



UBCCC

Parent Handbook & Policies

December 2019

Handbook and Policies

The parent handbook and policies library serves as a resource for UBCCC families. These policies contain information on official policies and procedures relating to UBCCC operation.

Table of Contents

- Handbook and Policies 1
- Educational Framework 4
 - Mission 4
 - Curriculum..... 4
 - Program Quality / Standards of Excellence 4
- Interaction Guidelines..... 4
 - Ratios 4
 - Recommended Staff-Child Ratios within Group Size 4
 - Guidance 4
 - Working Towards a Positive Solution 5
- Disenrollment Policy 6
 - Cause for Actions for Disenrollment..... 6
 - Child’s Actions..... 6
 - Parental Actions:..... 7
 - Immediate Causes for Disenrollment: 7
 - Disenrollment Process 7
- Operations 7
 - Hours..... 7
 - Parking 7
 - Check-in / Check-out Procedures 7
 - Arrival..... 7
 - Departure..... 8
 - Child Release Policy..... 8
- Safety Policies 8
 - Open Door Policy 9
 - Photo/Video Policy 9
 - Non-discrimination Policy..... 9
- Confidentiality..... 10
- Privacy Policies (Web)..... 10
 - Information Collection & Use 10

IP Addresses	11
Links	11
Privacy Commitment Changes	11
Disclaimer of Endorsement and Liability	11
Enrollment	12
Eligibility	12
Center Calendar	12
Waiting List	12
Placement	12
Visiting the Center	12
Contract Periods and Schedule Change	13
Withdrawal	13
Fees & Payment	13
Application Fee	13
Administrative Fee	13
Tuition Policies	14
Tuition Rates	14
Deposit	14
Discounts	14
Holiday	15
Late Pickup	15
Extra Time Request	15
Returned Checks	15
Classroom Guidelines.....	16
Sign-In and Out Sheets.....	16
Child's Daily Report	16
Documentation Boards	16
Nap Time	16
Things to Bring From Home	17
Clothing	17
Diapers	17
Holiday Policy	17
Birthday Celebration Policy.....	18
Classroom Curriculum.....	18
TV/Video/Computer Use with Children.....	18

Field Trips.....	18
Assessments.....	19
Health & Safety	19
Health Care Policies	19
Medical Exams & Immunizations.....	20
Daily Health Checks.....	20
Children's Hygiene	20
Injury at the Center	20
Illness at Home.....	21
Illness at the Center	21
Medication	21
Chart of Common Illnesses	22
Meals and Nutrition	23
Emergency Closing Procedures.....	24
Evacuation Procedure	25
Fire Drills	25
Parents as Partners	25
Conferences/Progress Reports	25
Parent Bulletin Board.....	26
Multimedia Communication	26
Research.....	26
Interns	27
Babysitting after Hours	28

Educational Framework

Mission

Curriculum

Program Quality / Standards of Excellence

Interaction Guidelines

Ratios

When UBCCC is in operation, an adequate number of qualified staff are always on duty to ensure the health and safety of the children. UBCCC provides staff supervision meeting the requirements of the New York State Office of Children and Family Services (NYSOCFS) and the criteria of the National Association for the Education of Young Children (NAEYC).

Recommended Staff-Child Ratios within Group Size

Age / Group Size	6	8	10	12	14	16	18	20	21	
Infants (Birth to 12 months)	1:3	1:4								
Toddlers (12 to 24 months)	1:3	1:4	1:5							
2 year olds (24 to 30 months)		1:4	1:5	1:6						
2 1/2 year olds (30-36 months)			1:5	1:6	1:7					
3 year olds					1:7	1:8	1:9	1:10		
4 year olds						1:8	1:9	1:10		
5 year olds							1:8	1:9	1:10	1:11

Smaller group sizes and lower staff – child ratios have been found to be strong predictors of compliance with indicators of quality such as positive interactions among staff and children and developmentally appropriate curriculum. Variations in group sizes and ratios are acceptable in cases where the program demonstrates a very high level of compliance with criteria for interactions, curriculum, staff qualifications, health & safety and physical environment.

Guidance

“The essence of discipline is finding effective alternatives to punishment. Good discipline is a series of little victories in which a teacher, through small decencies, reaches a child’s heart.” (Dr. Haim Ginott: Teacher & Child).

Our goal at UBCCC is to address the individual and developmental needs and abilities of young children. As teachers, we aspire to create a safe and respectful environment that emphasizes children’s abilities to solve their own problems when they are trusted and encouraged to do so. Within this safe place, children are taught to settle their differences using age-appropriate language rather than aggressive actions.

Teacher's guidance techniques are developmentally appropriate to each classroom. Some of the techniques that might be used in classrooms are redirection to another activity, offering the choice of a second toy, and conflict resolution with the older children. Teachers guide the children and teach them the appropriate interactions, based upon their development. Toddlers are encouraged to "use their words" and taught the words to use. Preschoolers are asked to problem solve a better outcome for the next time the situation arises. Our teachers understand and agree with the following philosophy to guidance:

Basic in the problem-solving philosophy is the concept of freedom with responsibility. In a child-sensitive program, kids do what kids do, but they also take responsibility for their actions. Problem solving is neither permissive nor authoritarian. When children fight over a toy, they are encouraged to negotiate, which requires listening to another child's feelings. Also basic are acceptance and trust. Teachers accept children as they are and trust them to be responsive and responsible. Each child is considered a unique person with feelings, preferences, and rights that must be respected. Rather than a set of rules for children to obey, problem solving is a natural part of the learning process based upon trust and respect for the child.¹

¹ Reynolds, E. "Guiding Young Children: A Child-Centered Approach".

Working Towards a Positive Solution

UBCCC is committed to providing exceptional child care for student and employee families of University at Buffalo, The State University of New York, New York State employees, and families in surrounding communities. We seek to provide programs designed to foster opportunities for the development of social and emotional skills, gross and fine motor skills, and perceptual and cognitive readiness. We acknowledge each child as an individual who possesses a unique learning style and a way of responding to the world around them. Given the diversity of the families and communities that we serve, it is a priority that we recognize and appreciate the characteristics and behaviors that each child and family brings to our center.

