



Washtenaw Community College



Children's Center Parent's Handbook

What parents
need to know



Introduction

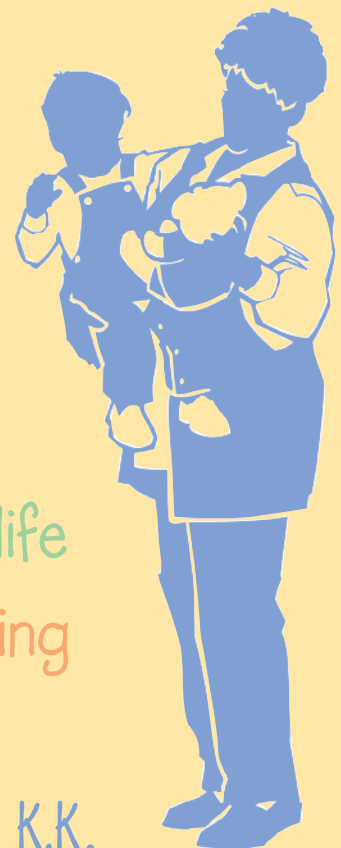
Washtenaw Community College Children's Center has been housed on the WCC main campus since the late 1960s. In 1980 the Family Education Building Children's Center was built. We offer quality child care and educational programs for children of WCC students for on-campus activities only. We care for children eighteen months through five years of age. We are licensed by the State of Michigan Department of Human Services. In 1999, the Center became nationally accredited by the National Academy of Early Childhood Programs.

This handbook has been prepared as a resource and reference guide to help you, our parents, make this a valuable and rewarding experience.

Welcome to our family!



To be a child is to know the fun of living
To have a child is to know the beauty of life
To teach a child is to know the joy of giving
To love a child is to know love fulfilled



K.K.

Mission Statement

The mission of the Washtenaw Community College Children's Center is to provide quality child care for children of students. This enables the parents to not only attend classes but to excel in their programs or jobs. The service is given in a safe, healthy

and developmentally appropriate environment where educational opportunities for the well-rounded growth and development for each child is provided by trained and loving teachers.

Objectives

The Children's Center was established to:

Provide child care for children of students

Provide educational opportunities for the well-rounded growth and development of each child

Provide educational training to students in the Child Care Professional Program and related fields of study

Staff

Our preschool staff consists of 12 full time teachers and approximately 20 paraprofessionals who have dedicated themselves to:

Providing excellent educational services for children and their families

Respecting and valuing family diversity and reflecting that diversity in the classroom activities

Continuing professional development through college courses, professional conferences and in-service training

Providing a compassionate and nurturing environment





According to the Michigan State Board of Education “Standards of Quality and Curriculum,” early childhood education programs must develop a written philosophy based on:

“An underlying theory or statement of fundamental beliefs which establishes a framework for program decisions and provides direction for goal setting and program implementation.”

Washtenaw Community College Children’s Center has developed a philosophy based on current theories and research in the field of early childhood education. Inherent in this philosophy is our dedication to ensuring a program that celebrates diversity by supporting and respecting cultural, racial, and religious differences. Parent participation at any level is encouraged and valued. A strong parent-center relationship is crucial to our success.



Classrooms activities and physical arrangement is contingent upon implementation of best practices derived from an in-depth knowledge of child development and development theories. As mandated by the State of Michigan Department of Human Services a language and literacy rich environment is provided to enhance all aspects of emergent language and literacy skills. This includes support for children who are learning English as a second language, as well as support for their parents.

Children use play, adult and peer interactions, imitation, motivation, and direct instruction as processes through which knowledge is acquired and social connections are made. Classroom environments are designed and arranged in ways to allow for meaningful hands-on exploration, intense direct instruction, purposeful social interaction and behavioral intervention. Individualization is vital in all classrooms. We believe all children are capable and competent learners, have unique learning styles, and learn at their own pace. Teachers individualize curriculum and classrooms to inspire and challenge as well as allow for sequential successes.

Developmentally appropriate curriculum is planned, implemented and evaluated daily. To prepare children for future success early childhood educators must first meet the challenges of children at their current

developmental level. To do this teachers implement an inquiry based and enriching curriculum. Therefore, teachers monitor progress and assess skills in order to match curriculum goals with current and future levels of achievement. Teachers use curriculum models focusing on all areas of development (cognitive, language, physical and social/emotional) to ensure children are provided with an academically solid program (reading, writing, math, and science activities) as well as a secure environment in which to practice social skills and appropriate expression of emotions.



