University of Nebraska-Lincoln Children’s Center

Parent Manual

Policy and Guideline Review

Revised November 2014
This manual is intended to be a guide for parents about the University of Nebraska–Lincoln Children’s Center (UNL Children’s Center) policies. Many of the policies and guidelines described are requirements of the University of Nebraska and/or Health and Human Services–State of Nebraska Department of Education. A copy of licensing requirements is available for review in the Director’s office.

Telephone Numbers:

<table>
<thead>
<tr>
<th>Position</th>
<th>Phone Number</th>
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</thead>
<tbody>
<tr>
<td>Receptionist – Main Line</td>
<td>472-2009</td>
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<tr>
<td>Director – Callie Wilhite</td>
<td>472-2115</td>
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<tr>
<td>Assistant Director – Jenny Fleming</td>
<td>472-2101</td>
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<td>Fax</td>
<td>472-2001</td>
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</tbody>
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Notes:
Welcome!

Greetings and welcome to the UNL Children’s Center! We are pleased that you have chosen our program to provide care for your child. Choosing the “right” child care environment for your child is often a frustrating, even frightening, experience. There are so many things to consider—location, cost, number of children attending the center, and most importantly, the quality of the program.

As a parent, you can play an extremely important role in making the UNL Children’s Center a quality program that is responsive to the needs of your child and yourself.

We encourage you to:

• Maintain open, direct communication with UNL Children’s Center staff. We can always make time to answer questions or listen to concerns.
• Actively participate on the UNL Children’s Center Parent Circle, as well as in fundraising projects and social gatherings.
• Carefully read the guidelines and policies in this manual, and fulfill the expectations and responsibilities of the parents as they are outlined.

We must work together to achieve our mutual goal of providing the highest quality of care possible for your child!
University of Nebraska-Lincoln Children’s Center

Philosophy Statement

“Play needs to be cherished and encouraged, for in their play children reveal their future minds”.

–Friedrich Froebel (1887)

Mission of the Center

The mission of the Children’s Center is to provide high quality early childhood education for children 6 weeks to Kindergarten.

To meet our mission…

- We hire highly qualified, educated teaching staff. Two full-time teachers are scheduled in each classroom M-F during operating hours. Ideally, one full-time teacher opens the classroom and works an 8 hour day, overlapping with the second full-time teacher who will also work 8 hours and then close the room. This way we can provide good communication for all hours the center is open.
- We utilize Teaching Strategies – Gold, a highly recognized, developmentally appropriate curriculum; which supports all children regardless of their developmental abilities. Our teachers individualize children’s learning to meet their needs.
- We provide a safe, nurturing environment for children and their families which supports the child’s learning.
- We embrace the uniqueness of each family, we can learn as much from the children and their caregivers as they can from us. We welcome all families into the Center to share a favorite tradition as well as their family values.
- We have a partnership with families. Teachers will meet with families prior to the child’s first day in a new classroom. We believe that at least twice a year, families and teachers should sit down and assess the child’s learning together. We welcome collaboration between parents and teachers as often as caregivers request.
University of Nebraska-Lincoln Children’s Center

Staff-to-Child Ratios

State Licensing Regulations require that childcare centers be staffed at the following staff-to-child ratios:

- **Birth to 18 months**: 1 teacher: 4 children
- **18 months to 3 years**: 1 teacher: 6 children
- **3 to 4 years old**: 1 teacher: 10 children
- **4 to 5 years old**: 1 teacher: 12 children

We strive to staff the UNL Children’s Center at ratios lower than those listed above, to ensure children receive individual attention during the day. We maintain ratios within each classroom. We also have volunteers and practicum students periodically at our center. They are not included in the staff-to-child ratios, but rather as extra staff.

Fees

All fees are based upon enrollment, NOT attendance. Since the space is reserved for the child, the fees are set whether or not he/she attends. Fees are also assessed even though the UNL Children’s Center may be closed for official holidays. No fees are assessed during the last week of the year when the University is closed for Holiday Break.

Parents that get a paycheck from the University are to fill out paperwork to have a payroll withdrawal done at each pay period. When a family doesn’t work at the University, an automatic payment from a checking account can be set up.