UBCCC strives to create a partnership with our families as a basis for their children's success within our center. Because UBCCC's child-centered/family approach seeks to accommodate a wide range of individual differences, it is only on rare occasions that a child's/family's behavior may warrant the need to find a more suitable setting for their child.

The decision to disenroll a child from UBCCC is a difficult one for both the center and the family. In all cases, UBCCC's goal is to act thoughtfully and thoroughly to communicate, address and resolve concerns relating to the children in our care. Center staff will attempt to work with a family to take constructive steps to finding a solution that resolves the problem(s), before a disenrollment occurs.

When a child's teacher or an administrator has concerns about a child's behavior or other circumstances, he or she will document such concerns as soon as they arise. The Center will inform and involve the child's parent/guardian by notes, phone calls, and meetings, as necessary, to establish a collaborative environment.

If the child's behavior is problematic, a review of that behavior using the child's developmental profile and assessment tools will aid in understanding the behavior in its appropriate context. This review includes input from a number of teachers and administrators, so that checks and balances are used to analyze the problem.

As the Center develops strategies to address a child's particular problem, a variety of options should be considered, including:

- changes to the physical environment
- the daily structure of activities
- consistency
- transition times
- redirection

Similarly, teachers' expectations, home interactions, and intervention techniques should be evaluated and changed to adapt to the particular circumstances. Whenever possible and appropriate, efforts will be made to help a family understand how they can support the plan at home or encourage a resolution by adjusting their interactions or expectations for a child. Literature and other support resources regarding methods of improving behavior will be provided to the family, if available.

Lines of communication with parents will be established, and parent conferences will be conducted to review the problematic behaviors, the strategies implemented to resolve them (and their relative success) and the possibility of disenrollment if the behaviors are not resolved. It is the Center's ultimate goal to provide the parents sufficient time to take the necessary corrective action to allow the child to remain at the Center and to provide them with sufficient notice of the potential for disenrollment, so they can secure alternative care.

When appropriate, we may suggest an evaluation by a professional consultant to come in and observe the child in the environment. In some cases, it may be appropriate for the child to be assessed by the local school district child study team.

Ultimately, Center personnel may attempt a number of approaches before making the final decision to disenroll a child from the center.

Disenrollment Policy

Cause for Actions for Disenrollment

The following, while not exhaustive, are some reasons why we would have to take such action:

Child's Actions:

- Child is unable to adjust to the program after a reasonable amount of time
- Ongoing physical or verbal abuse to staff or other children
- Ongoing uncontrollable tantrums/angry outbursts
- Excessive biting

Parental Actions:

- A parent/guardian fails to abide by Center policies or requirements enforced by the NYS Office of Children and Family Services.
- Non-payment of tuition.
- A parent/guardian demands special services that are not provided to other children and cannot reasonably be delivered by the program. This includes requests that depart from the philosophy of UBCCC.

Immediate Causes for Disenrollment:

- A parent/guardian is physically or verbally abusive or intimidating to Center staff, children, or anyone else at the Center.
- Potentially dangerous behavior by a parent or child.

Disenrollment Process

If the behavior has not resolved after all appropriate remedial actions have been exhausted, a conference will be held with the child's parent/guardian to communicate the Center's decision to disenroll. A follow-up letter will be provided which will include the reasons for the disenrollment and a 2 week notice, unless there is an immediate cause to disenroll.

Operations

Hours

Parking

Please park only in designated areas (not in the handicap zones or the crosswalks). There are designated areas in the front of both buildings, in Alumni Lot C behind North Campus, and available parking for cars with UB hang tags in Michael Lot at South Campus. Both sites are handicap-accessible.

Please hold your child's hand while walking outside the centers. Make sure your child is buckled into an age-appropriate car seat and drive carefully.

Check-in / Check-out Procedures

Arrival

Parents are expected to accompany their child to the classroom and assist their child with removing outer clothing, making sure that the child is comfortably settled into the classroom, and is under the care of a teacher in charge before leaving. You must check your child in using the Procure system in the front office. (You will create your own PIN and password upon enrollment.) Please take time to communicate any pertinent information about the child's well-being to the teacher in charge. The teacher will carry out a "health check" to document the child's physical condition upon arrival. Please remember to say "Goodbye".

If there are special circumstances, such as doctor appointments, that require you to bring your child in late, please call the classroom and let the teacher know that you will be late.

Children with disabilities arriving at the center by bus are met at the door to where they are escorted by bus personnel. If children with disabilities leave the center by bus to attend other programs, a UBCCC staff member escorts them to the bus door.

Departure

When picking up your child, check him or her out of the Procure system in the front office and check in your child's cubby and mailbox for notices and updates.

Child Release Policy

Please be sure that all individuals authorized to pick up your child are listed on the Transportation Release Form that is part of your child's enrollment packet and located in their file in the front office. Persons on the authorized list must be at least 18 years old.

If someone other than yourself is to pick up your child, you must notify us in writing by submitting the completed "Alternate Pick-up Form" to your child's teacher that morning. The alternate person must be listed on the Transportation Release Form in the child's file. Photo ID will be required before your child is released.

Under the laws of the State of New York, both parents have the right to pick up their child, unless a court document restricts that right. The custodial parent, who chooses not to include the child's other parent on the Transportation Release Form, must file an official court document (e.g. current restraining order, sole custody decree, divorce decree stating full custody).

Without such documentation, the center may release the child to either parent, provided that parent documents his paternity / her maternity of the child. Only the custodial parent will be given information regarding the child.

Safety Policies

Adequate staff-child ratios are central to the maintenance of a safe, quality early care and education program. Ratios and group size facilitate adult-child interaction and constructive activity among children. See page 9 for a chart of required staff/child ratios and group sizes. These ratios are maintained as required by the New York State Office of Children and Family Services (NYSOCFS) and in compliance with the accreditation criteria of the National Association for the Education of Young Children (NAEYC), which exceed the NYSOCFS requirements. Ratios and group size are maintained during all hours of operation, including indoor and outdoor play and on field trips.

All persons who have direct contact with the children are required to submit documentation to the New York State Central Registry of Child Abuse and Maltreatment and be fingerprinted through the New York State Division of Criminal Justice Services for clearance before working in the classrooms with children.

