Parent HandbookTable of Contents

Table of Contents 1
Important Information 4
Welcome 4
Our Mission 4
Our Philosophy 5
Our Goals 5
Our Program 6
Our Staff 7
Kitchen Staff 10
Administrative Support Staff 10
Administrative Staff ..... Error! Bookmark not defined.
New Mexico Child Care Licensing 11
New Mexico FOCUS 12
Guiding Principles 12
National Association for the Education of Young Children (NAEYC) 13
NAEYC Code of Ethical Conduct and Statement of Commitment 14
Visitor Management 14
Academic Connections 15
Confidentiality 16
Use of Outside Consultants 17
Waiting List Policy 18
Affiliation 18
Application Process 18
Mailings 19
Priority 19
Acceptance 20
Enrollment Policy 20
Transitioning, Continuity of Care & Classroom Assignments 22
Fees and Billing 23
Student Rate 24
Fees and Billing for ISD Clients 24
Financial Aid 25
Early Drop-Off or Late Pick-Up 25
Picking Up and Dropping Off Children 27
Contracted Space 28
Schedule Change Fee *28*
Change of Status Fee *29*
Directions for Income Eligibility Application 29
School Transportation 29
Parking 30

CHILDREN'S CAMPUS

Parent Handbook

Children's Campus Closings & Snow Days **30**
Closures **31**
Snow Days **31**
Leave of Absence **31**
Dismissal Policy **32**
Parental Disputes **33**
Withdrawal **34**
Procedure for Feedback/Concerns **35**
Cell Phone Use at the Children's Campus **35**
Photography/Video **35**
Smoking, Firearms, Alcohol, Illegal Drugs & Controlled Substances **36**
Environmental Hazards & Use of Pesticides **36**
Clothing **37**
Toys from Home **37**
Babysitting **38**
Daily Schedules **39**
Absences **39**
Pre-Registration & Registration **39**
Parent/Child Orientation **40**
A Typical Yearly Calendar **40**
Open Door Policy **42**
Parent Participation **42**
Building Relationships **43**
Parent Communication and Involvement **43**
Observers and Visitors to the Classroom **44**
Community Collaborations **44**
Parent Substitutes **44**
Classroom Communication **45**
General Curriculum **45**
Developmentally Appropriate Practice **47**
Children with Special Needs **47**
The Individual with Disabilities Education Act (IDEA) ***47***
Learning Through Play **48**
Water Play **52**
The Outdoor Environment **52**
Anti-bias Approach **53**
Holiday Activities **54**
Rest Time **56**
Field Trips **57**
Pets **57**
Teaching Children About Physical and Sexual Development **58**
Language **58**
Inappropriate Language **59**

CHILDREN'S CAMPUS

Parent Handbook

Food 60
Assessments 62
Purpose of Assessment 62
Procedures for Assessment 63
Use of Assessment Results 64
Health & Safety 65
Health Evaluations 65
Immunization Records 66
On-Site Health and Developmental Screenings 67
Illness 67
Medication 72
Medication Authorization Form *72*
Storage of Medication *73*
Administering Medication to Children *73*
Sunscreen/Sunblock 74
Hand Washing 75
Toileting 76
Diapering *76*
Toilet Learning *76*
Tooth Brushing 77
Shoes 77
Accidents 77
Minor Accidents *77*
Medical Emergencies *78*
Insurance *78*
Incidents 78
Fire/Emergency Evacuation Drills 79
Emergency Shelter and Evacuation & Disaster Preparedness 79
Emergency Shelter in Place *80*
Emergency Evacuation and Relocation *80*
Supervision, Ratios & Group Size 80
Helmets/Wheeled Toys 81
Access to the Children's Campus 82
Missing Child 82
Guidance and Discipline Policy 83
Aggression Policy 84
Reporting Child Abuse or Neglect 84
Alleged Child Abuse or Neglect by a UNMCC Employee *84*
Some Signs of Child Abuse/Neglect 86
Sexual Harassment Policy 87
Conclusion 87
Just Playing ~ Anita Wadley 87
Appendix – Sample Forms 89

CHILDREN'S CAMPUS

Parent Handbook

Important Information

The UNM Children's Campus for Early Care and Education (UNMCC) is supported by student fees and is under the umbrella of Student Affairs. This program is also supported by various State and Federal grants.

The Children's Campus provides the children of UNM's student, staff and faculty parents with a high quality early childhood experience. The Campus is a site for UNM student and faculty research, observation, and practicum.

The Children's Campus promotes the equal access of services for all children and families and prohibits discrimination based on race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, disability, or age. To comply with the ADA and the Rehabilitation Act of 1973, UNM provides this publication in alternative formats. If you have special needs and require an auxiliary aid please contact any UNM Children's Campus administrator by email: weecare@unm.edu or call us at (505) 277-3365.

Welcome

Welcome to the UNMCC. You have chosen a nationally recognized program that is accredited by the National Association for the Education of Young Children's (NAEYC), Early Childhood Program Accreditation; a current participant in the State of New Mexico's FOCUS program; and is a five star licensed child care facility with the State of New Mexico.

At the UNM Children's Campus, we believe every child deserves to feel safe, valued, respected, and capable. Through nurturing relationships, meaningful play, and strong partnerships with families, we create an environment where children develop confidence, curiosity, compassion, and a lifelong love of learning. We celebrate each child's unique strengths, culture, language, and experiences as essential parts of our learning community.

We look forward to serving you and your child and hope that this proves to be a rewarding experience for the entire family. This handbook is intended to help you get to know the Children's Campus and to inform you about our program's policies. If you have any questions or concerns as a result of reading this handbook, please direct them to an administrator.

Our Mission

UNM CHILDREN'S CAMPUS

Parent Handbook

Our mission is to support student recruitment, retention and graduation rates by providing the UNM community with a high quality early childhood program that supports their educational goals and experiences and thus preparing Lobos for Lifelong Success. The UNM Children's Campus is committed to providing educational experiences and developmentally appropriate, affordable, high quality care for young children in a safe, nurturing and enriching environment that supports the critical interrelationships of social, emotional, intellectual and physical growth while enhancing the quality of life for children, families, and students associated with the University of New Mexico.