UNL Children’s Center requires a two week notice to be given in writing if and when you decide to remove your child from the Center. You will not be able to use your week of vacation as part of the two week notice unless it had been scheduled prior to the written notification of termination of care.

Program Funding

Financial support for this organization comes from the parent’s fees paid directly to the center. The UNL Children’s Center falls under the Vice Chancellor of Student Affairs, as part of the Nebraska Unions. The UNL Children’s Center Director is a member of the Unions Executive Staff.

Parent Circle is a group of caregivers which meets every other month to discuss staff appreciation. This group also provides the Center with feedback regarding current and potential Center wide matters.
Child Pickup

The UNL Children’s Center considers child pickup an important process. We take every precaution possible to ensure children are being released to an authorized person. Upon enrolling at the UNL Children’s Center, you are required to submit 2 persons other than parents who can pick up your child. Please keep this list current! If someone other than yourself will pick up your child, you MUST let the Lead or Assistant Teacher of your child’s room know by written communication. This can be done easily by email or writing a note at our front desk. It is also our policy to obtain a picture ID verifying identity BEFORE releasing your child to anyone! NO ID, NO CHILD! To protect your child, UNL Children’s Center staff will not release your child to anyone without proper authorization.

The UNL Children’s Center also requires that parents sign their child IN and OUT at 2 locations:
- At the computer at the reception desk. You are asked to sign your child in upon arrival and out when leaving.
- Room attendance sheets within your child’s room.

This process is important because the sheets are used for various reasons:
- To keep track of the number of children present
- As a quick reference to find out which children are/are not present on a particular day
- During fire and tornado drills and/or other evacuation procedures to be sure all children are accounted for.
- Food program paperwork

Again, these are very important for UNL Children’s Center staff; we ask that you remember to complete these daily.

Any parent/guardian who smells of alcohol or controlled substance or acts unusual will be asked to not take their child out of the center. The staff will seek another parent/guardian or authorized person to come. If they take their child out of the center against the better judgment of the staff, the center will notify the police about the situation.

Parking

The UNL Children’s Center has a specific area for dropping off and picking up. Please try to use this space for 20 minutes or less. If you plan to stay longer in the lot, please let the receptionist know. This will let parking know that you are supposed to be there and prevents you from being towed at your expense. This area is not to be used for a full day of parking.
Operating Schedule

The UNL Children’s Center is open 51 weeks of the year. Since UNL Children’s Center staffs are University employees, we are required to observe official University holidays. Closings include:

- National Holidays
  - New Year’s Day
  - Martin Luther King Jr. Day
  - Memorial Day
  - Fourth of July
  - Labor Day
  - Thanksgiving (Thursday & Friday)
  - Christmas Day

- Additional Closings
  - Holiday Break (time period between Christmas and New Year)
  - 2 Training Days per year (these are days that full-time staff are present for training but children are not present)
  - Official closings declared by the Chancellor during inclement weather

An annual calendar noting the UNL Children’s Center closing dates is available at the front desk.

The UNL Children’s Center is licensed by the State of Nebraska to operate 7 a.m. to 6 p.m., Monday through Friday. This means that children cannot be in the center before 7 a.m. and need to be out by 6 p.m.

In the event that a child is not picked up and out of the building by 6 p.m., a late fee will be assessed to the parent or guardian of the child/children. The fee should be paid by cash or check at the time you pick up or before the child is dropped off the following day. The costs of the late fees are as follows:

- 1-5 times picked up late: $1.00 per minute.
- 6-10 times picked up late: $2.00 per minute.
- 11-15 times picked up late: $3.00 per minute.
- 16-20 times picked up late: $4.00 per minute.

*The clock on the sign in/out computer at the reception desk will be used for calculating the late fee.

It is best for a parent or guardian to call the UNL Children’s Center to let the staff know that they will be coming late; the late fee will still apply. If the staff at the UNL Children’s Center has not heard from the parent or guardian to check on their whereabouts. If UNL Children’s Center staff is unable to reach the parents, guardians, or their written emergency people, then
at 6:30 p.m. the UNL police will be notified that we are unable to reach anyone. It will then become a matter for the UNL police.

