

# Sinte Gleska University

## CHILD CARE CENTER



## Parent Handbook



Hello Parents:

## WELCOME TO THE SGU CHILD CARE CENTER!

This handbook is designed to give you information as to the operation of our center. Please read carefully and ask questions and we will respond and assist you in any way we can.

We encourage parent involvement in any and all activities while your child attends the SGUCCC.

When you decided to enroll your child in the SGUCCC, we became partners with you on your child's care and the first important moments in your child's early steps to learning and encouraging their learning further. Together we shall have the enjoyable experience of helping to nurture your child's growth and development.

The SGUCCC staff will be dedicated and to the best of our abilities, creativity, energy and knowledge towards providing enjoyable learning experiences for your child. Your dreams and goals you have for your child are the most important in forming a healthy relationship for you and your child and SGUCCC staff.

In keeping a healthy and positive learning environment, the SGUCCC staff are required to have 20 hours of in-service training in areas of Early Childhood Education and child growth & development, basic first aid and CPR, health & safety, planning learning activities, guidance and discipline techniques, the prevention of communicable disease, communications and relations with families, detecting and reporting of child abuse and neglect, food handling techniques, procedures in the event of fires or natural disasters. So with the yearly review in all of the above areas, you can expect the very best of quality of care and early learning for your child from our staff.

I am looking forward to seeing you and your child in the SGUCCC. If you have any questions, ideas, or concerns to any area, please feel free to talk with me!

Sincerely,

*Jamie Star Chief*

SGU Child Care Center Director

The “**SGU Child Care Center**” is located northwest of the Voc-Ed Bldg. and is administered by Sinte Gleska University. The SGU Child Care Center will not discriminate against children or parents for admission regardless of race, color, creed, or sex. Enrollment will be based on students being first priority and then SGU Staff as needed. Children’s names will be placed on a waiting list and admitted to the program as vacancies occur. All children’s records will be kept confidential.

**REGISTRATION:**

Prior to the admission of a child into the center the following forms must be completed:

- Application forms – signed and notarized
- Current/Updated immunizations
- Class Schedule – for current semester
- Income verification
- Degree of Indian blood/ or pending letter
- Letter/certificate of proof of payment: tribal or state.
- Legal guardianship documents & Birth Certificate

Parents will need to state how bills are going to be paid (Tribal, State, Self-Payment). All parents will be responsible for their own payments and getting them turned in to the Director at the appropriate time.

\*Reminder: The SGU Child Care Center is NOT open to the public. Students are first priority and then SGU Staff.

Should your child have any special physical, emotional, or mental needs please notify the SGUCCC staff at time of registration.

**FEES AND BILLING:**

Payments will be due monthly at the 1<sup>st</sup> of every month. Prompt payment will insure continued child care services. Any payment that is five working days late will be considered delinquent and child care services can be terminated immediately. Re-enrollment will be considered if the account is brought up-to-date and an appropriate “child time slot” is open.

**FEES**

**6 months to 2 years old - \$2.00**

**3 years old – 8 years old - \$1.90**

The SGUCCC will not give refunds on child care expenses.

**HOURS OF OPERATION:**

*Staff 8 am – 5 pm Monday – Friday*

*Children 8 am – 5 pm Monday – Friday*

**\*Please keep in mind that the SGU Child Care Center does not provide child care services for evening classes. Students will have half an hour prior to their class to drop children off at the center and half an hour after the class is over to pick children up.**

The SGUCCC may be closed due to weather or any other emergencies at the discretion of the Director/ SGU administration.

Snow day policy will follow SGU and Todd County School District Policies. Please listen to KINI 96.1 FM or call the center at 856-2733 for information.

SGUCCC will operate 12 months out of the year except for the following holidays:

New Year’s Day      Labor Day

Good Friday      Veteran’s Day

Memorial Day      Thanksgiving Day and the following day

Lakota Victory Day      Christmas Break (varies)

Independence Day      Martin Luther King’s Birthday

When a holiday falls on a weekend it is customary to take either the preceding Friday or the following Monday. So, if the holiday falls on a Saturday then that Friday will be taken off or if on a Sunday then that Monday will be taken off.

**The last FRIDAY of each month the center is closed for children and staff only on this day.** This is for monthly reports, billing, trainings, meetings and disinfecting of the center.

**MEALS AND SNACKS:**

Parents will receive a copy of the menu planned for the week and menu will be posted on wall upon entry of SGUCCC.

Breakfast: 9:00 am

*(Consists of: milk, juice/fruit, vegetable, and bread/grain, alt: cereal –hot or cold)*

Lunch: 12:00 pm

*(Consists of: milk, meat and/or poultry, fish, vegetables and/or fruit, bread/bread alt.)*

Snack: 2:30 pm

*(Consists of: milk, juice and/or fruit, vegetable, or bread/bread alt.)*

Water is a must for children to stay hydrated, so we will substitute juice or milk if child refuses the milk or juice provided.