We Believe Children Learn Best:	We Provide:
In small class sizes	Small class sizes with low child/teacher ratios
When given opportunities to work individually, in small groups, and in large groups	Individual attention along with small and large group activities
If they acquire knowledge at their own rate	A program with an emphasis on individual learning styles
When they are actively involved by using all their senses, manipulating and experimenting with a variety of materials and situations	Opportunities to create, manipulate, and explore in a sensory rich environment
Through play to translate experience into understanding, by exploring, observing, imitating and practicing	A flexible schedule that allows time to play, explore, observe, imitate, and practice
When they feel physically and emotionally safe and secure	A safe, trusting and nurturing environment with positive role models and consistency of educated and trained teachers
When all areas of development are viewed as equally important and inter-related	Curriculum that includes experiences to enrich and enhance cognitive, language, social, emotional, physical and creative development
When they feel a sense of achievement and self-worth	Developmentally appropriate curriculum with built in successes and challenges
When engaged in self initiated as well as teacher directed activities and experiences	A balance of child-initiated and teacher-directed activities
When teachers use language to enhance critical thinking, communication and problem solving, and teach English as a second language	An emphasis on language development to enhance problem solving and critical thinking skills, and English as a second language
In a literacy and numeracy rich environment	Curriculum that enhances reading and math skills
When children have time to interact socially with peers	An environment sensitive to learners who are developing social skills



Children's Center Policies

Sample Daily Schedule

7:30 – 9:00	Children's Choice (children choose from a variety of activities)
9:00 – 9:30	Breakfast
9:30 – 9:40	Activities in the gym
9:40 – 11:00	Children's Choice
11:00 – 11:30	Circle Time Activities (songs, storytelling, and group discussion)
11:30 – Noon	Outside play (children's choice)
Noon – 12:30	Lunch
12:30 – 2:30	Naptime (Children's choice for Uppers)
2:30 – 4:00	Children's Choice
4:00 – 5:30	Join with other rooms in the center (children choose from a variety of activities in the room)
All activities are subject to change in accordance with the children's needs.	

Birthdays

In order to help make your child's birthday more special, we suggest you send a favorite book to share with the children. Ask your room teacher for guidance.

Bottles

Baby bottles are not allowed at the Center, unless medically required. The toddler complex uses sippy-cups. A pacifier may be used.



Clothing

Dress your child so he or she can play outside everyday. Please label clearly all clothing, coats, shoes etc. Clothes unmarked may be marked by staff. Children need to be dressed in play clothes that can withstand getting muddy or having paint spilled on them. A complete change of clothing (underwear, socks, shirts, pants) is required to be kept at school. Please put them in a labeled shoebox.

Diapers

For those children who are not toilet trained, please provide a large box of disposable diapers with your child's name on the box at the beginning of school. Please watch for notes that tell you when a new box of diapers is needed.

Please inform staff when you begin toilet training so we can coordinate our efforts. Feel free to ask staff about toilet training ideas and get a copy of our toilet training handout.

Discipline

Daily schedules and consistent room rules are maintained to provide order and security for children. Teachers plan a variety of appropriate activities to enhance growth, development and self-esteem, encourage self-control and self-directedness, and allow for individualized programming.

The Center believes in using a positive approach when disciplining and guiding social interactions with the children and under no circumstances uses or condones physical forms of discipline. We ask that parents do the same while at the Center. If



your child becomes too difficult to manage, please ask for teacher assistance. Sometimes children have had a hard day, too.

Emergency

In the case of an emergency (illness or accident), Campus Safety and Security will be sent to the parents classroom to ask the parent to come to the Center to get the child. If the parent cannot be found the emergency contact person, on the child's information card, will be called and expected to come pick up the child. Please keep all information (classroom changes, telephone numbers, and contact persons) up to date.

Nap Times

Every child who rests will need a small crib sheet for the cot and a small blanket. This will be sent home weekly to be laundered.

All children attending the program for 5 or more continuous hours, according to licensing regulations, are required to have a rest period. A rest period consists of allowing the child to rest on a cot for a minimum of 20 minutes or until the child falls asleep which ever comes first. No child will be denied the opportunity to rest if they so choose regardless of the number of hours in attendance. For those children who will not require a rest period, activities are available in the adjacent room for their age group. If your child does not routinely nap but you would like him to on occasion please let your room teacher know in advance.

Parent Involvement

A child's success in school is greatest when parents and school form a cooperative

team with common goals. The partnership we foster between home and school in the preschool programs provides for greater continuity, and coordination in your child's learning. The more school and family communicate the more appropriate and individualized the education plan will be for your child.

We have an open door policy; therefore, parents are welcome and encouraged to be involved in whatever way they can.