Our Philosophy

The UNMCC believes children learn best through:

- Children learn best through secure, responsive relationships with caring adults.
- Constructive, guided, and trustful interactions and relationships with their teachers
- Teacher and family collaboration where the family is viewed as a partner and engaged in their child's learning
- Families as partners in their child's education
- Respect of each child and family's perspectives, language, culture, individuality, and personal circumstances
- Value of diverse cultures, languages, traditions, experiences, and perspectives that each family brings to our community.
- Hands-on activities, inside and outside, that are purposeful, intentional, and play based
- Teachers that facilitate their engagement, expand their experiences and challenge and stimulate them
- Music, movement, and fantasy play
- Real life experiences such as field-trips, walks, and visitors
- An environment that offers opportunities and choices that build independence
- A child-centered environment in which the children have ownership and responsibility
- A safe environment provided by consistency and predictability of routines and boundaries
- Open-ended questions
- A staff that respects and understands the different ways in which children develop
- Family-style dining, which encourages language, social awareness and fine motor skills

Our Goals

- To support the recruitment, retention and graduation of UNM student parents
- To provide an environment for research, study, and training for the University of New Mexico
- To serve as a resource for, collaborate efforts with, and be accessible to a variety of departments in the University community
- To participate in State and National initiatives in a manner that allows for feedback and input on early childhood practices
- To create strong working relationships with families, communicating the importance of the children's early learning experiences
- To provide children with the opportunity to make appropriate choices
- To foster positive self-identity and sense of emotional well-being in children
- To facilitate the development of social skills and knowledge through cooperative play
- To respect and respond to cultural diversity
- To encourage children to think, reason, question and experiment through engagement with the environment
- To encourage language and literacy development through engagement with the environment
- To enhance physical well-being by encouraging and demonstrating sound health, safety and nutritional practices
- To encourage the development of fine and gross motor skills
- To encourage creative expression, representation and appreciation for the arts
- To provide the staff with opportunities for professional growth and development
- To demand a strong commitment to excellent early childhood education practice

Our Program

Our intention is to provide a developmentally appropriate experience for your child. We have a curriculum that recognizes the equal importance and critical interrelationships of social, emotional, intellectual and physical growth. Our program is not academically oriented. Research shows that these skills are best supported through play. Therefore we provide the children with a rich play based environment and activities that encourage the development of concepts that are crucial for academic learning and future success.

While some of the activities available to your child are expected to be teacher initiated, all of these are elective for the children. The children will initiate many of their own learning experiences at the Children's Campus. Staff provides children with a rich social and material learning environment with the confidence that children will pursue their own learning objectives. Children are also provided with opportunities to choose. The role of the teachers is to clarify the choices available to children, give them guidance in choosing when necessary and to facilitate children's accomplishments of their own learning objectives.

UNM CHILDREN'S CAMPUS

Parent Handbook

Throughout our program we implement anti-bias practices. We recognize and celebrate differences in culture, gender, family form and ability. We support every child's identity and address children's occasional biased behaviors and statements in the context in which they occur.

Our ***Traditional Program*** offers care for children ages six (6) weeks through twelve (12) years old. This program is open from 7:00 am to 5:30 pm Monday through Friday, depending on the child's age. Our ***Early PreK and PreK Programs*** are grant funded programs that are available for eligible three (3) and four (4) year olds respectively. Our ***Childcare Access Means Parents in School (CCAMPIS)*** program is a grant funded drop-in and evening care program that is available on a first come first serve basis for eligible student families with children ages six (6) weeks through twelve (12) years old. This program follows the UNM academic calendar and is open Monday through Thursday from 7:30 am to 10:00 pm and Friday from 7:30 am to 5:30 pm. Our ***School-Age Summer Camp Program*** offers a series of camps throughout the summer.

Our Staff

The UNM Children's Campus is staffed by a collaborative team of highly qualified early childhood professionals who are committed to providing exceptional care and education for every child. Our educators meet or exceed the education, training, and licensing requirements established by the New Mexico Early Childhood Education and Care Department (ECECD) for their respective positions and participate in ongoing professional development each year.

Our team works collaboratively to create safe, nurturing, inclusive, and engaging learning environments where children build strong relationships, develop confidence, and learn through purposeful play and meaningful experiences.

Administrative Staff

Director

The Director provides the overall vision, leadership, and strategic direction for the Children's Campus. The Director is responsible for advancing the Children's Campus as a model of excellence in early childhood education through leadership at the University, state, and national levels; developing strategic partnerships; supporting program growth and innovation; and ensuring the long-term sustainability of the program. The Director maintains overall accountability for compliance with State of New Mexico Early Childhood Education and Care Department (ECECD) child care licensing requirements, National Association for the Education of Young Children (NAEYC) accreditation standards, grant and contractual obligations, and University, state, and federal laws, policies, and regulations. (Guiding Principles 10 and 11.)

Associate Director
The Associate Director provides day-to-day executive leadership for Children's Campus operations and serves as the primary leader supporting the implementation of the program's mission, strategic priorities, and continuous quality improvement efforts. The Associate Director oversees operational systems, cross-department coordination, personnel management, organizational development, policy implementation, and campus-wide initiatives while working collaboratively with the Director to ensure compliance with ECECD licensing requirements, NAEYC accreditation standards, grant requirements, and University, state, and federal laws, policies, and regulations. The Associate Director also provides leadership and support to the Education and Development Manager and Program Manager to ensure high-quality services for children, families, and staff.

Program Manager
The Program Manager oversees the Children's Campus administrative operations and program compliance systems to ensure the effective delivery of services. This position manages administrative processes including enrollment, grant administration, recordkeeping, reporting, operational compliance, fiscal and program documentation, and monitoring of contractual and regulatory requirements. The Program Manager works closely with the Associate Director, Education and Development Manager, and Director to ensure compliance with ECECD licensing requirements, grant requirements, CACFP, University, state, and federal policies and regulations, while supporting efficient daily operations and high-quality service to children and families.

Accountant 2
The Accountant 2 is responsible for providing the Children’s Campus with fiscal support and ensuring compliance with University, State and National program requirements.

Educational Programming Staff

Education and Development Manager
The Education and Development Manager provides leadership for the Children's Campus educational program and is responsible for maintaining high-quality teaching and learning environments across all classrooms. This position oversees curriculum implementation, coaching and professional development, classroom quality, child assessment, instructional practices, and educational compliance. Working collaboratively with Program Specialists, classroom staff, the Program Manager, Associate Director, and Director, the Education and Development Manager supports compliance with ECECD licensing requirements, NAEYC accreditation standards, New Mexico PreK requirements, and other applicable educational standards while promoting continuous improvement and best practices in early childhood education.

Program Specialists

CHILDREN'S CAMPUS

Parent Handbook

The Children's Campus is supported by three Program Specialists who provide instructional leadership across the program:

- Infant Program Specialist
- Toddler Program Specialist
- PreK Program Specialist

Program Specialists serve as instructional coaches and mentors for classroom teaching teams. They partner with educators to support curriculum planning, classroom environments, child assessment, individualized learning, inclusion, family engagement, and professional growth.

Program Specialists regularly observe classrooms, provide coaching and feedback, facilitate professional learning opportunities, and collaborate with teachers to ensure high-quality, developmentally appropriate practices are consistently implemented throughout the program.

Lead Teacher

Lead Teachers are responsible for creating responsive, engaging, and developmentally appropriate learning environments that support each child's individual growth and development. They plan and implement curriculum, build meaningful relationships with children and families, supervise classroom staff, and ensure daily classroom practices reflect the Children's Campus philosophy and all applicable licensing, accreditation, and program standards.