If your child has any food allergies, specific special food preparation needs, please have a Doctor's statement/slip verifying child's allergies so we can have on hand in the kitchen for the cook and staff.

We strongly discourage any food/treats or "quick bites" brought in from home with your child when dropping them off at the SGUCCC. We provide a wholesome, nutritional meal for your child and this will eliminate any bouts of unrest with your child and the other children.

Meals are served "FAMILY STYLE" with the staff joining the children at the tables. This helps develop social/emotional skills, fine/gross motor skills, and communication skills.

INFANTS will be fed and held according to their schedules. Formula/ baby food will be stored according to the required methods.

PRE-TODDLERS will be served to what is prepared for the older children; served to their guidelines of portion size.

We welcome your child's favorite recipe to add to the menu selection. Your involvement is encouraged at SGUCCC!

### **ILLNESS, MEDICATION, and INJURY:**

Please **DO NOT** bring your child to the center if he/she is ill or has a cold in the contagious stage or has been running a temp of 100 degrees or more. Most childhood diseases are contagious and can spread fast; chicken pox, diarrhea, pink eye, sores and rashes, impetigo and hepatitis. South Dakota Health Department defines as ill; any child exhibiting any of the following symptoms:

Diarrhea	Difficult or rapid breathing
Severe coughing	Yellowish skin or eyes
Pink eye	Unusual spots or rashes
Sore throat or trouble swallowing	Infected skin patches
Unusually dark tea colored urine	Gray or white stool
Headache or stiff neck	Vomiting
Unusual behavior	Loss of appetite
Fever	Severe itching/ scratching of body or scalp

\*\*\*Live head lice and nits (children must be cleaned of all nits and head lice before returning to the SGUCCC). We will send children home with a note, stating they need be combed out and clean before returning to the child care center.

Please inform staff if your child was or is exposed of any of these communicable diseases before attending the SGUCCC.

If your child exhibits any of the above symptoms while in the center, you will be receiving a call from the SGUCCC staff to pick your child immediately. Sick children cannot attend the SGUCCC and will be placed in isolation until you arrive for your child.

If children become exposed to any of the communicable disease while at the SGUCCC a notice will be posted.

If your child is put on an antibiotic before or after contacting a communicable disease they must be on antibiotic for 24 hours before returning. Please send Dr. note/slip verifying when child can return.

For more information on these communicable diseases, please feel free to contact the South Dakota State Department of Health.

Prescriptive medications shall only be given to a child with specific written direction of a licensed physician. If your child is on any medication you will be responsible for administering to your child before or during when your child is at center.

**The SGUCCC staff will not administer or store any medication in the center.**

When a child is injured (minor scrapes/skinned knees, etc.) at the center, the childcare aide caring for your child will complete an accident report: stating of what time it happened, what

first aid was used, and what to watch for. Occasionally, an accident will happen that a childcare aide will not see and the child will not mention, thus no accident report... so please ask about it....so that what happened can be determined and documented.

For serious injuries and an emergency situation: you will be called immediately and proper authority will be called for the injury/emergency. Your child will be taken to the NEAREST emergency room.

#### **TRANSPORTATION:**

There is NO transportation provided to or from SGUCCC.

#### **TOYS/PERSONAL belongings:**

SGUCCC discourages that your child does NOT bring any toys or items from home to the center because of the difficulties that arise with sharing, possible breakage, or loss of toys/items. SGUCCC will not be responsible for such items.

SGUCCC has plenty of toys, sipper cups, stuffed animals, etc.

#### **CLOTHING:**

Please send extra change of clothes for any wetting accidents, food accidents and /or for art activities, such as painting, glitter, and sand/water table. These can be stored in their own cubbies in a bag with their name on it.

Children are to be dressed adequately for the weather. During the winter months: wear warm jackets, snow boots, scarves, mittens/gloves and a cap. For infants please have them wrapped also in a warm blanket or two.

#### **REDIRECTION BEHAVIOR POLICY:**

There will be varying methods to redirecting any misbehaviors or situations; logical consequences such as 'time-outs' (1 minute for each year of the child), talking it over (behavior, inappropriate verbal remarks, redirection/suggestion to another alternate activity/play-area.)

When there is a behavior that causes for concern (aggressive, biting, harm to other children) or persistent misbehavior these steps will be taken:

- a) 1<sup>st</sup> – Parents will be notified of their child's behavior.
- b) 2<sup>nd</sup> - A note will be written to parents of inappropriate behavior of child and actions taken at time to redirect child to a positive behavior/ solution.

The note will be signed by the SGUCCC aide witnessing the behaviors and by the SGUCCC Director, and a meeting will be held with parents or legal guardian to discuss the situation and steps to be taken for positive resolution.