**Vacation Scheduling**

Each child has 2 weeks of vacation per year during which no childcare fee is charged. One of these weeks MUST be taken during UNL’s year-end shutdown period (Holiday Shut Down). The other vacation week is at the discretion of the family. The UNL Children’s Center requests that at least 2 week notice is given before you plan to take your vacation week. There are vacation notices located at the parent’s station in the hallway. Please return the form to either Jaci or Jenny.

**NOTE:** Vacation time CANNOT be split into daily units. It must be taken in a single week unit.

For the purpose of vacation scheduling, the UNL Children’s Center considers each year to run from January 1st to December 31st. If a family does not want to use the week of vacation, full fees are still due. Vacation weeks do not carry over from year to year. Your child must be absent from the center on the week you request vacation.

**Room Transition**

The Lead Teacher in your child’s room will advise you as your child approaches the time for advancement to the next room. This will usually occur 2-3 weeks prior to the actual move-up or graduation date. During this time, your child will spend time “practicing” in the new room a few hours each day to become familiar with the atmosphere, environment, staff, procedures, and routines. To further reduce the impact of the move, we try to move more than one child at a time so the children already have a friend in the room. An attempt will be made by the Lead Teacher of your child’s new room to schedule a conference and provide you with information about the routine in the next room so you know what to expect. You will also read and sign a family transition form which is a plan for your child to get to know the classroom they are moving to.

**Smoking**

The UNL Children’s Center has a no smoking policy. Smoking is not allowed at the UNL Children’s Center, on UNL Children’s Center grounds, or during UNL Children’s Center activities.

**Medication**

Prescription medicine must be in the original container with the child’s name and dosage clearly stated. Over-the-counter medicine must also be in the original container.
labeled with the child’s name, and the dosage for the child’s age listed on the bottle. A note from your doctor stating an appropriate dosage must accompany any over-the-counter medicine that does not have a dosage listed for the child’s age. We will accept a phone call or fax with the information from your doctor’s office. Medicine forms need to be filled out in each child’s room. Please make sure to give the medicine to a Lead or Assistant Teacher so they can lock it up. We will administer only those doses of medicine that cannot be given at home. For example, if your child was prescribed three doses a day, we will administer one of the doses during the day. Also, in the case of medicine needing to be given every 4-6 hours, we will not administer until the child has been in our care for 3.5 hours to ensure the correct amount of time has passed.

**Child Abuse Reporting**

In Nebraska, all persons are required by law to report cases of known or suspected child abuse.

*Nebraska’s Child Abuse Reporting Statute-Nebraska State Statute #28-7111:* When any physician, medical institution, nurse, school employee, social worker or any other person has reasonable cause to believe that a child has been subjected to abuse or neglect or observes such person being subjected to conditions or circumstances that would result in abuse or neglect, he or she shall report such incident or cause a report to be made to the proper law enforcement agency.

UNL Children’s Center staff will follow directions provided by the police investigator.

**Parent Visitation**

The UNL Children’s Center has an "open door" policy and encourages parents to visit their child/children during the day. The Children’s Center does ask that parents consider the time in which they come (for example, nap time is usually not a good time to visit your child since he/she may not go to sleep). If you have any questions about convenient times to visit, just ask your child’s teachers.

During the development of your child’s personality, you will see that they have tears when you come and go. Around the 18 to 24 month time period, some children have lengthy periods of tears when a loved one comes to visit. This may be a time that you choose to decrease your day time visits. The children tend to think that they are getting to go home when they see your face. When you don’t take them home, they are confused. It usually gets better when they are 2 ½ years old.
Nutrition Program

We are very proud of the nutrition program that the UNL Children’s Center has to offer. Meals, which meet or exceed USDA nutritional guidelines, are provided. Menus are planned on a five-week cycle. All food is provided by the Children’s Center. Vegetarian meals are available upon request. Please visit our website at www.childcare.unl.edu for a current five week menu.

Parent(s) of infants may provide formula, breast milk or any foods they would like us to serve. Mothers wishing to nurse their infants at the Children’s Center are welcome to do so, either in the nursery or our mom’s room.

Menus are posted daily and substitutions are made for the children with food restrictions. Each classroom serves breakfast, lunch, and snacks at regular times. Children need to arrive at the UNL Children’s Center by their room’s designated mealtime in order to be served. You are welcome to eat lunch with your child/children, but we do request that you tell the cook or office no later than 9 a.m.