All employees are mandated reporters of suspected child abuse or neglect and are responsible for reporting such information to the State Central Registry by phone. The Director is alerted to any suspected case of child abuse or neglect and required to follow up verbal reports in writing within 48 hours. The Director notifies parents(s) involved in such an instance.

All permanent staff members are CPR and First Aid certified. There is a CPR & FA certified staff member present with all groups of children.

In addition, other permanent staff members (primarily Administration and Lead Teachers) are also MAT (Medication Administration Training) trained. These individuals are specially trained to administer medication (over-the-counter and prescription) with the consent of the parent and pediatrician (when applicable).

Both sites are equipped with surveillance cameras and security codes to prevent access of unauthorized individuals. Parents will be given the security code upon enrollment. Security codes are changed as appropriate. Please do not hold the door open for anyone you do not recognize, and report anything suspicious to the Director or “in-charge” person. Visitors are asked to show photo identification and to sign in on our Visitor’s Log.

Open Door Policy

At UBCCC, we believe that parents are a child’s primary caregivers. Therefore, families are welcome to participate in mealtimes, classroom activities, and visit their children at any time during the day. We welcome and support your choice to breastfeed your baby and we have a safe, private, and comfortable spot for you to do so.

Photo/Video Policy

UBCCC takes photos/videos of enrolled children to document day-to-day activities, special events and/or field trips. These images may appear:

- **INTERNALLY:** in classrooms, for portfolios/assessments, on bulletin boards or in center displays (the use of photo/video documentation is required by our accreditation standards);
- **EXTERNALLY:** on our website, social media; also in newsletters, local media or for promotional purposes

A parent who does not want photographs or videos of their child used externally must provide the Director of the Center at which their child is enrolled with written notice that photographs or videos of their child are not to be used for such purposes.

Non-discrimination Policy

The University at Buffalo Child Care Center, Inc. does not discriminate on the basis of sex, race, religion, culture, national origin or ability.

Confidentiality

In order to operate UBCCC, it is sometimes necessary for staff members to have access to confidential information about families (e.g.: income, health conditions, etc.). This information is treated with strict confidentiality and sensitivity, and is shared with appropriate co-workers only on a need-to-know basis. Respect for staff, children, and families is our first priority at UBCCC. Therefore, we keep all information about children and families confidential. Before sharing information about a child with other relevant service providers, agencies or other programs, families are asked for written consent.

Classroom teachers, administrative staff, and families have access to children's individual screening and assessment results. These results are used to plan curriculum to meet the individual child's needs and interests. They are reviewed at least twice a year to determine if individual children are making adequate progress in development and to convey information to families. Guidance as how to interpret data is provided by The Creative Curriculum.

Personally identifiable information UBCCC receives or maintains regarding you and your child will be kept confidential. This information will be used solely as required for the regular operation of UBCCC or as required by law. UBCCC will not otherwise disclose personally identifiable information to third parties without informing you of its intent to do so when it collects the information, without obtaining your consent if you were not previously informed, or as required by law. UBCCC may also disclose de-identified information in its possession to third parties provided the UBCCC Center Director determines it is unlikely that the information could be used, alone or in combination with other reasonably available information, to identify any individual who is the subject of the information.

Privacy Policies (Web)

Use of the UBCCC website is governed by the following terms, conditions and disclaimers. Users of this site agree to abide by these terms.

The UB Child Care Center, Inc. (UBCCC) has created this privacy statement in order to demonstrate our solemn and firm commitment to your privacy. In using our site, we want to provide a safe, secure experience. We will use our best efforts to ensure that the information you submit to us remains private. The following discloses our information gathering and dissemination practices for the UBCCC website.

Information Collection & Use

The UB Child Care Center, Inc. is the sole proprietor of the information collected on this site. We will not disclose to any third party your name, address, e-mail address or telephone number. We will not sell, share or rent this information to others. We will not ask site users to provide demographic information or any other unique identifiers. We use no "Cookies" (pieces of information that some Web sites transfer to the computer that is browsing that Web site and are used for record-keeping purposes at many websites). Our site is not directed to children and we do not knowingly collect personal information from individuals under eighteen years of age.

We may use information gathered via our site to improve our web-based services. We periodically perform statistical analyses of aggregate user behavior and characteristics in order to measure interest in and use of various areas on our website and to use such information to improve on our website's ability to serve you better.

IP Addresses

Our site automatically collects an IP address from all visitors to our site. An IP address is a number that is automatically assigned to your computer when you use the Internet. We use IP addresses to help diagnose problems with our server, administer our sites, analyze trends, track users' movement, gather broad demographic information for aggregate use in order for us to improve the sites and deliver customized, personalized content. IP addresses are not linked to personally identifiable information.

Links

This web site contains links to other sites. The University at Buffalo Child Care Center, Inc., is not responsible for the privacy practices of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of each and every web site that collects personally identifiable information. This privacy statement applies solely to information collected by our website, <http://www.ubccc.buffalo.edu>.

Privacy Commitment Changes

Should we decide to change our privacy commitment for UBCCC, we will post those changes here so that you will always know what information we gather, how we might use that information and whether we will disclose it to anyone. If, at any time, you have questions or concerns about The UB Child Care Center's privacy commitment, please feel free to [contact us](#).

Disclaimer of Endorsement and Liability

- UBCCC does not endorse or recommend any commercial products, processes or services. Therefore, mention of commercial products, processes or services on UBCCC's website cannot be construed as an endorsement or recommendation.
- The UBCCC website provides links to other Internet sites for informational purposes and the convenience of its users. When users select a link to an external website, they are leaving the UBCCC website and are subject to the privacy and security policies of the owners/sponsors of the external site.
- UBCCC does not endorse organizations that sponsor linked, external websites. In addition, UBCCC does not endorse products or services that such organizations may offer. Furthermore, UBCCC does not control or guarantee the currency, accuracy, relevance or completeness of information found on linked, external websites.
- UBCCC cannot authorize the use of copyrighted materials published on linked, external websites. Users must request authorization from the sponsors of those websites.
- UBCCC is not responsible for transmissions users may receive from linked, external websites.

Enrollment

Eligibility

Center Calendar

Waiting List

Families applying for enrollment must complete an online application and submit a non-refundable application fee. We maintain a waiting list based upon priority, application date and space availability for each age group. Separate lists are kept for each age group at each Center.