Some ways you may choose to participate are by:

- Attending parent/ teacher conferences

- Volunteering to help with special classroom projects

- Volunteering to spend time in the classroom

- Helping with field trips

- Preparing and sharing foods and celebrations that honor your family heritage

- Preparing materials for the classroom in your native language

- Sharing special interests or hobbies with the children

- Acting as an interpreter for non-English speaking families

- Helping to plan special events

Toys From Home

Please do not send your child to school with toys from home. We cannot be responsible for loss or damage. If a child does bring a toy from home, it will be kept in the child's cubby until the child goes home.



The following policies were written with the health of everyone in mind. Specific illness information was provided by the Washtenaw County Health Department.

Your child should stay at home if he/she does not feel well enough to participate in all group activities both inside and outdoors.

Common Cold

The immune system of a preschool child is not fully developed; therefore, he/she may contract a common cold quite frequently. A child who has a simple cold may attend school if he/she feels well enough to participate in all daily activities including outdoor play. However, if there is excessive nasal discharge or a severe cough, it is recommended the child stay at home.

Any time a child has been crying more than usual or complaining about discomfort for over ½ hour you may be called to pick up your child.



Communicable Disease

If your child contracts a communicable disease, please notify us as soon as possible. Parents of other children will be alerted to exposure to the disease. Your privacy is assured.

Medication

We will not give the first dose of any medication

We do not give over the counter medicine

If it is necessary for your child to take medication while attending our programs the following applies:

All medication must be in the original pharmaceutical container with the Doctor's name, child's name and prescribed dosage.

A medication permission slip must be filled out and signed by the parent stating the name of the medication and the time and amount of medication to be administered.

Please do not give your child any medicine (this includes aspirin, Tylenol, throat lozenges etc.) to take on his/her own.



The following is a list of specific communicable diseases or illness symptoms that exclude a child from attending school

Disease/illness symptoms	When child may return
Fever 100 degrees or above	Fever free for 24 hours without a fever reducing medication
Vomiting	24 hours symptom free
Diarrhea (giardia, salmonella, shingella, viral)	When stools are formed and symptom free for 24 hours
Nasal Discharge (yellow or green mucous)	Discharge is not thick yellow or green and/or if the child has been on antibiotic for 24 hours
Chicken Pox	After all skin lesions have dried
Mumps	After swelling is gone (~9day)
Strep Throat	After 24 hours of antibiotic treatment
Measles or German Measles	Not earlier than 4 days after onset of rash
Pink Eye or Conjunctivitis (Bacterial, viral or allergic)	When eyes are mucus free or on medication for 24 hours
Hepatitis A	With physician's clearance
Impetigo	With physician clearance, after medication for 24 hours and infected parts covered
Ringworm or Pin Worms	After 24 hours of physician prescribed treatment and kept covered
Lice	When infestation and nit free as the result of treatment with a medicated shampoo.
Scabies	After 24 hours of physician prescribed treatment
Unidentified Rash	With physician's clearance
Meningitis	With physician's clearance
Influenza	With physician's clearance or fever free without fever reducing medication for 24 hours
Roseola	After rash clears
Hand, Foot and Mouth	When lesions heal and drooling ceases
Croup	After free of viral infection and child is no longer having difficulty breathing

Hours and Scheduling Requirements

The Center is open 7:30 a.m. to 5:30 p.m. Monday through Friday fall, winter, spring and summer semesters. Earlier times may be available for WCC classes with advanced permission from the director. Enrollment at the Center begins each semester when registration begins for WCC.

In order to facilitate adjustment, children must:

Stay at least two continuous hours each day they attend

Attend a minimum of two days per week

Attend a minimum of six hours per week

Parents who need times other than their regularly scheduled times can request "Extra Time" from the room teachers in advance. This time must be for on-campus activities such as meeting with counselors, taking tests, study, etc. This will be recorded on the "Extra Time Sheet" located under the regular sign-in sheet in the classroom. This time will be charged at the highest rate and separately billed.

Please call us to let us know if your child will be absent or late. We worry when we don't hear from you. It also helps us to be better able to plan our day.

Lunches

If your child is in the Center between 11:30 a.m. and 12:30 p.m., please pack a lunch. Please do not send candy or gum. Use a lunch box with the child's name on it. Bags allow the smell out and attract insects. Remember to use the basic food group guidelines. The Center will provide milk at lunchtime.

Lunch is important to children. It provides vital nutrition, which replenishes their energy and helps them through their busy day. The following guidelines have been provided by the U.S. Department of Agriculture (USDA) as being necessary to meet young children's needs for proper nutrition.