Please let the teachers know about any food allergies that your child might have. In accordance with USDA, we must have a written note from a doctor when a child cannot have a food item offered by the program.

Illness

It is the policy of the UNL Children’s Center to keep contagious diseases and illness to a minimum. We require children to wash their hands upon entry of their classroom to decrease the spread of germs. Children will not be allowed to attend the UNL Children’s Center if they exhibit any of the following symptoms:

- Pink Eye
- Fever
- Diarrhea (repeated)
- Nausea/vomiting
- Significant skin eruptions (i.e., chicken pox, etc.)
- Head Lice or nits

If your child shows any abnormal symptoms, please keep him/her home. Many communicable diseases start with the same symptoms of the common cold.

If any of the above symptoms appear during the day, UNL Children’s Center staff will isolate the child from other children and staff as much as possible. The Lead Teacher or Director will make the final determination whether or not the parent needs to be called—keeping in mind the well-being of the sick child as well as the other children and
staff at the UNL Children’s Center. If called, a parent must pick up the child immediately.

It is a subjective decision about whether or not a low-grade temperature is due only to teething. For that reason, the UNL Children’s Center policy is that if the child’s axillary (by the armpit) temperature is 101 degrees, the parent will be called to pick up the child.

We realize that it is difficult for a parent to take time off from school or work to stay with a sick child, but this policy is for the protection of everyone at the Children’s Center and must be strictly enforced.

We also recognize that the UNL Children’s Center has a responsibility to keep the spreading of illness to a minimum. We take the following steps to ensure this:

- Disinfect toys & equipment
- Require documentation of immunizations prior to a child’s enrollment, with annual updates
- Post notices for parents if any communicable disease occurs at the UNL Children’s Center

We feel that these precautions will assist in safeguarding your child from illness. We ask that you cooperate with us by keeping ill children at home and by immediately picking up children who exhibit symptoms of illness at the UNL Children’s Center.
Minor Illnesses – Example of Sheet Sent Home with Parent↓

Rest of day exclusion – If your child is sent home with the following characteristics then they need to go home that day. They can come back the next day if the characteristics are not present:

_____ Misery with a cold, including matted, watery eyes, running nose, or other physical symptoms or a deep, chesty, croupy, constant cough, or wheezing.

_____ Inability to cope in group situation because of not feeling well or feeling “under the weather”. This is where teething would fall under. When children are miserable then they should not be put into a group setting. Please put yourself in this situation. How would you feel if you were sick and you had to be with 15 very active people? It is a miserable situation to be put into.

Child’s Name __________________________
Today’s Date __________________________

Your child is being sent home for the following reason:
_________________________________________________________________

Minor illnesses can easily change to major illnesses. Please use your judgment concerning the return of your child. You know your child the best and we always want to keep the child’s well-being our number one priority.

Major Illnesses– Example of Sheet Sent Home with Parent↓

Any child found to be ill cannot receive care that day and the following day. For example if your child is sent home at 12:00 noon on Tuesday, they will be gone the rest of Tuesday and all of Wednesday. If they are better they can come back into the center on Thursday. Children need to be fever free for 24 hours without medication. The UNL Children’s Center requires you make arrangements to keep your child home when he/she has any of the following:

_____ Fever of 101 degrees or more - We take an auxiliary reading (under the arm) and add 1 degree. Thus if you have 100 degrees under the arm you add 1 degree to get the 101 degree temperature. Teething rarely causes a temperature of over 101 degrees. This high of temperature usually indicates more is happening in your child’s body.

Temperature __________ Taken By __________ Time __________
Temperature __________ Taken By __________ Time __________
Temperature __________ Taken By __________ Time __________

_____ Vomiting.

_____ Undiagnosed rash - If your child has a rash a doctor needs to be seen. If the doctor states that it is not contagious the child can return. A doctor’s note is needed. If they don’t give the “all clear” then the child needs to stay out until the rash clears up.