Placement

Placement offers are made based upon the application date and space availability.

Priority for admission is given in the following order:

1. Children of Staff of UBCCC
2. Siblings of currently enrolled UBCCC students.
3. Children of current University at Buffalo (UB) students, staff, and faculty.
4. Children of other current New York State Employees.
5. Children of community residents. (Non-UB affiliated children are accepted on a space-available basis.)

Once you have been offered placement at UBCCC South or UBCCC North, you have 2 business days to accept or decline the spot.

1. If you choose to decline an offered placement, your name is removed from the waiting list for that site. If you would like to remain on the waiting list, your name will be moved to the end of the list.
2. Sometimes spots become available and are offered before your enrollment date preference. If you decline such an offer, your placement on the waiting list will not be affected.

Visiting the Center

Parents are required to visit the Center with their child before entering the program. Parents are also encouraged to stay for a portion of their child's first day, if possible. Completion and submission of the enrollment forms is required two weeks prior to the child's first day of attendance.

Enrollment contracts, including verification of UB affiliation for all families, and income verification for student parents receiving Block Grant and student discounts, are due upon enrollment and annually thereafter upon registration for the Fall Semester. Your child will not be enrolled for the semester unless we have received all the necessary paperwork.

Enrollment options are:

- 5 full days (Monday through Friday)
- 3 full days (Monday, Wednesday, Friday)
- 2 full days (Tuesday, Thursday)

Contract Periods and Schedule Change

Contracts are written upon enrollment and regenerated with schedule changes and move-ups. At the end of each semester, parents request the schedule of care needed for the upcoming semester. After the third week of the semester, schedule changes are permitted as space allows.

All children enrolled in UBCCC are expected to attend continuously throughout the year. There is no tuition reduction or reimbursement for absenteeism due to illness or vacation. If a child is withdrawn from the Center for any reason, placement upon return cannot be guaranteed.

Withdrawal

Four weeks' written notice must be given to the Center prior to your child's last day of attendance (20 working days prior to departure). With the proper written notification, your tuition deposit may be applied towards your child's last tuition statement. If four weeks' notice is not received, your tuition deposit is forfeited. Refunds of excess tuition are paid within two weeks after the departure date. Withdrawal Notice forms are available in the office or on the UBCCC website.

Fees & Payment

Application Fee

The application fee for student parents is \$25.00. For others, the application fee is \$50.00. Application fee is paid to place your child on the Waiting List or, if a spot is available, begin the enrollment process and are non-refundable and payable upon submission of the online registration.

Administrative Fee

Upon acceptance, a \$40.00 administrative fee, per child, is required. Each August, an annual \$40.00 administrative fee is charged to renew enrollment for each child. Administrative fees are non-refundable.

Tuition Policies

All families will be charged a tuition deposit (equal to two weeks tuition) upon enrollment. This tuition deposit will be held in your account until 4 weeks' written notice is provided that you will be leaving the center.

Tuition will be billed following the UBCCC Billing Chart that is distributed for each year (also posted on the UBCCC website). Tuition will be due 1 week after the date billed. Any tuition not paid by the due date will be assessed a \$10.00 late payment fee. Any family that is more than two weeks behind in their tuition risks forfeiting their spot and their tuition deposit.

UBCCC accepts tuition payment in cash, check, money order, major credit card or Monthly ACH payment. (To ensure proper crediting, always write your child's name on your check or money order.) Families who sign up for Monthly ACH payments will be given a 2% discount on their monthly tuition. The monthly ACH will be processed on the tuition due date.

Tuition Rates

Deposit

Upon acceptance, a tuition deposit (equal to two weeks tuition) is required. This tuition deposit* is held in your account and applied to the final tuition statement when your child leaves UBCCC.

* see [withdrawal](#)

Discounts

Each child is eligible for only one discount. Failure to provide suitable income verification automatically sets your tuition at the highest rate.

- ACH Discount. There is a 2% reduction in tuition for families who choose to sign up for direct payment via Automated Clearing House (ACH). A Consumer Authorization Form for Direct Payment will be provided from our Business Office. (ACH discount can be combined with another discount.)
- Sibling Discount. There is a 5% reduction in tuition for families who have more than one child enrolled in UBCCC, provided there is no outstanding balance. The youngest child pays the full rate and the discount applies to all other children.
- Student Parent Discount. There is a 10% discount for UB student parents, undergraduate and graduate, with incomes of \$40,000 and less. The UB Student Parent Discount is based on combined gross family income, including social security, child support, and other income. Verification of combined gross family income is required upon enrollment, when there is a change in family income, and upon request from the Business Office. The following documentation of income is acceptable:

1. A copy of the IRS form 1040 for the preceding year is required from all student parents; as well as wage stubs.

2. F&J Visa holders must submit the IRS form 1040NR.
 3. Social Service recipients must submit a statement of benefits from the Department.
 4. Other forms of income verification may be accepted only at the discretion of the Business Office.
- There is a child care subsidy supported by SUNY for UB undergraduate student parents and is based on income eligibility. An application, SUNY Child Care Application for Child Care Subsidy, needs to be completed to receive the subsidy. The subsidy amount provided is based on available SUNY funding, which is different each year. Each family receiving child care subsidies must contribute toward the cost of child care by paying a family share determined by the family's income.

Holiday

There is no tuition reduction for Holidays and Staff Development Days observed by UBCCC. These closings are already figured into the tuition rate scale. There is no tuition reduction or reimbursement for absenteeism due to illness or vacation.

Late Pickup

Children picked up after the 5:45 pm closing time are charged a late pickup fee per child, for every fifteen minutes (or portion thereof) they are late, as follows: \$10.00 for the first occurrence; \$15.00 for the second occurrence; \$20.00 for the third occurrence, etc. After two late pickups during the semester, a conference is scheduled between the parents and the Director.

We ask that families also be mindful of the time it takes to leave the building at pick-up. Staff is scheduled until 5:45pm and the goal is for everyone to be out of the building by that time.

Parents are requested to call the Center if they know they will be late picking up their child. Late fees will still be charged. If a parent or guardian has not called or picked up their child beyond thirty minutes of the closing time, UB Campus Police may be called.