Lead Teachers collaborate closely with Program Specialists and the Education and Development Manager to continuously reflect on and strengthen teaching practices in support of children's success.

Teacher Aide

Teacher Aides are valued members of each classroom teaching team who work alongside Lead Teachers to provide responsive care, facilitate learning experiences, and support children's development throughout the day. They assist with implementing curriculum, maintaining engaging classroom environments, fostering positive relationships with children and families, and ensuring children's health, safety, and well-being.

Teacher Aides participate in ongoing professional learning and work collaboratively with Lead Teachers and Program Specialists to provide consistent, high-quality care and education.

Childcare Worker
Child Care Workers support the daily operations of the classroom. All Childcare Workers are required to complete the New Mexico Early Childhood Licensing Requirements and maintain the 24 hours of professional development in Early Childhood each year.

Student Employee
We employ UNM students to work in our classrooms in an effort to foster UNM's recruitment, retention and graduation goals and to support the student's academic endeavors. Students must complete 24 hours of professional development in Early Childhood each year.

Program Support Staff
The Program Support Staff IV provides administrative support and performs daily front desk responsibilities for the Children's Campus, including all grant funded programs.

Student Staff Classroom Assistant
Student Staff generally have had some contact with children and are enthusiastic about working with children as they pursue their course of study at UNM. We hire energetic, intelligent students from diverse backgrounds. Our student staff is hired on a semesterly basis with flexible classroom assignments to support the regular classroom staff. Responsibilities in the classroom include implementing activities, interacting with the children, and classroom maintenance.

Kitchen Staff

Cooks
The UNMCC has a kitchen staff comprised of two Cooks. They prepare well balanced and nutritious food that conforms to U.S. Department of Agriculture Child and Adult Food Program (CACFP) guidelines. Vegetarian substitutes are available and a monthly menu is posted in every classroom and in the reception area.

Administrative Support Staff

Administrative Assistant 1 & 2
The Administrative Assistants are responsible for providing administrative support to the Children's Campus as it relates to enrollment and grant funded programs and in ensuring compliance with University, State and National program requirements.

Office Assistant

The Office Assistant is responsible for monitoring access to the facility, greeting and guiding all families and visitors to the Children's Campus as well as providing administrative support in ensuring compliance with University, State and National program requirements.

Facilities Coordinator

The Facilities Coordinator is responsible for providing overall facilities management and support services as needed to maintain safety and compliance of regulations within classrooms for the children and staff and coordinates all events and activities, ensuring continuity and smooth operation of the Children's Campus.

General Services Assistant

The General Services Assistant is responsible for the daily maintenance and upkeep of the UNMCC grounds. The GSA is also responsible for monitoring, and distributing materials and supplies.

All staff is required to go through a lengthy interview process which includes reference checks, a UNM background check and a Children Youth and Families criminal records check a minimum of once every five years. More extensive background checks or subsequent periodic background checks may be conducted as deemed necessary. Staff are also required to complete the CYFD Mandatory Safety Training (www.nmels.org) and attend regularly scheduled training classes.

In the event one of our regular staff resigns or is terminated, we must follow the hiring procedures set forth by the Human Resources Department of the University of New Mexico. We make every attempt to give staff, parents and children adequate notice about these departures. During these transitions we will work to support each classroom, as well as the children and families as needed.

New Mexico Child Care Licensing

The Children's Campus adheres to the New Mexico Child Care Licensing regulations for **Child Care Centers, Out of School Time Programs, Family Child Care Homes, and Other Early Care and Education Programs**. Both the Licensing Bureau and the Children's Campus administrators believe that it is essential for you to familiarize yourself with the State Licensing requirements. The regulations are divided into five parts: "Administrative Requirements for Facilities;" "Building(s), Ground and Safety Requirements;" "Personnel and Staffing Requirements;" and "Services and Care of Children." Copies of the regulations are available at the following website for your review: http://164.64.110.239/nmac/parts/title08/08.016.0002.htm.

CHILDREN'S CAMPUS

Parent Handbook

New Mexico FOCUS

New Mexico *FOCUS on young children's learning, New Mexico's Tiered Quality Rating and Improvement System (TQRIS*), provides early childhood program personnel with the criteria, tools, and resources they need to improve the quality of their program. These quality improvements focus on children's growth, development, and learning—so that each child has an equitable opportunity to be successful when they enter school. The FOCUS Essential Elements of Quality provides a framework for the Children's Campus as we strive to make quality improvements. Through the use of a program improvement and quality rating system, the Children's Campus will continue to increase our ability to focus on children's learning, improve our practice, and—as a result of that improvement in practice—improve each child's growth, development, and potential with kindergarten readiness in mind.

Guiding Principles

New Mexico's systematic approach acknowledges and respects the uniqueness of each community, each family, and each child and has led to the establishment of the *Guiding Principles for the Full Participation of Young Children in New Mexico's Early Learning System*. The FOCUS: Essential Elements of Quality reflects these *Guiding Principles*.
(The *Guiding Principles* and all FOCUS documents can be found at www.NewMexicoKids.org)

Commitment Statement

New Mexico is committed to creating and sustaining an early learning system that focuses on building high-quality, comprehensive, community programs that form a continuum of integrated services. This commitment reflects the goal adopted by the **New Mexico Early Learning Advisory Council** that, *"every child in New Mexico will have an equal opportunity for success in school, based on equitable access to an aligned and high-quality early learning system."*

Every child in New Mexico has diverse strengths rooted in his or her family's unique culture, heritage, language, beliefs, and circumstances. The Children's Campus supports the full participation of every child and builds on these strengths by promoting a sense of belonging, by supporting positive social relationships, and by enabling families and professionals to gain advocacy skills that positively impact the life of every child.

We believe that ...
• Every child has unique gifts and abilities that are to be celebrated and nurtured.
• The early years hold enormous promise for every child to reach his or her full potential.
• Every child learns within the context of relationships and through playful interactions within their environment.

• Every child and his or her family deserve equitable access to appropriate services and supports that acknowledge their uniqueness and enable them to reach their full potential.

Therefore, we are committed to ...
• Valuing and embracing all children and their families.
• Involving families and communities as partners and decision-makers.
• Overcoming biases to build trust and establish collaborative partnerships that benefit children, their families, and the professionals who work with them.
• Providing choice, flexibility, and continuity of services and supports for families within communities.
• Making a variety of services and support available so all children have access to and can participate in opportunities that are both respectful of and responsive to their family experiences, culture, beliefs, abilities, and circumstances.
• Advancing advocacy efforts for inclusive practices that build upon unique child, family, and community strengths and are accountable to all children and their families.