_____ Draining of ears or open sores.

_____ Any symptoms of possible infectious disease (such as red mattary eyes or green discharge from the nose).

_____ 2 bouts of diarrhea within one hour, 3 bouts in a 24 hour period, or 1 uncontained bout.

1st time __________
2nd time __________
3rd time __________

_____ Head Lice

_____ Other

Child’s Name __________________________
Today’s Date __________________________

Your child is being sent home for the following reason:
_________________________________________________________________
Television/Videos

The UNL Children’s Center does not use television or videos as part of the curriculum. Teachers provide a variety of hands-on, interactive, child-centered activities for the children. Also, the Toddler and Preschool Rooms may present a video with parental permission. The use of the television, however, is limited. It is not used to “entertain” the children. We do not have a cable to connect to regular programming.

Cultural Awareness

An important element in the development of a child’s self-esteem is an awareness and sense of pride in her/his cultural or ethnic heritage. As educators and caregivers of young children, we encourage a pluralistic outlook—an appreciation for one another and the differences that make each of us unique.

Of course, children need to know how people are alike. We share the commonality of basic needs for food, love, and sleep. However, our celebrations, the kinds of food we eat, our beliefs, and the way we do things may differ at the UNL Children’s Center. We try to help children value this diversity and take pride in the unique characteristics that make each of us special. One way we show our diversity is with what we call a “This Is Our World” map; which shows where families in our center are from around the world.

Just as we try to avoid ethnic or cultural stereotypes, we also want to avoid fixed gender role images. At the UNL Children’s Center, we:

- Encourage children to explore creative play in all areas.
- Use role concepts presented in books, finger plays, songs, etc. for discussion.
- Try to be sensitive to subtle yet influential gender role stereotyping in all experiences the children have.

UNL Children’s Center staff actively works to avoid gender role stereotypes. We try to introduce the children to the freedom of enjoying a wide range of roles from which they are able to choose.

Photography

Upon enrollment, parents will be given a release to give permission for photos of their child to be taken. Only those children whose parents have signed a release may be photographed. The UNL Children’s Center can only regulate the taking of photos within the Children’s Center building and by UNL Children’s Center staff. The UNL Children’s Center attempts to prevent all taking of photos by third parties while in the playground or on field trips. If parents wish to take pictures of their child’s classmates, they must first talk to the Directors and the Lead Teachers of the room. The parent wanting to take the pictures must also obtain permission from each child’s parents.
Accidents

The UNL Children’s Center strives to maintain a safe and healthy environment for the children, but accidents do happen. They may arise from children arguing over a toy, or from a child trying to do something that his/her motor skills are not quite ready to do. Also, particularly in the younger groups, biting may occur. (The UNL Children’s Center has an informational packet about biting that is available upon request.) When an accident or injury does occur, the staff immediately assesses the first aid that is needed and responds appropriately. If it is a minor bump or scrape, soap and water, a cold compress, Band-Aid, and tender loving care will usually take care of the problem. If your child has such an accident during the day, an accident report form is filled out by the staff and is given to you when you come to pick him/her up. The form summarizes the events leading up to the accident and describes what care was given.

Each Lead Teacher is trained in giving first aid. Any injury requiring more treatment than that described above will be reported immediately to the child’s parent or emergency contact person. It is important to keep your emergency card up-to-date.

If emergency medical personnel are needed, support staff will call 911 and immediate first aid measures, such as CPR, will be administered. Examples of such situations include severe bleeding, unconsciousness, compound fractures, head trauma, or spinal injuries. After calling 911, the parents will be contacted. The emergency contact person will be called if the parents are unavailable.

Research Projects

From time to time, University faculty or students ask to conduct research projects involving the children at the UNL Children’s Center. It is our policy to notify parents in advance of any such studies, including a description of the research. We will not allow a child to be included in a research project without prior parental permission.

Toys/Show & Tell

The UNL Children’s Center provides ample toys, equipment, and activities for the children. It is difficult to share a special toy and they are easily lost or misplaced in a large classroom. Therefore:

1. A child may bring a soft toy for naptime. This toy should be labeled and will be kept with blankets and mats and used only for naptime.

2. A teacher may have a special “Show & Tell” day when children can bring a toy from home. We ask that these toys also be labeled using masking tape and placed in the room’s “Show & Tell” box. We will keep these items in the box and bring them out only during this specific time to help prevent loss or breakage.