Extra Time Request

Parents enrolling their child for less than 5 days attendance may occasionally require extra care. If extra time is needed, requests must be submitted at least 24 hours in advance to the child's Lead Teacher and approved by the appropriate Center Director. Requests that do not compromise the established staff-child ratios are honored when possible. The fee for extra time is based on the fee scale. Switching days cannot be permitted. Extra Time Request forms are available in the office or on the UBCCC website.

Returned Checks

A \$35.00 fee is charged for each check returned to UBCCC because of insufficient funds.

Classroom Guidelines

Sign-In and Out Sheets

Each classroom has sign-in/out sheets that are used when dropping off or picking up your child each day. The sign-in/out sheets move with the classroom at the beginning and end of the day as the children go to the playground or the gym to play.

Child's Daily Report

In order to provide information specific to your child's day, classroom teachers complete a daily log. Infant, Toddler, and Preschool teams use different formats for such a log: a daily sheet, notebooks, and classroom bulletin boards.

Documentation Boards

Each classroom displays children's work, pictures of children in daily activities, and quotes made by children. Looking at these boards with your child is a good way to discuss, "what did you do at school today?"

Nap Time

NYS OCFS licensing regulations require that all children are provided a rest or quiet time period when they can lie down to rest. We try to make naptime a relaxing time when children can listen to music and stories. Television, or other electronic visual media, is not used to calm children at rest time.

Children are supervised during nap time using the same ratios that apply as when children are active. Children nap in their classrooms. Cots will be placed in the rooms to allow for movement around each cot, away from doorways, and not blocking emergency exits. Each child has their own cot or crib that is labeled with their name. Sheets are provided by UBCCC, only used by one child at a time, and are laundered weekly, or as needed.

Parents are asked to provide a small blanket for the toddler and preschool age children and are requested to launder their child's blanket over the weekend and return it on Monday. Parents are asked to provide infant clothing sacks or other clothing designed for sleep for the infants who need a blanket.

All children are provided a time for rest. Most children fall asleep. If your child resists taking a nap, please understand that while we do not insist that they fall asleep, we do require that the child lay quietly so the sleeping children are not disturbed. When your child awakens, or for those children who do not sleep, quiet activities are provided in the classroom or, if supervision allows, children can play in the gym. The infant room is an exception as each child is on her/his own schedule for napping.

In accordance with NYS OCFS regulations and the American Academy of Pediatrics, all infants are placed on their back to sleep. Infants with medical conditions that require other sleeping arrangements must have detailed written instructions from the child's physician on file in the classroom. Blankets of any kind are not permitted in cribs with infants. Sleep sacks are permissible however swaddle sacks are not.

Things to Bring From Home

Clothing

Because of the wide range of activities planned, it is recommended that children be dressed in washable, comfortable clothing. Parents are responsible for providing extra clothing, and at least one extra set of clothing must be kept at the Center at all times. Extra clothing should be marked with the child's name.

We do not wash or rinse soiled clothing. Please check your child's cubby daily for clothing to be taken home. If wet or dirty clothes are sent home, please replace the extra clothes the next morning.

Please dress your child accordingly for outdoor play! State licensing requires us to provide daily periods of supervised outdoor play for all ages which is limited only by inclement weather and during air pollution alerts. For winter, each child needs gloves/mittens, winter coat, snow pants, snow boots and a hat. For summer play, children need socks and sneakers for the playground, no sandals or flip-flops.

Diapers

Parents of children in diapers are responsible for providing diapers, ointment, and disposable wipes as needed.

If you choose to use cloth diapers for your child, they must have an absorbent inner lining completely contained within a waterproof outer covering with tight fitting leg openings. You will also have to provide a plastic container with a latching lid into which soiled diapers will be kept during the day and returned to you at pickup. We do not rinse or wash cloth diapers.

Holiday Policy

UBCCC reflects the families enrolled. Our goal is to bring each child's culture, traditions, celebrations, and interests into our school so that each child feels accepted and gains a sense of belonging. We recognize that all of our families do not celebrate holidays in the same manner. Therefore, we do not focus on holidays as part of our program and classroom activities. Instead, we focus on seasons and families.

We will always remain respectful and intentional when planning activities for the children. We invite and encourage parents to visit the older classrooms and share a family holiday tradition with the children. We believe our children benefit greatly by knowing how other families celebrate their holiday season.

Depending on the ages of the children in the class, it may be appropriate to engage them in a cooking activity, share family pictures, create a special art project, or read a special book. Additional ways to share your traditions with us so that our environment is truly representative of you: bring in literature or music, traditional holiday food items to share, or pictures from your home country. We are always open and encourage you to offer additional ways you may choose to share your celebrations with us.

Birthday Celebration Policy

We love birthday celebrations! If you would like to bring in a special snack, we ask that it be something that all the children in the room can eat. Many times, a favorite fruit or vegetable can fit the bill. Please check with your classroom teacher to be sure that all the children can eat the special treat from home.

Feel free to celebrate with a non-food treat: join the class for lunch, work with the teacher to plan a special activity, or come read a special book to the class.

Classroom Curriculum

TV/Video/Computer Use with Children

Typically, TV and video use is at a minimum in our classrooms. There are times, though, when an educational video or program may be viewed during circle or activity time. When using TV, videos, or computers, the requirements below must be followed:

- All electronic equipment must be secured and stable.
- Electronic equipment is never to be viewed by children during nap and mealtime.
- TV, computer, and video viewing is not allowed with children under 2 years of age.
- For children aged two (2) to five (5), there will be no more than a total of 30 minutes of TV or video viewing time per week.
- Programs for children, aged two (2) to five (5), must be of high-quality, educational, or movement-based commercial-free programming.
- Children should sit at least 40" (3.5 feet) away from electronic equipment while viewing.

Field Trips

Field trips and nature walks are considered an important part of the educational program and the children are taken on outings periodically to nearby places. The Center provides the same responsible adult supervision for the excursions as it provides while in attendance at the Center.

Permission slips are required for all field trips off campus. Parents are asked to sign and return the permission slip to the classroom teacher by the assigned date noted on the slip.

