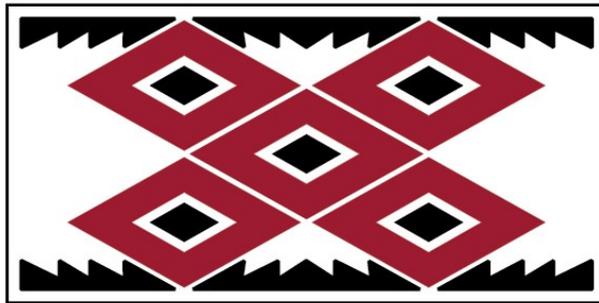


Parent Handbook

Child Development Center



**UNITED TRIBES
TECHNICAL COLLEGE**

Revised July 2020

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.

Visit our website at 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. Together the Preschool, the Infant/Toddler Center-are state licensed to care for one hundred twenty eight (128) 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 plan requirements as set forth by the State and Federal rules and regulations.

GENERAL INFORMATION

The UTTC Child Development Center is divided into two (2) centers. The Infant Toddler Center is located in Building 71 on Fort Berthold Avenue. The Preschool is located on Fort Berthold Avenue in Building 100.

The centers provide readiness education and care exclusively for children of current, campus-based UTTC students. The centers are *not* drop-in centers (children must attend regularly) and all children must have a completed application packet on file. If there is available space, the centers will provide care and education to children of UTTC employees for a ~~minimal~~ hourly rate during the employee's shift, if it is within the hours of center operation.

Infant/Toddler Center.....221-1393

Preschool.....221-1754

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

for Students:

Regular Hours:

Monday through Thursday: 7:30 a.m. to 4:00 p.m.

Fridays: 7:30 – 3:00 p.m. (children need to be picked up immediately after last class)

After Hours:

Monday through Thursday 4:00 to 5:30 p.m. (only during class for students)

Hours of operation are as follows

for UTTC Employee: Refer to the Staff Billing Contract.

***No children will be allowed to be dropped off at any of the CDC Centers between the hours of 11:00 am - 12:30 pm-(Exception ONLY for 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 – 2.5 years old in the fall when the semester begins, he or she will attend the Infant Toddler Center.

Preschool Center

- If your child is 2.5– 4 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-December will attend the Preschool.

PHILOSOPHY

The CDC 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 CDC 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 childcare 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 childcare 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 5:00 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.

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 pm –5:30 pm, Monday through Thursday, are required to make arrangements with the appropriate center director prior to your first evening class. After hours care is 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. There will be no after hours care on Fridays. Children need to be picked up immediately after the parent's last class on Fridays. If the family consists of a two-parent family, the first parent done with class on Friday needs to pick up the child.

TEACHERS AND STAFF

The 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, conferences and workshops. Their education is an on-going process as thirteen (13) hours of training is mandatory for each full-time employee. All UTTC CDC Employees are certified in First-Aid and CPR. These certificates are renewed on a yearly bases.

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, North Dakota Administrative Code. The telephone number for the Department of Human Services, Licensing Division, is (701) 222-6622.

HOLIDAYS

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

Labor Day (College Closed)
Indigenous Day (College Closed)
Veterans Day (College Closed)
Thanksgiving Break (College Closed)
Christmas Break (Centers Closed)
Martin Luther King Day (College Closed)
President's Day (College Closed)
Spring Break (Centers Closed)
Good Friday (College Closed)
Easter Monday Holiday (College Closed)

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 CDC provides breakfast, lunch and an afternoon snack.

Meal times are on a strict schedule to maintain our daily routines. Unfortunately, due to scheduling the center will not be providing meals outside scheduled meal times. The center provides 30 minutes per meal.

Meal Times:

Breakfast	Lunch	Snack
Infant Toddler Center 8:30-9:00 a.m.	11:00-11:30 a.m.	2:00 p.m.
Preschool 8:30-9:00 a.m.	3 yr. olds 11:00 a.m.-11:30 p.m. 4 yr. olds 11:30 p.m-12:00 p.m.	3:00 p.m.

If, for medical reasons, your child requires a special diet or has a food allergy, please discuss this with the center 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.

Parents 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. To maintain our CACFP Food Program requirements all infants will be introduced to baby food at 6 months old.

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 by the north entrance door of the center.