We will ...
• Promote every New Mexico citizen's understanding of the importance of high-quality, inclusive early childhood programs and practices.
• Support interactions and relationships that foster self-reflection.
• Utilize information about the growth, development, and experiences of individual children and families for program and curriculum development and improvement.
• Continuously improve services and supports by evaluating current practices and incorporating effective methods, models, and research in our work with children and families.
• Promote the establishment of aligned services and supports that build on both the unique assets of each child and acknowledge the strengths of children's and families' heritage, language, and culture.
• Ensure that services and supports are provided by people who reflect the diversity of the community, are well educated, and are well compensated.
• Establish an integrated, multidisciplinary system of professional development, training, and technical assistance that supports the design, implementation, and evaluation of practices that are respectful of and responsive to each child and family.

National Association for the Education of Young Children (NAEYC)

The National Association for the Education of Young Children (NAEYC) is dedicated to improving the well-being of all young children, with particular focus on the quality of educational and developmental services for all children from birth through age 8. NAEYC has developed ten (10) program standards (https://www.naeyc.org/our-work/families/10-naeyc-program-standards) that are widely believed to measure the

quality of an early childhood program. The UNM Children's Campus strives to meet each of these standards every day.

1. Promote positive relationships for all children and adults to encourage each child's sense of individual worth.
2. Implement a curriculum that fosters all areas of child development: cognitive, emotional, language, physical, and social.
3. Use developmentally, culturally, and linguistically appropriate effective teaching approaches.
4. Provide ongoing assessments of a child's learning and development and communicate the child's progress to the family.
5. Promote the nutrition and health of children and protect children and staff from injury and illness.
6. Employ a teaching staff that has the educational qualifications, knowledge, and professional commitment necessary to promote children's learning and development, and to support families' diverse needs and interests.
7. Establish and maintain collaborative relationships with each child's family.
8. Establish relationships with and use the resources of the community to support the achievement of program goals.
9. Provide a safe and healthy physical environment.
10. Implement strong personnel, fiscal, and program management policies so that all children, families, and staff have high-quality experiences.

NAEYC Code of Ethical Conduct and Statement of Commitment

The UNM Children's Campus requires that all staff abide by the practices outlined by the National Association for the Education of Young Children's (NAEYC) Code of Ethical Conduct. The code is available in the appendix. To obtain additional copies of the code, you can make your request to office personnel or visit the NAEYC's website at https://www.naeyc.org/sites/default/files/globally-shared/downloads/PDFs/resources/position-statements/Ethics%20Position%20Statement2011_09202013update.pdf.

Visitor Management

The UNM Children's Campus utilizes Raptor, a visitor management system that builds on our commitment to the safety of all children, families and staff. Part of keeping our children and staff safe is knowing who is in our building at all times. The Raptor system enables us to better track visitors, contractors, and volunteers at the Children's Campus and provide us with a safer environment for our children and staff.

Upon entering the Children's Campus, visitors will be asked to present a valid state-issued ID. This can include all United States government issued IDs, including Military IDs. Once scanned, the Raptor system will perform a national sex offender check on

every visitor entering the building based on first name, last name and Date of Birth. Raptor only scans for first name, last name, Date of Birth, Partial ID# and picture. The Raptor system DOES NOT scan a copy of the ID. Additional visitor data from the driver's license is not gathered nor is the system connected to any other system such as the Department of Motor Vehicles. Therefore any other information on the ID is not scanned by the system and is not accessible to any of the users. Once entry is approved, Raptor will issue a badge that identifies the visitor, the date, and the purpose of his/her visit.

Should the Raptor system indicate a possible match, the Children's Campus will notify the appropriate individuals for further guidance.

A visitor's badge will not be necessary for those who visit our schools simply to drop off an item in the office or pick up paperwork. In the event that a person does not have identification, he/she can still be given access to the building, but will be escorted by a school staff member. **(For more information regarding the Raptor visitor management system visit www.raptortech.com.)**

The safety of your child is our highest priority and the Children's Campus reserves the right to refuse entry to any individual who may present a danger to the children, staff or families.

Academic Connections

One of the goals of the Children's Campus is to serve as a location for academic connections for UNM students and faculty as well as for others in the community. Due to our connection with the University and our role in supporting faculty and student's professional and educational goals, parents should expect a high level of participation in observations, projects and field experiences. Participation in these activities is a required condition of continued enrollment at the Children's Campus unless it is an activity which requires separate parental permission. If you feel strongly that your child does not participate in these activities, the Director will recommend disenrollment and provide options for alternative child care arrangements that may better meet your family's needs.

Activities may include, but are not limited to, practicum assignments, observations and projects, internships, student teaching placements, informal research, practice developmental and/or linguistic testing, mental/physical wellness experiences and the like. The level of involvement may include, but is not limited to, passive observations, active interactions, facilitating group activities/discussions and conducting practice tests. This may include photographing, audio taping, videotaping, collecting samples of children's work and taking dictation of children's words. If any of the research protocols should fall under the jurisdiction of the Institutional Review Board for Human Subjects Research we will ensure the necessary steps have been taken by the researchers.

The Children's Campus is committed to providing these opportunities to faculty, students and the community while also ensuring your child is in a safe and nurturing environment. Therefore, we will not permit any involvement that we feel will cause emotional distress and/or psychological/physical harm. All individuals involved in these activities must meet the standards and expectations of our program which include completing an application for participation and meeting with the appropriate administrator. The procedures are designed to ensure that your child(ren) are properly protected and supported during the conduct of any study at the Children's Campus. Also, unless we have received specific separate permission from you, these individuals will not be left alone with any child or group of children at the center. As with other aspects of our program, the UNMCC will always work to respect your child's choice to participate.

Confidentiality

Some of the information shared between families, teachers and administrators is of a personal and private nature. We will share this information only with those UNM Children's Campus employees and professional consultants who we believe have a "need to know." We will not share this information with other parents or employees who do not have direct contact with the family or with others who have no professional need to have such information.

Results from informal and formal assessments completed by UNM Children's Campus staff are considered to be confidential. Only staff with a need to know in order to better support your child will be provided access to these records. A full explanation of their purpose and use can be found in this handbook's section on Assessments.

Information contained in your child's file, such as emergency contact information, health evaluation and immunization records and assessments, are required by the New Mexico Children, Youth and Families Department, New Mexico State Licensing and/or our accrediting body, the National Academy of Early Childhood Programs and may be verified during annual evaluations. In addition, some assessment and child information may be required for those children participating in grant-funded programs. With grants, parents will be asked to sign a consent form authorizing access to this information by the granting agency.

Therefore, the people who will have access to confidential information included in your child's file will be: UNM Children's Campus employees who have an identified professional need to know the information as well as representatives from the program's licensing body, accrediting body and grantors. In addition, if a family chooses to use the support of professional consultants or there are other requests for child information,

such as from a child's new school, no information will be shared without written consent from the child's parent or guardian.

Access to a child's file will be given to the Contracting Parent as listed on the current contract, unless we receive written notification otherwise. Any requests for court mandated information will be honored accordingly, which may include review through UNM's University Council. Any requests for copies of your child's record must be in writing. In addition, we require a 24 hour processing time for each request.