Transportation for our off-site field trips is provided by local, reputable bus rental companies. The name of the bus company for each trip will be indicated on the permission slip. Depending

on the age of the child to be transported, parents will be asked to supply a car seat for the child, if needed. Older children will be transported in buses that are equipped with safety belts.

UBCCC complies with NYSOCFS mandated staff: child ratios (see below) in order to provide adequate supervision of children in care at all times. These ratios are followed at all times, whether in the center, or on excursions away from the center.

Age of Children	Staff/Child Ratio	Maximum Group Size
18 month to 36 months	1:5	12
3 years	1:7	18
4 years	1:8	21
5 years	1:9	24
5 - 9 years	1:10	20
10 - 12 years	1:15	30

Teachers will be scheduled to provide adequate supervision for all field trips. Children will never be left unattended in a bus. Teachers will travel on the buses with the children, taking head counts before and after each departure and arrival. Teachers will have cell phones and first-aid supplies on every field trip.

Parents are invited (and very much welcome) to accompany children on field trips, although prior notice of attendance is required. If seating is available on the bus, parents are welcome to ride with the group. However, if bus space is limited, parents may be asked to provide their own transportation. Parents will be asked to pay any adult admission fees required by their attendance.

Although we attempt to accommodate parent's needs, we cannot guarantee alternative care for children who arrive late or do not attend field trips.

Assessments

All children are assessed by their classroom teachers both formally and informally throughout the year. Results of your child's assessments will be discussed with you during parent teacher conferences that are held twice per year.

Health & Safety

Health Care Policies

The Health Care Plan for UBCCC is developed according to the established New York State Office of Children and Family Services (NYSOCFS) regulations and with the help of our contracted registered nurse. The purpose of these policies is to protect the health of the children and maintain the safety of the environment.

All current medical examination forms for children are kept in a locked, confidential file in the center. NYSOCFS regulations state that information about individual children is confidential and

cannot be disclosed without written parental permission. Parents have unlimited and on-demand access to written records concerning their child. Disclosure of HIV-related information is not permitted.

Medical Exams & Immunizations

The child's physician must complete a medical exam before any child is admitted to UBCCC and annually thereafter. Parents will receive a reminder letter and a blank medical report form ([Medical Statement of Child in Childcare; OCFS form 4433](#)) when an exam report is due.

Only the NYSOCFS form provided by UBCCC is acceptable for medical exams.

All immunizations must be up-to-date, as per Department of Health guidelines. Please submit your physician's documentation of immunization updates as they occur.

Daily Health Checks

Upon arrival at the center, teachers will discuss the well-being of the child with parents. Please take time to communicate any pertinent information about the child's welfare to the teacher in charge. Teachers are required by NYS regulations to document any changes in the child's behavior, appearance or illness that may have occurred since the child was last at the center on a Daily Health Check Form.

Children's Hygiene

Hand washing is an important tool in our mission to keep children safe and healthy. We begin teaching proper hand washing to children as early as the infant program in accordance with the NAEYC guidelines we have posted in all the classrooms. Teachers and children wash their hands before and after meals, when using the toilet or having a diaper changed, after playing outside, handling pets, and entering the classroom. We ask that you help by having your child wash their hands when they enter the classroom each day.

Children are taught how to brush their teeth once they enter the toddler program. At that time, you will be asked to send in a toothbrush for them. Once they enter preschool, you will be asked to provide a toothbrush and a tube of toothpaste for your child. We ask that you replace the toothbrush during the year.

We request that you trim your child's nails on a regular basis. This aids in prevention of disease and is also in keeping with our safety practices at the Center.

Injury at the Center

When a child is hurt while in attendance at UBCCC, an Accident Report is generated. Parents are asked for their signature and a copy is sent home. A call will be made to the parents informing them of the incident.

If a child is seriously hurt while attending UBCCC, all efforts will be made to contact the parents. In cases of serious injury, UBCCC will follow UB policy which is to notify Campus Police who will obtain emergency medical treatment.

Any accident occurring at UBCCC is recorded in a written report that is kept in the child's file. All serious injuries that require medical attention are reported to our licensing agency. If a parent contacts their physician regarding an incident that happened at the center, please inform the Center Director at your child's site so that a report can be made to the proper agencies. When the child is cleared to return to care, please bring a copy of any documentation or clearance from the doctor. These are needed for the child's return to the center.

Illness at Home

In order to help insure a healthy environment for all of the children, we ask parents to please keep your child at home when ill. When a child is absent due to illness, please notify the classroom as early as possible in the morning. In the event a child contracts a communicable disease, please contact the center immediately so that we may alert other parents. UBCCC's illness return policy is outlined in the Chart of Common Illnesses. This is strictly enforced!

Illness at the Center

In order to work together, the staff tries to keep parents informed of any signs of possible illness. If your child becomes ill while at the center, a written Illness Report will be generated and parents will be contacted for the child's immediate pick-up. Parents are expected to respond promptly in such an instance. It is essential that parents have a back-up care provider who is available in the event the parent cannot be reached, or is not able to pick up the child promptly.

Medication

According to NYSOCFS regulations, children may not be given prescription medication without written instructions from the parent and the child's physician stating that UBCCC Staff certified in medication administration (MAT-trained) may administer it. A teacher in each room is trained to administer medications and they are certified by the NYSOCFS to do so.

All medication, including prescription medication and Over-the-Counter (OTC) medication, coming into UBCCC for administration to children must have written parental permission and must be in the original container, labeled with the child's full name, medication name, recommended dosage, times and method of administration, and possible side effects. Medication Authorization Forms are available in all classrooms.

Topical Ointments may be applied as needed with written parental instructions. Sunscreen is applied to children before outside play. Parents are asked to provide sunscreen or sun block with UBF and UVA protection of SPF 15 or higher. Ointments to protect against diaper rash can be used with written parental permission. When public health authorities recommend use of insect repellents due to a high risk of insect-borne disease, parents are asked to provide insect

repellent containing DEET that staff will apply no more than once a day, with written instructions, and only to children over 2 months of age.

All medications are stored out of the reach of children in a locked container. A Medication Log is maintained in the child’s classroom.

Chart of Common Illnesses

Our health policies are adapted from US Health Department Guidelines and the American Academy of Pediatrics.