- c) 3<sup>rd</sup> – Due to the safety and well-being of the other children the SGUCCC Director will request that services for your child be secured elsewhere.

Communication is a major part in everyday life; whether you communicate through writing, talking or gestures. Let's have a positive open-door of communication between us, the SGUCCC staff and you as the parent.

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

*SDCL 26-10-10: Mandates that all licensed or registered child care providers report any suspected incident involving child abuse or neglect. This will be handled immediately by the Director/Designee upon learning of the incident.*

THE SGUCCC assures you that if any form of child abuse should happen at the center by either staff or another child, prevention steps will be given on the continuation and valuableness of a staff member or another child in the center.

#### **ARRIVAL and DEPARTURE:**

For the safety of your child please follow these simple rules:

1. Always take your child to a SGUCCC staff aide when arriving.
2. Never allow your child to walk unattended to the SGUCCC.
3. Report to staff any recent accidents/injuries your child may have sustained at home or elsewhere before arriving to the SGUCCC.
4. Let staff know who will be picking up child and what time.

Friendly Reminder: Call center staff ASAP (856-2733), if you will be late picking up child(ren). We will be willing to work with parents on this but no more than a few times for staff have their families/homes to tend to after 5pm.





**Sinte Gleska University**

**Child Care Center**

**P.O. Box 105**

**Mission, SD 57555**

## **SGU CHILD CARE CENTER POLICIES**

### **1. Admission and Termination of care requirements:**

- a) A completed child enrollment packet must be completed with information current and with documentation needed for acceptance. A current child care certificate through the RST Childcare Service, Dept. of Social Services Childcare and or self -pay agreement signed for payment of childcare services provided and certificate kept current.
- b) Attendance – If your child(ren) does not attend SGUCCC for 1 month he/she will be dropped from the program and replaced with another child on the waiting list. PLEASE call the SGUCCC staff and let us know of any changes or reason as to why your child will not be attending for the amount of time.
- c) \*\*Frequent late pick-ups. (Warning 1<sup>st</sup> verbal, 2<sup>nd</sup> written and then termination)
- d) Delinquent or failure to pay child care costs for your child when payment is due.  
(No refunds on payments for childcare services provided.)

### **2. Your child's file MUST be kept current:**

- a. Current immunizations
- b. Emergency contact persons/numbers
- c. Class schedules MUST be on file.

3. SGUCCC will provide an educational, friendly and safe daily routine for the children. A daily breakfast – 9am, lunch-12 pm and PM snack will be provided. Please do not bring

your child to the center with food. This causes the other children to not want the healthy meal the SGUCCC provides.

**4. Re-direction behavior policy: (on page 7)**

After the steps have been implemented and if there is a situation/behavior that cannot be resolved and well-being and safety of the other children are a concern, the SGUCCC Director will request that other services for your child be secured elsewhere.

**5. Report changes of circumstances which may affect ability to comply with the licensing rules:**

*The SGUCCC assures that if any form of child abuse or neglect should happen at the center by either staff or another child, prevention steps will be taken so that the incident will not re-occur further. An evaluation will be given on the continued presence of a staff member or child at the center. In case of any changes letters will be sent out to parents notifying them of such changes that may occur in the future.*

**6. Personnel Policies:**

SGUCCC childcare aides must be 18 years of age. Childcare aides are supervised by the SGUCCC Director. NO staff member or nor volunteer will have a substantiated report of child abuse/neglect. SGUCCC staff must have appropriate degree and work experience and /or be willing to obtain 20 hours of On-going staff development and In-service training in these areas: First aid, Program Health & Safety, Learning environments, Child growth & development, Guidance & Behavior Management, Detecting/Reporting of child abuse/neglect, Communication/Relations with staff, Food handling techniques, Identify/Prevention of Communicable diseases, Cultural Diversity, Nutrition for children, Age-appropriate activities & planning, Professionalism, Partnership w/parents, Inclusion of all children, Program management & Regulation, CPR, and other trainings as needed.

**7. SGUCCC does not provide transportation for children or their families.**

**8. SGUCCC must have (4) required Fire Drills and (1) Tornado drill annually.**

Procedures in the event of fires and natural disasters are conducted on an annual basis.

**9. SGUCCC staff will alert and report to appropriate authorities and families of any contagious diseases. Your child will be excluded from the other children and while**

waiting with a staff member you will be notified to pick-up your child. Parents will be informed of the following procedures for the illness/disease provided by the South Dakota State Health Department. Before your child can return SGUCCC we will need a Doctor's note stating she/he is not contagious and can return.

**Policies reviewed and revised:** \_\_\_\_\_

**Policies approved on:** \_\_\_\_\_

**Policies approved by:**

\_\_\_\_\_  
**SGUCCC Director**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**SGUCCC Board Chairperson**

\_\_\_\_\_  
**Date**

Revised – 1/14/16