The staff of the UNM Children's Campus takes your child's and family's right to confidentiality seriously. Children's individual files are kept in locked cabinets in the front office and office staff monitors their access. In addition, all staff members are informed of our program's confidentiality policy and verify their understanding of the importance of confidentiality of information upon their hire.

Use of Outside Consultants

On occasion, the UNM Children's Campus enlists the support of outside consultants to meet the needs of its children, families and staff. Many of these consultants are a part of the UNM community and their work with the Children's Campus is done free of charge. Others are from the Albuquerque area and may or may not require payment for their services such as health and developmental screenings or music and dance classes.

All consultants used by the program must submit a letter of interest, or other documentation, to work with the Children's Campus. After an interview with administrative staff, an agreement may be reached. In situations where a consultant will work with individual children, the family will be involved and consent will be obtained. When appropriate, a contract will be put in place and the consultant may be paid by Children's Campus monies through UNM approved payment procedures.

Consultants working with the Children's Campus will be expected to have appropriate skills. These may include a professional degree in their field and appropriate experience, or equivalent qualifications. If the consultant is a student and their work with the Children's Campus is a part of their educational experience, they must be supervised by a faculty member or other appropriate superior.

Consultants may work with the program during regular business hours. They may use classroom space or other areas of the center. When consent has been received from families, consultants may work alone with children while on site. If consent has not been received for this type of interaction, consultants may only work with children in the presence of a Children's Campus staff member. The amount of time and manner in

which a consultant works with a child must be approved by the Director, or other appropriate administrative staff member.

Consultants will be available for program use as deemed appropriate for the situation they are addressing. This will be decided on an as needed basis according to the individual situation and the needs of the children, families and program staff.

UNM Children's Campus staff members and consultants will work together in a collaborative fashion. Consultants will be expected to follow classroom policies and procedures and adhere to the program's philosophy. When appropriate and when consent has been obtained, Children's Campus staff members will share information with consultants regarding individual children. When formal documentation is in place, such as IEPs or IFSPs, consultants will be expected to share that information with program staff to ensure all parties are able to best meet the needs of the child. If an IEP is not in place but is in progress, Children's Campus staff members should be involved and able to provide feedback for the process.

Waiting List Policy

The UNMCC maintains a waiting list for all families interested in enrollment in our traditional program. Waiting List applications are accepted on an on-going basis. All applications must be submitted through the on-line waiting list application process available on our website at http:/www.childcare.unm.edu. Should you have any questions you may contact us at (505) 277-3365 or by email at weecare@unm.edu.

Affiliation

Families are not required to be affiliated with the University of New Mexico in order to place a child on the waiting list. However, affiliation is required once the UNMCC makes a formal offer of enrollment into our traditional program. Proof of UNM affiliation (i.e. staff identification or current student class schedule) and the contracting parent's UNM Banner Identification Number will be required at the time the acceptance of enrollment form is signed. Affiliation will subsequently be verified each semester. UNM affiliation is considered active staff, faculty, medical residents or students of the University. Failure to maintain UNM affiliation may lead to immediate disenrollment from the UNMCC. UNM affiliation is not required for participation in the NM Early PreK or NM PreK program.

Application Process

Please familiarize yourself with all of the UNMCC policies and procedures for application to the waiting list. It is essential that families comply with these policies and procedures in order to maintain their status on the waiting list.

CHILDREN'S CAMPUS

Parent Handbook

An application must be submitted for each child placed on the waiting list. Please fill out the application completely and as accurately as possible. If you are completing the application for an unborn child, you may use an anticipated date of birth in place of the child's actual birthdate.

Our average waiting list "wait" time ranges from about 2 ½ to 3 years. We encourage families to plan ahead and place themselves on the waiting list as soon as possible. Once the application has been submitted, children are automatically placed into one of seven separate waiting lists based on their birthdate. These include: an **unborn list**; an **infant list**; a **toddler1 list**; a **toddler2 list**; a **preschool list**; a **prek eligible list** and a **school-age list**. Children on the waiting list will be automatically merged into the appropriate list based on your original application date as they get older. There is no need to resubmit a new application. The move from one list to another may impact your previous waiting list number as you will be merged into an existing list.

Mailings

Mailings are sent out for each applicant placed on the waiting list every **March** and **October** informing each waiting list family of where they currently are on the waiting list. This is an opportunity for you to update any information that has changed since the last mailing. It is the families' responsibility to make sure the UNMCC always has current addresses and phone numbers on file. Failure to provide this information could result in the family not receiving a mailing and being removed from the waiting list.
Mailings must be returned to the UNMCC, postmarked by the deadline specified on the mailing, in order to remain on the waiting list. If you do not return a mailing by the specified date your child ***will be removed*** from the waiting list. Unfortunately we are unable to make any exceptions.

Failure to return the mailing by the specified deadline will be handled as follows: 1) If the mailing is not received the family is removed from the list; 2) If the mailing is received/postmarked after the stated deadline the family is moved on the waiting list based on the date that the mailing was actually received.

Upon receipt of a returned mailing, it is date stamped, checked off as received and processed. Approximately 2 weeks after the mailing deadline, UNMCC staff is able to provide families with information regarding their updated status on the waiting list.

Priority

Children are offered enrollment at the UNMCC based on the following priority status: 1) the family has siblings currently enrolled at the UNMCC; 2) at least one parent is currently an active student at UNM; 3) staff and faculty

Student priority is offered as part of the UNMCC's primary mission to provide support for student families as they complete their degree program. Student priority is given to active UNM students enrolled in a minimum of three (3) credit hours for the current semester. Families offered enrollment based on student status must maintain three (3) credit hours and remain an active student for a minimum of one (1) full semester following enrollment. In order to be eligible for the Student Rate, students must be actively enrolled in a minimum of three (3) credit hours as a graduate student or six (6) credit hours as an undergraduate student. Failure to maintain student status for the required semester may result in immediate disenrollment from the UNMCC.

Acceptance

Children are generally accepted into the program in July for August enrollment and throughout the year as openings occur. Once your child has been offered enrollment with the UNM Children's Campus, you will be given until the close of the following business day (5:30 pm) to verbally accept the offer of enrollment. If you do not accept the offer within the stated timeframe, the offer becomes void and the Children's Campus will move on to the next person on the waiting list. Once you have verbally accepted the offer of enrollment, you will have until the close of the following business day (5:30 pm) to come in and sign an acceptance of enrollment form. If you do not come in to sign the acceptance of enrollment form within the stated timeframe, the offer becomes void and the Children's Campus will move on to the next person on the waiting list.

At the time of signature on the acceptance of enrollment form, you will be required to provide proof of the contracting parent's UNM affiliation as well as the contracting parent's UNM Banner Identification Number. Once you have signed the acceptance of enrollment form, you will be responsible for payment of all tuition and fees incurred as outlined on the Children's Campus rate sheet. This includes but is not limited to the security fee, registration fee, administrative fee, and first month's tuition.

