will be notified in advance to sign the permission slip given by the center. Adequate supervision will be provided during the entire trip. Written parental permission is required before each occasion of a public relations activity involving a child, and for each occasion of research or experimental procedures. Parents/guardians will be notified in advance to sign the permission slip posted at the center.

## **OUTDOOR PLAY**

Outdoor play is an important part of your child's day and total health. Weather permitting; the children will play outdoors each day. All children who are well enough to be at the Center will be expected to take part in outdoor activities. You can help your child to enjoy this time outdoors by being sure that she or he is dressed for the existing weather conditions. In winter this includes boots, warm coat, sweater, snow pants, mittens, and hats.

Aquatic activities: The children attending the UTTC centers do not engage in outdoor aquatic activities such as swimming or water slides.

## **PARENT/STAFF COMMUNICATION**

To ensure that parents are involved with their child's progress at the center, conferences are offered two times a year for the Preschool. If at any other time you wish to have a conference with your child's teacher, please feel free to schedule a time with that teacher. Notes to parents are placed in your child's mailbox/cubbies to keep you up to date on your child's intellectual, physical, social, and emotional development. Again, you are encouraged to seek out your child's teacher to discuss your child's progress.

Inappropriate behavior and/or language of parents/guardians are not acceptable. If at any time these behaviors are displayed UTTC Security will be notified immediately.



## **PARENT REMINDERS**

When your child is running low or is out of an item(s) such as: diapers, wipes, formula (if not center brand), extra clothes, bottles, etc. a Parent Reminder will be sent home.

If there is a failure to produce the Center with the requested item(s), services may be denied.

## **DISASTER PLANS AND CLOSING POLICIES**

### **College Closing**

In the event of severe weather, emergency or disaster situation, official closing of UTTC including the Child Development Centers shall be at the discretion of the College President and the Administrative Council. The President and/or Administrative Council will make the arrangements to notify students, employees and the media. In collaboration with local radio stations (KBYZ FM 96.5, KKCTK FM 97.5, KBMR 1130 AM and KFYZ 550 AM) the College will issue public announcements.

**Tornado** – In the event that a tornado warning is issued the children from the ITC and Preschool will shelter in place unless instructed by UTTC Security, Safety Coordinator, or a Community Emergency Response Team member (those who are wearing green vests). The children and staff of the Children's Dwelling will be evacuated to the basement of the Education Building.

**Fire** - Fire drills are performed on a monthly basis at each center. If you are picking up your child during a drill or actual fire you will be required to participate in the evacuation. In the event that a fire was to occur at any center the children and staff will report to the UTTC cafeteria.

**Parent Responsibility** – Parents are asked not to come to the Center to pick up their children until the emergency situation is over. In the event that a natural disaster or fire were to occur on the UTTC campus parents are expected to follow the instructions provided by an instructor, administrator, Community Emergency Response Team member (those who are wearing green vests) or UTTC employee in the area. At no time are parents to go against their advisement to get their children at the CDC. Unsatisfactory conduct or refusal to cooperate during practice drills or real emergency situations is subject to disciplinary action.

## **BILLING FOR CHILDCARE SERVICES**

The Child Development Centers billing is based on the North Dakota Department of Human Services Child Care Sliding Fee Scale Schedule. The sliding fee scale is the method used to determine eligibility and the percentage of the child care bill in which North Dakota Department of Human Services Program will pay.

The Child Development Centers encourages all parents/guardians who are current UTTC students to complete a Child Care Assistance Application for Burleigh/Morton County Social Services. Failure to complete a Child Care Assistance Application may result in denial of services. Applications can be picked up for your local Social Services or you can find the application on-line.

**Please be advised that the parent/guardian is financially responsible for any remaining balance. Upon graduation or a withdrawal from UTTC it is very important that your child care bill is paid in full. If you have an outstanding bill you will not be able to obtain UTTC transcripts until the child care bill is paid in full.**

Child Development Center requires that parents/guardians sign their child in and out each day. If your child attends CDC and is NOT signed in or out your child's sign in time will be noted as 8:00 am and your child's sign out time will be noted as 4:00 pm Monday thru Thursday and 3:00 pm on Friday. When signing your children in/out please use your full name and refrain from signing in as mom, dad, grandpa, auntie etc.

The Child Development Center (CDC) Billing Office will have the billing forms completed and ready to sign by the 5<sup>th</sup> of each month. The parent/guardian must sign the billing form after it is completed. **REMEMBER** it is the responsibility of the parents/guardian to sign the billing form each month.

Any concerns about your childcare bill should be addressed within ten (10) days of receipt of the bill by contacting the CDC Billing Office and setting up an appointment. The hours of operation are posted outside the Billing Office which is located in the Education Building.

### **CONFIDENTIALITY OF RECORDS**

The information you provide the Child Development Center will be kept strictly confidential. Information relating to the parent/guardian and family will not be released unless written authorization is provided by parent or legal guardian. The Child Development Centers follow United Tribes Technical College confidentiality and privacy policies.

*Attention: If you need copies of any of the documents in your child's folder, please visit the website at [www.uttc.edu](http://www.uttc.edu) and click on "Child Development Centers" on the left hand side. On the right hand side of the "Child Development Centers" homepage, you'll see a link that says "CDC Forms". Fill out the "Confidential Records Request" form and submit it. The CDC staff will make a copy of the form for you.*

### **BILLING CONTRACTS**

- All parent(s)/guardians are required to sign a billing contract one per child.
- All parent(s)/guardians will receive a monthly Jenzabar Billing Statement.

### **CHILD CARE ASSISTANCE**

The CDC accepts Child Care Assistance for payment of services; however, all costs for attending the Child Development Centers may not be covered by the Child Care Assistance Program.

Parents/guardians must complete and submit a child care application form to Burleigh/Morton County Social Services. This application must be completed no later than 10 days after your

child begins attending the Center. Parents can either stop by your local Social Services Office/ print off application from on-line/ or fill out application online and submit.

If you were receiving child care assistance from a different county prior to coming to UTTC, you may be able to transfer your case to Burleigh or Morton County, if the case is still open. If you are eligible, your former caseworker will transfer your case and you won't have to fill out all the paperwork again.

If you are eligible for tribal childcare assistance, or assistance provided by other childcare funding agencies, please provide the Billing Office with the name of the contact person at that agency.

**Any unpaid portion is the responsibility of the parents/guardians.**

**Work closely with your childcare assistance caseworker, or funding agency, to keep your bill paid on a monthly basis.**

If you have any questions or need assistance please contact the CDC's Billing Office located in the Education Building.

### **PAYMENTS**

Payments can be made in person to the CDC Billing Office or the Finance Department. Checks or money orders can be made out to:

UTTC Child Development Center  
3315 University Drive  
Bismarck ND 58504  
Phone: 701-255-3285