Milk:

$\frac{1}{2}$ cup for 1 – 3 year olds, $\frac{3}{4}$ cup for 3 – 6 year olds.

Meat or meat alternative:

meat, poultry, fish, 1 oz. for 1 – 6 year olds; or cooked beans/peas, $\frac{1}{8}$ cup for 1 – 3 year olds, $\frac{1}{4}$ cup for 3 – 6 year olds; or peanut butter, 1 T for 1 – 3 year olds, 2 T for 3 – 6 year olds.

Vegetable or fruit:

$\frac{1}{4}$ cup for 1 – 3 year olds, $\frac{1}{2}$ cup for 3 – 6 year olds.

Bread:

enriched or whole wheat, $\frac{1}{2}$ slice for 1 – 6 year olds.

Newsletter

A Center newsletter is published the first week of each month. This is an excellent way to find out what has been happening in your child's classroom. The newsletter will be placed in your parent mailbox.

Parent-Teacher Conferences

Conferences are a time for both parents and teachers to share information about your child. They are scheduled late Fall and early Spring unless needed at other times.





Photos/Camcorders

Occasionally photos or films of the children be taken at the Children's Center for use on campus. Please let us know if you do not want your child to participate.

Reporting and Resolving a Complaint

If a parent has a concern about a staff member or policy of the WCC Children's Center the procedure discussed below is required to be followed.

The purpose of the procedure is to provide a mechanism for resolving a complaint in a positive manner while sharing respect for those involved.

The process consists of the following steps:

Parent discusses the concern with the classroom head teacher or makes an appointment to see the director.

A group meeting can be arranged if the concern is not resolved through the first step.

If a parent does not agree with our discipline methods, we will explain the discipline guidelines we use under our licensing Agency.

Alternative methods will be addressed to get needs met. The college has a psychologist that can help a parent with a stressful life.

In order to validate a parent's concern, there needs to be a mutual respect toward those involved.

We try to work with our parents within the policies and procedures of our child care licensing Agency.

Under no circumstances is a parent permitted to:

- Yell at or belittle a staff member
- Make a threat or perceived threat either physical or oral to any staff or child at the WCC Children's Center.
- Scold, reprimand or discipline another child at the Center.
- Slam doors, throw objects or destroy property.
- Have any physical contact (aggressive behavior) toward staff or children.

It is important to note, however, that not every Center is right for all children or meets the needs of all parents.

Plan of Action

Should any of the above behaviors happen, the following course of action will be taken:

1. A written documentation of the incident will be given to the parents and a copy will be forwarded to the appropriate college official.
2. A meeting with the Associate Vice President will be scheduled and appropriate action taken.
3. The parent's use of the Children's Center for their child may be terminated. (If a parent makes a threat or a perceived threat either physical or oral, termination will be automatic without going through steps 1 and 2).

Security will be called if staff feels protection is needed.

The behavior of parents who are students is subject to the "Code of Conduct" as stated in the Student Rights and Responsibilities.

Hours and Scheduling Requirements



Admission and Withdrawal Criteria

When child care services must be withdrawn parents will receive a preliminary conference followed by a two week notification. Services may be withdrawn due to:

Non-compliance with Center rules, policies, or procedures.

Inability of Center to provide quality care as defined by the director for special needs children or families.

Contact us for more information.

School Closing

If the College closes, we close too. If school is canceled due to snow, ice, power outage, water main break, or if your child is ill, there will be no subtraction of costs or exchange of time.

Signing In/Out

Each room has a “sign in” sheet. Your child’s name will be listed alphabetically by his or her first name. Upon arrival: (1) record the time in the “in” box; (2) record your expected return time in the box marked “return.” When you pick up the child: (1) record the exact time in the “out” box; and (2) initial it.

All children must be brought into a room where a teacher is present – not left on the playground or in a vacant room. If your child’s room is out for a walk, sign the child in as usual and ask if they can stay with the neighboring room until their class returns.

Note: It is very important to always sign your child IN and OUT since this record will be used to identify those children present during an emergency or fire drill.

If someone else is picking up your child, please tell a teacher and write the name on the sign-in sheet below your sign-in time for that day. Make sure that person’s name is on the child’s information card as having permission to pick up your child. Picture identification is a must for someone new picking up your child.

Snacks

Breakfast and a mid-afternoon snack are provided to all children here at approximately 9 a.m. and 2:30 p.m. USDA nutritional requirements are met. The breakfast consists of 1) milk; 2) juice, fruit or vegetable; and 3) bread product or cereal. The mid-afternoon snack consists of 1) milk or juice and 2) fruit, vegetable or bread product.