Should you decide not to attend the Children's Campus after signing the acceptance of enrollment form and prior to the child's first day of attendance or anytime within the first 30 days of enrollment, you will not be eligible for a refund of the security fee, registration fee, administrative fee, or first month's tuition. After 30 days of enrollment, you are eligible for a refund of your security fee if your account is in good standing and you have provided the Children's Campus with 30 days written notice of withdrawal.

Enrollment Policy

The UNM Children's Campus serves UNM students, staff and faculty. In order to enroll a child at the UNM Children's Campus the contracting person must adhere to the following criteria:

1. Contracting person must have primary legal custody of the child. This can include: a parent, foster parent, legal guardian, domestic partner or immediate family member, etc.

2. Contracting person must be currently affiliated with UNM's Main or branch campus' as student, staff, or faculty. Student class schedules will be verified throughout the semester. **Failure to notify the Children's Campus that a class/classes have been dropped will result in the student rate being revoked, change of status fees being assessed, the staff/faculty rate being retroactively billed to your account, and possible disenrollment for non-affiliation and failure to notify of your change of status.**

    a. Students must provide a copy of their current class schedule each semester during registration to confirm UNM student status. Class schedules must be received by the posted deadline. For each month that we do not have a current class schedule on file, you will be responsible for paying the staff/faculty rate. No credits will be issued for previous months in which we did not have a class schedule on file. Failure to submit a current class schedule may result in forfeiture of the student rate or disenrollment for non-affiliation.

    b. To qualify for the student rate, the contracting person must be 1) registered for at least six (6) credit hours of undergraduate level classes; or 2) registered for three (3) credit hours of graduate level classes. The contracting person must also be paying for their tuition to the University either through self-pay, scholarship, financial assistance, or tuition remission. Classes may be non-degree, but must be for credit. Continuing Education classes do not count as an affiliation. A graduate student working on his/her doctoral dissertation must provide a letter from his/her college or department stating his/her status. Medical Residents and Fellows are not considered graduate students and do not qualify for the student rate.

    c. The contracting person must be enrolled for the fall and spring semester each year to maintain his/her student status.

    d. Students who were not enrolled for the required credit hours as specified in 2b must continue to be enrolled in a minimum of one (1) credit hour each semester in order to maintain affiliation and must pay the staff/faculty rate for each semester they are under-enrolled.

e. If summer is the first semester a child is enrolling at the Children's Campus, the contracting person must be registered for at least three (3) credit hours for the summer semester in order to qualify for the student rate.

f. If your child was enrolled at the Children's Campus in the spring and you are pre-registered for fall classes, you are not required to take a summer class in order to maintain your affiliation unless the summer semester will be your last semester at the Children's Campus. To continue to qualify for the student rate your fall schedule must meet the guidelines outlined in 2b.

g. If the summer semester is the last semester your child will be enrolled at the Children's Campus, the contracting person must be registered for at least three (3) credit hours for the summer semester in order to qualify for the student rate.

h. When the contracting person is graduating, that semester will be the last semester his/her child(ren) will be allowed to be enrolled at the UNMCC unless he/she registers for more classes as specified in 2b or becomes staff or faculty at UNM or any UNM branch campus.

3. The contracting person cannot be an alumnus, retiree, or professor emeritus of UNM unless he/she registers as a student, or is rehired as staff or faculty.

a. Staff and Faculty must provide a copy of a current UNM Lobo staff/faculty picture ID card, each semester, at registration to confirm UNM status. A copy of the required identification must be received by the posted deadline. Failure to submit the required identification may result in disenrollment for non-affiliation.

b. Temporary staff or visiting professors must maintain working status at UNM and show proof thereof each semester his/her child is enrolled at the Children's Campus as outlined in 3a.

c. Part-time staff or faculty must be employed at least .25 FTE.

Transitioning, Continuity of Care & Classroom Assignments

Transitioning is a term used at the UNM Children's Campus to refer to the process whereby new children are "introduced" into the Campus or when groups of children graduate to older classrooms. Transitions can be difficult for children. Teachers will make every effort to minimize the number of group, teaching staff, and classroom transitions experienced by your child during the day and program year. Teachers will

provide on-going personal contact, meaningful learning activities, supervision, and immediate care as needed in order to protect your child's well-being. In addition, the Children's Campus will make every attempt to maintain continuity of relationships between teaching staff and children and among groups of children.

A transition schedule is used to help facilitate your child's transition into the program or into a new classroom. Infants and toddlers must participate in a minimum of a one week transition prior to beginning enrollment in the program. Preschool children must participate in a minimum of two (2) – one (1) hour visits prior to beginning enrollment in the program. Parents may request to adjust the timeframe in order to better meet the needs of their child. Teachers will make every effort to work with the family in order to help ease the child's transition.

The UNM Children's Campus is nationally recognized for its five (5) year Continuity of Care model. In an effort to minimize transitions, all children are enrolled as part of a five year rotation. New rotations begin each August with three (3) groups of ten infants per classroom between the ages of six (6) weeks to eleven (11) months old and a core group of caregivers, including the lead teacher, assistant teacher and a childcare worker. As the children get older they transition to the next classroom as a group, along with their classroom teachers. This model provides children with consistency and allows children, parents, and teachers to build strong relationships.

While children's classroom assignments are the responsibility of the Director, this decision is made only after a consultation with parents and teachers. The Director takes into consideration all relevant information along with parental and teacher requests and makes a decision regarding each child's placement. Ultimately classroom assignments are made at the discretion of the Director. If the Director disagrees with either the teacher or the parent's recommendations, a follow-up meeting may be scheduled.

Fees and Billing

A contract is required for each family enrolled at the UNM Children's Campus and must be signed every semester. The parent who is affiliated with the University should sign the contract. The parent's signature attests to the fact that the parent has read and agrees to the content of the contract. The terms of the contract are irrevocable without a written approval from the Director. The contract may be terminated when a family gives thirty (30) days written notice of withdrawal. The initial security fee will be applied to the family's final childcare bill and credited to the contracting parent's UNM Bursar's account. ***The security fee will be forfeited if the family fails to give thirty (30) days written notification of termination of enrollment.***

Bills for the month are posted to your UNM bursar's account around the 10th of each month. You have 30 days to make payment. You should receive an email notification of these charges around the 15th of each month. If you have not received this notification from the bursar's office by the 30th of each month, please notify the Senior Operations Manager. Children's Campus statements showing specific charges for the month are also posted to your ProCare account and can be provided upon request.

You may make your payment on-line through LoboWeb at my.unm.edu; you may send your payment to the Bursar's Office, UNM, 1700 Lomas Blvd NE, Ste 1100, MSC01 1310, Albuquerque, NM 87131; or you can drop it off in person at the Cashiers office at the same location. In all cases, parents will be financially responsible for the current month's fee whether the child attends or not. Income Support Division (ISD) families are the exception as long as they maintain an active ISD contract and adhere to the terms and conditions of that contract.