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

The designated front entrance to the building is the only entrance to use when dropping and picking up your children.

PICKING UP CHILDREN ON TIME

Student's children must be picked up from the center by 4:00 p.m. Mondays-Thursdays and Fridays after their last class. In case of an emergency, please contact the child's center prior to the late pick up. Failure to make contact with the Center Director and/or pick up child(ren) on time will result in contacting Campus Security if the parent/guardian cannot be located. Security will use their discretion to consult with Burleigh/Morton County Social Services. The same policy goes for parents who choose not to follow the pick-up time policy. When a parent fails to pick up their children on time and has been warned 3 or more times, childcare services may be denied.

TRANSPORTATION

Transportation for activities away from the CDC 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. Parents please confirm sign in times when picking up children whom attend 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. All necessary enrollment forms must be completed and returned prior to admission.

These packets include:

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

GUARDIANSHIP

The CDC will provide care for children whom are under legal guardianship of UTTC Students/Staff. Legal documents proving guardianship must be included in the registration packet.

IMMUNIZATIONS

The North Dakota State Child Care Center Licensing Agency mandates that each child has current immunizations **prior** to admission to the Center. Failure to maintain current/update immunization will result in denial of childcare 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: Hemophilic 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

Varicella: also known as

chickenpox

WELLBEING **CHILD** **POLICIES**

Because the CDC is concerned about the wellbeing 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.

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 (2) 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 (2) 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.

PINK EYE — 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 CDC 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 CDC 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 in 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 appropriate 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 701 221-1764 ~~-255-3285 ext. 4247.~~

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 the nearest hospital emergency room. 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. 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 requirements 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 CDC **does not** provide the following items: bottles, pacifiers, blankets, diapers, extra clothes, wipes, diaper rash ointments, insect repellents, sunscreen 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.

FAMILY INVOLVEMENT

Parents/guardians 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.
- 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 CDC maintains an open door policy for parents/guardians. 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, or which in reckless disregard does, physically or emotionally hurt someone will not be tolerated at the Center. The CDC 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.

No child will be hit, spanked, belittled, or otherwise intimidated. NO corporal punishment will be used. Children will be treated with courtesy, respect, and patience. Guidance will be according to age and level of understanding. Younger children, babies, and toddlers will be redirected to another activity. If redirection is

unsuccessful a time out of 1 minute per age of child will be given. Older children will be given time-outs depending on the severity of the offense (almost always 1 minute per age, never to be more than 15 minutes). If a child displays persistent behavior problems, a parent-teacher conference will be requested to try to resolve the problem/issue at hand. **AT NO TIME WILL A CHILD BE SUBJECTED TO PHYSICAL PUNISHMENT, SHAMING, FRIGHTENING OR HUMILIATING METHODS. NO TYPE OF VERBAL ABUSE, THREATS, DEROGATORY REMARKS, OR DEPRIVATION OF A MEAL OR ANY PART OF A MEAL, INCLUDING SNACK, WILL BE USED. NO CHILD WILL EVER BE PUNISHED FOR TOILET ACCIDENTS.**

Explanations, policies and procedures regarding biting:

A child biting other children is one of the most common and most difficult behaviors in group childcare. It can occur without warning, is difficult to defend against, and provokes strong emotional responses in the biter, the victim, the parents, and the caregivers involved.

For many toddlers, the biting stage is just a passing problem. Toddlers try it out as a way to get what they want from another toddler. They are in the process of learning what is socially acceptable and what is not. They discover that biting is a sure-fire way to cause the other child to drop what they are holding so the biter can pick it up. However, they experience the disapproval of the adults nearby and eventually learn other ways of gaining possession of objects or expressing difficult feelings.

For other children, biting is a persistent and chronic problem. They may bite for a variety of reasons: teething, frustration, boredom, inadequate language skills, stress or change in the environment, feeling threatened, or to feel a sense of power.

No matter what the cause, biting in a group situation causes strong feelings with all involved. It does help, however, to be aware of the potential problem before it happens, and to form a plan of action if it does occur. The staff of the Center, after consulting child care experts and manuals, has developed the following plan of action to be used if and when biting occurs in any of our rooms.