Medical policies will be strictly enforced.

Illness	Medical policy
Chicken pox	Children may return to the Center after no new lesions have formed and all have crusted (scabbed over).
Conjunctivitis (Pink eye)	Children will be sent home if they exhibit a white or yellow discharge, redness, itching and soreness in an eye. The child may return with proof that treatment was prescribed or a doctor’s note stating that the child is not contagious. If treatment is prescribed, the child should have received treatment for 24 hours before returning.
Diarrhea	Children with loose/watery stools and poor fluid intake will be sent home. Children may return when bowel movements have returned to normal for that child, and fluid intake is good.
Ear infection (with no other symptoms)	There is no exclusion.
Fever	UBCCC will send a child home who has a fever of: *101 with temperature taken under their arm. The child is free to return 24 hours after temperature returns to normal without medication .
Fifth Disease	The child may return to the Center 24 hours after temperature returns to normal and rash fades.
Hand, foot & mouth disease	The child may return to the Center if no fever is present and with a doctor’s note stating that they are able to return to care.
Head lice	The child may return to the Center 24 hours after treatment has started with proof that treatment was initiated and the child is nit free.
Impetigo	The child may return to the Center 24 hours after treatment has started with a doctor’s note that treatment was prescribed.

Pinworms	The child may return to the Center 24 hours after treatment has started with a doctor's note that treatment was prescribed.
Ringworm	The child may return to the Center 48 hours after treatment has started with a doctor's note that treatment was prescribed.
Roseola (Baby measles)	The child may return to the Center 24 hours after temperature returns to normal, even if there is still rash remaining.
Rubella (German measles)	The child may return to the Center no earlier than five days after the rash appears.
Scarlet fever	This is a strep infection with a rash. The child may return to the Center 24 hours after treatment has started with a doctor's note that treatment was prescribed.
Severe cough (Croup)	The child may return to the Center after the illness has subsided.
Strep throat	The child may return to the Center 24 hours after treatment has started with a doctor's note that treatment was prescribed.
Thrush (yeast infection)	Child may return to Center with a doctor's note that treatment has been prescribed.
Undiagnosed rash	If a child has or develops a rash during the day, they will be sent home. The child may return with a doctor's note stating the rash is non-contagious.
Upper respiratory illness (URI)	Children who have congestion, large amounts of nasal discharge, sneezing, coughing, listlessness, or an inability to keep up with the day's activities should remain at home. Physician-documented allergic reactions and/or asthmatic-related conditions are excluded.
Vomiting	If a child vomits, they will be sent home. A child who has vomited in the preceding 12 hours should not be brought to the Center.

Meals and Nutrition

UBCCC serves three meals a day which include breakfast, lunch, and afternoon snack. Breakfast and afternoon snack are prepared on-site. UBCCC contracts with UB Faculty Staff Association to provide lunches which are prepared off-site and delivered daily. Our meal program is in accordance with the New York State Department of Health, Division of Nutrition, Child and Adult Care Food Program (CACFP) standards, and our menus are planned to provide healthy, nutritious, and safe foods that consider allergies and life-style choices. (UBCCC is an Equal Opportunity Provider.) The menus are posted on Center bulletin boards and on our website.

For infants, the center will provide infant formula, cereal, and “Stage Two” infant fruits and vegetables. The teachers will work with families (who are informed by their child’s health care provider) to ensure that the food offered is based on the infant’s individual nutritional needs and developmental stage.

Any variation in our menu is permitted with a physician’s written order to make accommodations for allergy purposes only. Having children participate in our menu ensures that they are receiving proper serving sizes and meeting the nutritional components required by CACFP.

Please refrain from sending candy and sweet treats to the center with your child for any reason.

In order to preserve safe surroundings for all children in the center, UBCCC maintains a **peanut-controlled** environment. No home-baked goods are allowed. If food is brought into the center, it must have an ingredient label attached so teachers can clearly read that no peanuts or peanut products are in the ingredients, as well as to know all ingredients in the item for other allergies that may exist within your child’s classroom.



At UBCCC, meals are served family style. Teachers sit with children in small groups and converse with them during meal time. Children are given the opportunity to choose what and how much they want to eat. They are exposed to new and diverse foods with nutritional value while the teacher at the table supervises the children with dietary restrictions and offers other food choices. Children learn to serve themselves and even to pour from a pitcher. When finished eating, children help clean up their dishes. Our goal is to make meal time a pleasant, social time, and to help children learn to regulate their own portion size. As always, parents are welcome to join their child at mealtime.

Emergency Closing Procedures

Emergency closings are unusual, but it is important that the center is able to contact families quickly when there is a potentially dangerous situation. Please make sure your contact information on the Day Care Enrollment Form (blue emergency form) is correct and current. It is important for each card to list additional people to be contacted in an emergency, in case we cannot contact the parents. Make sure these additional people are also listed on the Transportation Release, that they are at least 18 years old, and that they are able to come pick up your child if needed.

If you do not have extended family in the area, perhaps a neighbor or another parent from the center could be asked, and would be willing, to serve as the emergency contact. Day Care Enrollment Forms are updated annually, but we encourage you to make sure your contact information is up-to-date throughout the year as changes occur.

UBCCC will close when the University at Buffalo closes and/or at the discretion of the Executive Director with specific regard for the safety and welfare of children, families, and staff. Emergency closing information will be sent to Channels 2, 4, and 7; and radio station WBEN 930

AM / 107.7 FM. When the University announces non-emergency closing plans, UBCCC will follow those plans when reasonable and at the discretion of the Board of Directors. For more information regarding University closing call 645-NEWS.

If UBCCC needs to close during the day, the teachers and office personnel will notify families by phone and e-mail message. You will have to pick up your child as soon as possible.

Evacuation Procedure

If it is necessary to evacuate the buildings, there are safe places within walking distance on each campus that are ready to accept the teachers and children in the case we cannot return to the center. At South Campus, the evacuation site is Kimball Tower. At North Campus, the evacuation site is South Lake Village Community Room. If you are contacted to pick up your child, and we have evacuated the building, you will be given further instructions at that time.

If an evacuation off the campus is required, the center works with UB Transportation to move children to the child care center at the other campus. South Campus children will be brought to UBCCC North Campus and North Campus children will be taken to UBCCC South. Parents will then be notified to pick up their child at the new location.