We strive for variety in our snacks and try to provide many cooking experiences.

Please let caregivers know if your child has any allergies or food restrictions.

Student Participation

WCC Children’s Center is a teaching-learning center. Students from WCC, University of Michigan, and/or Eastern Michigan University will be observing and /or playing with children in appropriate ways to help them learn more about children. Sometimes this



involves structured question and answer games as well as manipulative games. All student projects will be supervised to make sure they are age appropriate and add to the child's growing experience.

Study Time

Parents who are students, are allowed study time between classes and before and after classes during non-peak hours. Peak hours are Monday-Thursday from 9:00 a.m. – 2 p.m. There is no study time allowed after 4:00 p.m. Study time is limited to ½ your credit hours (example: if you are taking 12 credit hours, you are allowed to register for 6 on-campus study hours).



Notes

A series of 28 horizontal rows for taking notes, each with a colored background. The colors repeat in a cycle of five: white, pink, green, orange, and purple. The sequence of colors from top to bottom is: white, pink, green, orange, purple, white, pink, green, orange, purple, white, pink, green, orange, purple, white, pink, green, orange, purple, white, pink, green, orange, purple, white, pink, green, orange, purple.



Phone Numbers

Student Connection973-3543

Specific College numbers

Adult Transitions (GED preparation)	677-5006
Blackboard Help	477-8724
Bookstore	973-3594
Billings (third party)	973-3515
Cashier's Office	973-3485
Children's Center	973-3538
College On Demand (COD) Help	477-8724
Conference Services/Events	677-5033
Continuing Education (non-credit)	677-5027
Continuing Education Registration FAX	477-8563
Copy Center (IKON)	973-3556
Counseling, Career Planning & Faculty Advising	677-5102
Distance Learning Help	477-8724
Emeritus Community Program Information	677-5027
Employment Services (for students)	677-5155
EMU Representative	677-5368
Evening & Extension Services	677-5030
Faculty Academic Advising	973-3676
Financial Aid	973-3523
GalleryOne (Art Gallery)	477-8512
Garrett's (Dining Room)	973-3592
GED Testing information	477-8545
International Student Center	677-5158
Library	973-3429
Lifelong Education	677-5027
Learning Support Services	973-3342
Orientation	973-3543
Security/Medical Emergency	973-3411
Student Activities	973-3500
Student Resource and Women's Center	677-5105
Transcript Info Message	677-5130
Tutoring	973-3342
WTMC	973-3410

Other numbers

AATA	996-0400
Domestic Violence Hotline	800-799-7233

Emergency rooms

St. Joseph Mercy Hospital	712-3000
U of M	936-6666
Poison Control Center	800-222-1222
Suicide Intervention	996-4747



Board of Trustees

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ADA/EEO/Title IX/Section 504 Compliance Statements

Washtenaw Community College does not discriminate on the basis of race, sex, color, religion, national origin, age, disability, height, weight, marital status, or veteran status in provision of its educational programs and services or in employment opportunities and benefits. WCC is committed to compliance in all of its activities and services with the requirements of Title IX of the Educational Amendments of 1972, Public Act 453, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964 as amended, Public Act 220, and the Americans with Disabilities Act of 1990.

Inquiries concerning programs and services under Title IX and Section 504, and the Americans with Disabilities Act should be directed to the Office of the Associate Vice President of Student Services, Room SC 275A, Student Center Building, 734-973-3536. Inquiries regarding compliance in employment should be directed to the College Affirmative Action Officer in the Office of Human Resource Management, Room 120, Business Education Building, 734-973-3497. Inquiries concerning access to facilities should be directed to the Director of Plant Operations, Plant Operations Building, 734-677-5300.

Title II Student Right to Know and Campus Security Act Compliance Statement

The Student Right to Know and Campus Security Act of 1990 is a federal law that mandates the disclosure by all institutions of higher education of the rates of graduation, the number of incidents of certain criminal offenses, and the default rate for student loans. The law also mandates that information be provided on the type of security provided on campus, the pertinent policies regarding security on campus, and policies that record and deal with alcohol and drug abuse. Washtenaw Community College is in full compliance with these provisions and provides the required information annually through college publications. Inquiries concerning the Student Right to Know and Campus Security Act should be directed to Washtenaw Community College, Office of the Associate Vice President of Student Services, Room SC 275A, Student Center Building, Ann Arbor, MI 48106 (telephone 734-973-3536).

WCC is a non-smoking campus.

This schedule was designed and produced by WCC Public Relations and Marketing Services

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**Washtenaw
Community College**

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