3. We recommend not bringing items of sentimental value in case of an accident.
We encourage you to help your children select items, including items other than toys (for example, a photo, a feather they found, or a project they are working on at home). This gives all the children in the room a broader experience than that provided by toys.

**Personal toy time:** Some of the classrooms will have personal toy time. This is a time set aside for children to bring out their toys and play with them. Sharing of the toys could occur. Please understand that toys brought from home may not go home in the same shape in which they left. When picking a toy, please be careful not to choose a toy that is very special and could get broken.

The UNL Children’s Center does not allow toy weapons or action figures with weapons in the Center (for example, Power Rangers). This includes Show & Tell. Our teachers work hard to help the children learn to resolve conflicts peacefully.

**Field Trips**

From time to time, rooms will go on field trips to local sites such as museums, parks, businesses, etc. These trips are used to provide additional educational experiences for the children. Field trips are chosen with the development age group in mind. Occasionally, a nominal fee is needed to defray the costs of the trips. If this is the case, parents will be notified well in advance of the scheduled trip so they can plan accordingly.

The Infant and Toddler rooms take walks which are considered “field trips”. These are usually just around the block or very close.

Summer field trips are taken by preschoolers. Often, a parent’s place of employment would make an appropriate destination for a field trip. If you think your work place would make a good trip and you would be willing to host a visit, please let your child’s Lead Teacher or the Director know. Parents are welcome to accompany their children on field trips. If you wish to do so, please contact the Lead Teacher.

**Parent Teacher Conferences**

The Supervising Teachers in each room will provide times for conferences with parents at least twice a year. You will be given the opportunity to meet personally or by telephone, whichever is more convenient. Also, you are encouraged to schedule additional conferences whenever you have questions or concerns; you do not have to wait for the bi-annual conference.
Birthdays & Holidays

The UNL Children's Center makes children feel special on their birthdays and you are encouraged to join us. The Health Department requests that you do not bring homemade, edible treats for the children. The Children’s Center will provide a birthday snack for every child’s birthday. The classroom often allows the child to choose the special snack and they may make it in their classroom as a cooking activity.

Instead of treats, you could bring small, inexpensive gifts for your child’s classmates (such as stickers or crayons), or a gift that can be shared by all the children in your child’s room (such as a book or tape).

The UNL Children’s Center does not “celebrate” holidays because the Children’s Center is made up of a diverse population of families. Not all people may celebrate the same holiday nor celebrate in the same manner. Our teachers help the children understand the reason some people may celebrate holidays. This helps children/families grow to respect the rights and customs of other cultures.

Also, we often invite families to come and share a tradition or family time with the children. All families are welcome to do this. If you are interested in sharing about your family’s cultural beliefs please talk with your child's teacher.

Discipline Policy

The goal of the UNL Children’s Center discipline policy is to help children develop self-control and a sense of responsibility for their own actions. Children are respected as individuals and need the opportunity to make decisions concerning their behavior. We strive to turn inappropriate behaviors into teachable moments.

The first part of the discipline policy focuses on PREVENTATIVE DISCIPLINE. This means avoiding potential problems before they materialize. Some methods we use include:

- Cueing appropriate behavior—We discuss rules and expectations with the children.
- Positive reinforcement—This includes giving praise for appropriate behavior “we catch them being good”.
- Positive redirection—We divert the child’s attention and offer positive alternatives.
- Modeling—This includes showing appropriate behavior by our own actions.
- Positive verbal interaction—Examples include using “do” instead of “don’t” when giving directions, and giving children choices, but only those we are willing to accept.
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The second part of the discipline policy is AFTER-THE-FACT-DISCIPLINE. We recognize that not all unacceptable behavior can be prevented. When a child has acted inappropriately, we intervene and focus on the behavior. No matter what a child has done, that child is never told that he/she is bad or naughty, but that his/her actions are not allowed. Some examples of this type of discipline are:

- Logical Consequences—For example, the consequences for throwing a toy would be losing the chance to play with that toy. We always let the child know what the consequences are for a particular action, and then follow through.
- Remove the Child—This is not a “punishment” but a quiet time in another part of the room or away from the group to allow the child to regain his/her composure. This is sometimes called “time out”.