Fire Drills

In accordance with NYS OCFS regulations, UBCCC conducts monthly fire drills under supervision of the UB Dept. of Environmental Health & Safety. Fire drills take place at different times of the day, and different days of the week, to be sure that all children and staff participate regularly. Twice during the year, UBCCC conducts Shelter-In-Place drills that reenact emergency situations that might be encountered during business hours. These include practicing emergency procedures for weather-related, hostile intruder, or lockdown situations. The staff members are trained in the required responsibilities and procedures for the mentioned emergencies.

In the case of an all-campus emergency, our UB-affiliated families who have signed up for UB Alert, will receive the message via the system. Our non-affiliated families will be asked, upon enrollment, to supply us with an e-mail address that will allow them to receive e-mail messages that are sent from the UBCCC administrative office via our list-serv. The UBCCC list-serv is connected to the UB Alert system. If a campus-wide alert is sent out, you will receive that message via UB Alert.

Outdoor play is limited in the event of an air quality alert and weather advisories (Example: wind-chill, UV alerts).

Parents as Partners

Conferences/Progress Reports

Parent-Teacher conferences regarding your child's progress are conducted twice per year. Progress reports are written and the information is shared about the individual child. At any

point in the year, you can request a conference if you have questions or concerns about your child's development.

Parent Bulletin Board

Bulletin Boards at each center are an important means of communication. They are used to display newspaper and magazine articles, UBCCC Board of Directors information, community activities, health and safety updates, and other information of interest to parents.

Multimedia Communication

UBCCC uses several means of multimedia communication, in order to share center information, news and events with families (as well as emergencies and closings):

- **Procare check-in and check-out:** Each center has kiosks in the front office where children are checked in/out electronically. Parents will create their own PIN and password upon enrollment.
- **Parent E-Mail Listserv:** Parents are asked for an e-mail address upon enrollment to be a part of this e-mail listserv for center announcements and reminders.
- **Website:** Visit our "[Parent Central](#)" page with links to the handbook and policies, center calendar, meal menus, frequently used forms and other important center communications.
- **Facebook:** "Like" us on [Facebook](#) to keep up to date on center events and programs.

Research

UBCCC considers advancement of the early childhood field to be important and contributes to such advancement in several ways. One of these ways is the occasional participation of the center in research studies designed to develop new knowledge about children or in support of supervised projects carried out by students taking college or university courses in the area of early childhood.

To ensure and protect the welfare of children and families at UBCCC, all research projects proposed to the center are reviewed by Executive Director and Center Director's for appropriateness. In addition, you or your child's participation in such research is always voluntary. You have the right to participate in research, not participate in research, or withdraw from any research study you are participating in at any time. These decisions will have no consequence or reward with respect to your child's or your family's current or future standing with UBCCC or the organization conducting the research.

To ensure that that these research activities pose minimal risk to the children and/or families who participate in them, the Executive Director and Center Director's will also require that:

1. You are always be informed of any study requiring a researcher to interact with your child or your family before the study occurs. At this time you are free to decide whether or not you wish to participate in the research study. You always have the right to refuse

to participate in any study or to withdraw at any time from a study you previously decided to participate in.

2. The research study will be reviewed to ensure it is appropriate for center participation. In addition to the Director's review, UBCCC will require documentation of Institutional Review Board (IRB) approval or exemption for any research study which involves a researcher's interaction with you or your family before the study occurs. IRBs are entities which are accountable to the Federal Office for Human Research Protections within the US Department of Health and Human Services. They are charged with ensuring the reasonable safety of human research subjects and are required by Federal regulations to provide additional protections for research involving children. The UBCCC Directors will maintain documentation of such approval or exemption which you may inspect upon request.
3. No confidential information will be released by UBCCC for research purposes without your knowledge and any such release will be consistent with the UBCCC confidentiality policy. The center may release de-identified data for research purposes without your consent, e.g., aggregate data from which your identity cannot be extracted. Any activity requiring de-identification of data will be performed by center staff so that external researchers will never have access to your personally identifiable information.

Interns

Erie Community College

UBCCC North and South are training sites for Erie Community College Lab II & III interns and student teachers. Students are in the centers for a five week placement, three days per week.

While in the classroom, the Lead Teacher acts as their mentor and supervising teacher, and the students participate in daily classroom activities. Students are required to write lesson plans and carry out some of their planned activities. If a student requests to use pictures or other information about a child, the parent will be contacted and permission to do so will be requested.

Interns are never counted in the classroom ratios or left alone with children. They submit to background checks and have medical clearance through ECC. Many have completed CPR & FA training as part of their ECC coursework when they are placed at UBCCC. They can be identified by their maroon aprons and nametags.

University at Buffalo Interdisciplinary Degree Program

UBCCC North and South are training sites for undergraduate students in UB's Social Sciences Interdisciplinary Program's Health and Human Service major. Early Childhood Studies students are required to do a one semester internship (150 hours) that provides them with the opportunity to learn the practical workings of the Early Childhood field. Students are exposed to the principles of confidentiality in their coursework and required to follow basic principles of confidentiality. Lead Teachers act as the supervising teachers.

Interns are never counted in the classroom ratios or left alone with children. They submit to background checks and have medical clearance as all staff members of UBCCC. Some interns have CPR & FA certification. UB interns wear paper nametags while in the classroom.

Many of our former interns are hired after completing their coursework and graduating from their respective study programs. Because of our cooperation with UB and ECC as a training site, UBCCC has the opportunity to hire highly qualified staff members who have experience and knowledge of the UBCCC philosophy and setting.

To view a listing of UB departments and programs UBCCC collaborates and partners with, please visit <http://www.buffalo.edu/ubccc/welcome/collaboration.html>.

Babysitting after Hours

Hold harmless: We discourage our employees from making babysitting arrangements with enrolled families. If you enter into an agreement with a UBCCC staff member to babysit your child outside of our center, you understand that the sitter enters into such an agreement as a private citizen and not as an employee of the University at Buffalo Child Care Center, Inc. UBCCC does not assume any responsibility for its staff in any such agreement. You agree to hold UBCCC harmless for any action which results from such an arrangement.