At the end of each semester, outstanding accounts will be turned over to the Bursar's Office for collections. No parent may enroll a child for a new semester if an outstanding balance for that child from the previous semester exists.

There is no change in tuition for unexpected closures. The monthly rate is applicable whether the child is absent due to illness, vacation, or the program is closed for a holiday, weather closure, unplanned vacation days granted by the University President, or other unforeseen circumstances that result in closure.

Student Rate

The Children's Campus offers students who are taking a minimum of six (6) undergraduate level classes or a minimum of three (3) undergraduate level classes a 25% discount off of our regular staff and faculty rates. Details about eligibility for the student rate are outlined in the Children's Campus enrollment policy. Please see the rate sheet for the most accurate information regarding current tuition and fees.

Fees and Billing for ISD Clients

A current contract is required for each family receiving support from the Children, Youth, and Families, Income Support Division (ISD). The ISD contract is specific to your work and/or class schedule. Our contract is specific to an am, pm, or full time space. Parents are responsible for paying any additional charges for care that the UNMCC provides that are not covered by the ISD contract. Additional fees may include the semesterly administrative fee, late registration fees, overtime fees, and transportation fees and are the responsibility of the parent as they are not covered by an ISD contract. ISD contracts must be completely filled out by the parent before they can be signed by the Senior Operations Manager and sent to the appropriate office.

The Children Youth and Families Department remits payment to the Children's Campus for each ISD family the month following services. As such, copayments due to the Children's Campus are billed the month following services. Parents are responsible for paying the copayment indicated on their ISD contract in full in addition to any additional charges not covered by the ISD contract. Accounts must be kept current. Failure to maintain the account in good standing will result in disenrollment for non-payment. It is also the parent's responsibility to ensure that their ISD contract is current and for renewing the contract before it expires in order to avoid a lapse in coverage. In the event that an ISD contract has lapsed, the parent will be responsible for paying a security fee, registration fee, and 100% of the regular Children's Campus tuition rate for their child in lieu of their copay for all months not covered by an ISD contract.

You must remember to sign in and out everyday both on the computer in the office as well as on the attendance sheet in the classroom (this must include the time and your initials). This is especially crucial since ISD requires that we document the exact number of hours your child is attending each day. We adhere to the rate structure mandated by the Children, Youth & Families Income Support Division.

Financial Aid

UNM Children's Campus tries to make its services relatively affordable to student families. We do this by requesting money each year from Student Fees which allows us to discount the fees paid by student parents below the actual cost of care. While the Children's Campus doesn't offer any financial aid, financial aid may be available for qualified families through the following offices:

- The NM Department of Children, Youth and Families Income Support Division was developed to assist low income and "otherwise eligible" parents to pay for their childcare expenses. If you believe that you might qualify call 841-2986.

- The NM State Legislature allocates funds to be distributed to low income and otherwise eligible student parents to help pay for their child care expenses. Availability of these funds is not announced. You must fill out a Financial Aid Application, available through the Financial Aid Office, to be eligible for this grant. Awards are usually announced in September-October.

In addition, the University of New Mexico provides the Children's Campus with a number of in-kind contributions that benefit the entire organization and allow us to keep all parent fees as low as possible.

Early Drop-Off or Late Pick-Up

UNM CHILDREN'S CAMPUS

Parent Handbook

AM, PM, Early PreK and PreK children are allowed to stay overtime only on a case by case request. We understand parents have emergencies and sometimes need extra time outside of their contracted hours and will attempt to accommodate your requests as space allows. All times outside of your regularly scheduled hours must be approved by the administrative staff. Overtime rates will apply only for time approved before or after your contracted time. Failure to request additional hours and receive approval for overtime will result in your account being billed either an early drop-off or late pick-up fee. Each classroom is limited to a set group size and cannot violate State Licensing regulations or the standards set by the National Association for the Education of Young Children.

All requests for regular overtime must be submitted and approved in writing each semester. Every semester is different and we cannot always honor these requests because of the demand for space. All overtime is based on the current rate sheet. **These policies do not change the 5:30pm pick-up rule.** If the number of overtime hours each month becomes excessive, the Director may require an official schedule change or that alternate arrangements be made.

If you are enrolled in the Early PreK program: overtime for the morning is considered anytime outside of 7:30am – 12:30pm for the morning session or 12:30pm – 5:30pm for the afternoon session. If you are enrolled in the PreK program: overtime for the morning session is considered anytime outside of 9:00am and 3:00pm. Due to the nature of the Early PreK program we are limited in our ability to accommodate children after 12:30pm if they are not already scheduled for that time slot.

The staff at the UNM Children's Campus is very serious about the 7:30am or 12:30 p.m. drop-off times and the 12:30 p.m. or 5:30 p.m. pick-up time. If you arrive before your contracted time, your child is welcome to visit the classroom, however you must remain in the classroom with your child until their scheduled drop-off time at which time you may then sign them into the classroom. When picking up, if you are unavoidably detained you are required to call in advance to notify us of your late arrival. At 5:30 p.m. any children still signed into their regular classroom will be transitioned to our Room 1, our closing classroom. You will be billed as follows for both early arrivals and late-pick ups:

EARLY DROP-OFF FEE: $10/child for every five minutes or portion thereof, starting prior to 7:30 am (i.e. 7:29 =$10; 7:24=$20) or 9:00 am (i.e. 8:59=$10; 8:54=$20) for children or prior to 12:30 pm for PM children. (i.e. 12:29=$10; 12:24=$20)

LATE PICK-UP FEE: $10/child for every five minutes or portion thereof, starting at 12:30 pm (i.e. 12:31=$10; 12:36=$20) for AM children or 5:30 pm for PM and Full Day children. (i.e. 5:31=$10; 5:36=$20)

If there are more than 2 early drop-offs or late pick-ups each semester, we will consider disenrolling your child. Having parents arrive outside or their contracted drop-off and pick-up times has the potential to place the center out of compliance with State Licensing and Accreditation ratios.

Picking Up and Dropping Off Children

You must fill out our Standing Order for Pick-Up form each semester to authorize individuals other than the contracting parent to pick up your child. This will alleviate miscommunications and expedite safe transportation of your child. Any authorized person picking-up your child(ren) must be at least 18 years old.

Written permission must be given to the front office if anyone other than those listed on your child's standing orders is to pick up your child. In case of emergency, a phone call will be accepted before the other adult arrives. You must identify yourself with a banner identification number before we will confirm anyone else picking up your child.

All visitors must stop in the front office before going to the child's room. The adult must present a picture ID. We **WILL NOT** release a child to someone who has not been authorized to pick him or her up. Remember, the emergency contact list on your contract gives us permission to call someone of your choosing only if we cannot find you in an urgent situation.