Before biting occurs:

1. Discuss the issue of biting with all parents at the time of enrollment.

When a child is bitten:

For the biter:

1. The biter is immediately removed with no emotion, using words such as "biting is not okay – it hurts." Avoid any immediate response that reinforces the biting or calls attention to the biter. The caring attention is focused on the victim.

2. The biter is not allowed to return to the play and is talked to on a level that the child can understand. "I can see that you want that truck, but I can't let you hurt him. We don't put our teeth on people." or "That hurts Johnny when you bite him, he is sad."
3. Redirect the child to other play.
4. Write an accident report and notify the parents of the biter.

For the victim:

1. Separate the victim from the biter.
2. Comfort the child.
3. Administer first aid if necessary.
4. Write an accident report and notify parents of the victim (in writing).

If biting continues:

1. Room staff meet with the director on a routine basis for advise, support and strategy planning.
2. Chart every occurrence, including attempted bites, and indicate location, time, participants, behaviors, staff present, and circumstances.
3. Let all parents know that there is a problem and the procedures that will be followed to deal with it.
4. "Shadow" children who indicate a tendency to bite:
 - a. Head off biting situations before they occur.
 - b. Teach non-biting responses to situations and reinforce appropriate behavior.
 - c. Adapt the program to better fit the individual child's needs.
5. "Shadow" children who have a tendency to be bitten:
 - a. Head off biting situations.
 - b. Teach responses to potential biting situations: "No" or "Don't hurt me!"
6. Work together as partners with the parents of both biting children and frequent victims to keep all informed and develop a joint strategy for change.
7. Hold a conference with the parents of the biting child to develop a written plan of action. Schedule follow-up meetings or telephone conversations as needed.
8. Consider early transition of a child "stuck" in a biting behavior pattern for a change of environment, if developmentally appropriate, and move the child to a different group.

GRIEVANCE PROCEDURES

We hope that your child will enjoy attending CDC. 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 centerdirector.
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 Vice President of Campus Services (VPCS). The VPCS will then investigate the grievance and respond in 15 days to the complainant the final resolution of the complaint.
4. 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 know 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.

PARENT/STAFF COMMUNICATION

If at any time a parent/guardian wishes 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. Depending on the seriousness of the offense, or if it continues, parents may be denied access to the centers and will have to make other arrangements to pick up and drop off their children.

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 CDC shall be at the discretion of the College President. The

President or designee will notify students, employees and the media. Emergency Notification System, and Social 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).

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 CDC 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. Please see the billing technician regarding this information and to obtain a hard copy.

The CDC requires all 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.

If your child care bill is not paid in full by the 10th of each month, services may be denied.

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.

The CDC requires parents/guardians to sign their child in and out each day. If your

child attends 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 5:00 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 CDC Billing Office will have the billing forms completed and ready to sign by the 5th 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. Failure to sign bills by the (date) of each month will result in denial of services. The Billing Office is located in the upper level of the Jack Barden Center. Any concerns about your childcare bill should be addressed within ten (10) days of receipt of the bill by contacting the CDC Billing Office .

BILLING CONTRACTS

- All parent(s)/guardians are required to sign one billing contract per child.
- All parent(s)/guardians will receive a monthly Billing Statement.
- All parent(s)/guardians will receive and invoice delivered to their child's mailbox monthly. **Parents on Childcare Assistance- The invoice will state the copay/amount due and due date.

**Parents paying out of pocket- The invoice will state the monthly amount and due date.

- UTTC staff who utilize the centers for their children must complete a contract that is signed by their supervisor and agree to payroll deduction every two weeks for payment in full.

CHILD CARE ASSISTANCE

The CDC accepts Child Care Assistance for payment of services; however, all costs for attending the 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.

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 will not 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 along with an authorization to disclose information if applicable.

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 Billing Technician at 701 221.1388. This office is located on the upper level of the Jack Barden Center.

PAYMENTS

All payments are to be made at the UTTC Finance department. Finance accepts credit card, debit card, check, and money order payments. Checks or money orders can be made out to United Tribes Technical College. Be sure to write your child's name on the check or money order as proof of payment. Student Accounts can be reached at (701) 221-1423.

CONFIDENTIALITY OF RECORDS

The information you provide the CDC 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 or unless disclosure is required by law or Court Order. The CDC follows 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 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.

Violation of these policies may result in a referral to the Student Code of Conduct.