Toilet Training

The UNL Children’s Center works with parents in assisting their children to learn the procedures of toilet training. It is first introduced in the Pre-Toddler room (1 year to 2 years) by having children go to the restroom with their diapers. They are taught to take off their own diaper, sit on a toilet (though they may not go), put their diapers back on, and wash their hands. Hopefully they will start to go and the process will go smoothly. We strive to make this a very positive time for the children.

Suggestions & Concerns

If you have any suggestions or concerns about any aspect of the operation of the UNL Children’s Center, there are several places you can go. The staff at the UNL Children’s Center is always eager to visit with you about your child’s care. If you do not feel the response is satisfactory, you may visit with the Directors.
Health Contract

The UNL Children’s Center has the responsibility to keep the spreading of illness to a minimum. We take the following steps to ensure this:

- We require staff and children to wash hands upon entering the center.
- Staff and children wash hands regularly throughout the day.
- We disinfect toys and equipment regularly.
- We disinfect the classrooms, bathrooms and kitchen area on a daily basis.
- We require documentation of immunizations prior to a child’s enrollment, with annual updates. It would be great if each family provided the office with updates as the immunizations occur.
- We post notes for parents if any communicable disease occurs at the UNL Children’s Center.
- We strictly and consistently enforce our Health Policy.

Health Policy

We feel these precautions will assist in safe-guarding your child from illness. We also require your help by keeping ill children at home and immediately picking up your child should he/she become ill.

Major Illnesses
The UNL Children’s Center requires you make arrangements to keep your child home when he/she has any of the following:

- Fever of 101 degrees or more—We take an auxiliary reading (under the arm) and add 1 degree. Thus if you have 100 degrees under the arm, you add 1 degree to get the 101 degree temperature. Teething rarely causes a temperature of over 101 degrees. This high of a temperature usually indicates more is happening in your child’s body.
- Vomiting
- Undiagnosed rash—If your child has a rash, a doctor needs to be seen. The child can return to the Children’s Center if the doctor determines it is not contagious. However, a doctor’s note is needed. If they don’t give the “all clear” then the child needs to stay out until the rash clears up.
- Draining of ears or open sores
- Any symptoms of possible infectious disease (such as red, matted eyes or green discharge from the nose).
- 2 bouts of diarrhea within one hour, 3 bouts in a 24 hour period, or 1 uncontained bout

Minor Illnesses
Rest of day exclusion: If your child is sent home with the following characteristics, they need to go home that day. They can come back the next day if these characteristics are not present:

- Misery with a cold, including matted, watery eyes, running nose, or other physical symptoms or a deep, chesty, croupy, constant cough, or wheezing.
- Inability to cope in group situation because of not feeling well or feeling “under the weather”. Teething falls under this category.

Definition of fever: Any child who has a fever of 100 degrees, taken under the arm (auxiliary), translates to a 101 degree temperature. Children with a fever will be sent home and should remain home until he/she has been fever free for 24 hours without medication. If your child has a fever which has been recurring more than 48 hours (goes down with medicine then back up again when medicine wears off) the child will be sent home and we will recommend consultation with a physician. We are not able to administer medicine to regulate a child’s temperature. If acetaminophen or ibuprofen is prescribed for pain, the container’s label must reflect dosage for your child’s age or weight.
Reminder: When your child goes to the doctor for a check-up, their weight is taken. At the appointment please have the doctor’s office write out the proper dosage in accordance to your child’s weight. Then bring it to the center. We need this information in order to give medication to your child. The acetaminophen or ibuprofen dosage given in the early years (under 2 years) is determined by the weight of the child.

**Definition of Diarrhea:** Loose, watery, or uncontained bowel movement. An uncontained bowel movement (bm) means leaking out of the diaper or child not able to control them enough to use the toilet. Should the following occur: 2 per hour, 3 per day, or 1 uncontained, the child will be sent home. Bowel movements must continue to be solid when returning.

**Head Lice:** If a case of head lice is discovered, the child will be sent home immediately and can return after successful treatment (when there are no live lice or nits).

There may be cases when it will be necessary to present a doctor’s note to indicate an illness is no longer infectious. Staff may recommend you consult with your child’s physician.

***The final decision whether to exclude a child from child care is made by the childcare staff.***