Under the laws of the State of New Mexico, both parents may have the right to pick up their child, unless a court document restricts that right. The enrolling parent, who chooses not to include the child's other parent/legal guardian on the contract, standing orders and other Center paperwork, must bring in official proof of or file an official court document (e.g., current restraining order, sole custody decree, or divorce decree stating sole custody). Without that document, the center may release the child to either parent, provided that parent documents his paternity/her maternity of the child.

Please do not forget to sign in and out when picking up and dropping off your child both on the computer in the office as well as in the classroom. There is a fee each time you forget to do so. Please refer to the rate sheet for current fees. You must initial the attendance sheet in order for us to be able to accurately complete a meal count and attendance report for the Children, Youth & Families Nutrition Bureau.

When dropping off multiple children or going to the bathroom, parents may not leave a child unsupervised in the courtyard, in an unattended classroom or playground, or in the office. Children may not be sent into the center or out to the parking lot for a forgotten item by themselves. **All children must be under the supervision of either a parent or Children's Campus staff at all times while on the premises.**

UNM CHILDREN'S CAMPUS

Parent Handbook

In accordance with the Public Health Licensing Authority, and the Children's Code of the State of New Mexico, all staff of the UNM Children's Campus are required to report any incidents that may fall within the definition of child abuse and neglect. We are therefore mandated to use every discretion and precaution in releasing a child into the custody of an adult who exhibits physical manifestations of impairment (i.e. operating under the influence of alcohol or other substances).

Our first obligation is to the safety of all children in our care. Releasing a child into a potentially hazardous situation would constitute endangerment. It is our policy, therefore, that we will not release a child into the care of any person whom we deem too impaired to safely transport and/or care for that child. We will make every effort to locate an alternate person to pick up the child from the emergency numbers provided by the parents. If an angry or hostile situation occurs we reserve the right to contact the UNM Campus Police to ensure the well-being of our staff and children.

Contracted Space

Parents have an opportunity to contract for an AM (7:00-12:30), PM (12:30-5:30), or Full-Time (7:00-5:30) space. We also offer flexible scheduling in our preschool classrooms (please see rate sheet for options and fees). You may request a change in your child's space anytime during the year but the request must be in writing and dated. We will only honor these requests as space becomes available by order in which requests are received.

Once you have contracted for a space in the program, (i.e. PM space in the Dessert Willow room on Monday, Wednesday, and Fridays) if you come any other days, you must pay for the extra time. You cannot automatically trade days because the enrollment on Tuesdays and Thursdays may be full. If you need to trade days, you must make a request in the front office so that it can be determined if there is room for any alternate days. On rare occasions, when space is available, preschool and school age children have the opportunity to utilize drop-in care. A child is no longer considered drop-in if they attend more than 11 days out of the month. Once they exceed this number, they must conform to and be charged for a regularly contracted space.

Schedule Change Fee

Parents who wish to change their child's days or times of enrollment at the UNM Children's Campus after the contract for services has been signed for the semester, must submit a request to do so a minimum of two weeks in advance of the proposed change. All schedule changes are subject to a change fee of $50.

Parents will be notified in writing if the new schedule is available. A schedule change will not be considered final until a new contract for services is signed. If the requested

schedule is not available parents may choose to continue with the current schedule until such time as the requested schedule becomes available, or may choose to withdraw their child from the program.

Change of Status Fee

Parents who wish to change their affiliation from staff/faculty to student or student to staff/faculty after the contract for services has been signed for the semester will be subject to an Affiliation Change Fee of $50.

Directions for Income Eligibility Application

The UNM Children's Campus participates in the Child and Adult Care Food Program (CACFP) administered by the United States Department of Agriculture. In order to comply with the requirements of the CACFP, parents are required to complete this form each semester at the time of registration. This information is necessary to decide the level of CACFP reimbursement the Children's Campus is eligible to receive for the meals served to children in our program. This form will be placed in a file and treated as confidential information. All children in our program receive their meal free of charge, but the determination of eligibility category affects the amount of Federal funding received by us.

1. Fill out name and age of all children enrolled at the Campus.
2. List all household members. Do not include names of children listed above.
3. You are required to fill out this portion if your household income falls within the specified USDA standards.
4. Sign.

School Transportation

The UNM Children's Campus provides transportation to Monte Vista and Montezuma Elementary Schools. Because there is a limited amount of space on the Campus bus, transportation is secured on a first contracted, first served basis. There is a charge each month for this service for either one-way or round trip service per child. Please see a rate sheet for current information regarding fees.

In order for our transportation services to work effectively, parents must take responsibility for the following:

1. Notify the Children's Campus of your child(ren)'s APS classroom number and teacher's name.

2. Notify the Children's Campus of your school's exact schedule. This includes alterations to the schedule (e.g. for field trips, holidays, parent/teacher conferences, etc.)
3. Notify the Children's Campus when we are not to transport your child. There will be a monetary penalty each time we are not notified.
4. Bring your child to the Children's Campus in time to transport them on the bus. Children need to be at the Center no later than 8:15 a.m. If you have missed this deadline, you will have to provide your own transportation for your child.
5. Encourage your child to get to the bus quickly at the end of the school day so as not to delay picking up other children.

If the streets are so treacherous that APS has decided to close school early, we will not have bus service. Parents are responsible for picking up their children on these days. If schools are on a 2 hour delay, the UNMCC transportation to schools in the morning is cancelled.

Parking

The UNM Children's Campus is located within the North "Q" parking lot. Parents may park in our 30-minute drop-off zone. If you will be longer than 30-minutes, you may be ticketed and even towed by campus police unless you have a "Q" Lot parking permit.

Special parking permits are available to parents each semester, at the discretion of UNM Parking Services, to allow parking in the reserved spaces along our east fence line. In order to be eligible to park in these spaces, you must already have a North "Q" parking permit. Both the special permit and your "Q" parking permit must be displayed at all times to avoid being ticketed. See the front office for additional information.

Please exercise extreme care with your children in our parking lot. At pick-up and drop-off time, this parking lot is a very busy place and your child(ren) will need your careful attention in order to keep them safe.

Our parking lot is UNM property so we ask that no child be left alone in the car while picking up or dropping off other children. Because our lot is easily accessible to anyone, it is not safe to leave your child(ren) unattended in the car. It is also dangerous to leave the car engine running while picking up a child. We have had incidents of theft in our parking lot. DO NOT LEAVE VALUABLES (i.e. purses, cell phones, etc.) in your car.

Children's Campus Closings & Snow Days

Closures are built into the rate schedule and no credits or adjustments will be made to monthly charges.

Closures

The UNM Children's Campus is closed on the following days: New Year's Day, Martin Luther King Jr.'s Birthday, Memorial Day, Independence Day, Labor Day, Thanksgiving (Thursday & Friday) and the week of Christmas to the end of December, (please check your current calendar for exact dates).

The Campus also closes for one (1) day between the summer and fall semester for staff in-service training, two (2) days in October for parent/teacher conferences as well as three (3) days during UNM's Spring Break for staff in-service training (please check your current UNM Children's Campus calendar for exact dates).

Snow Days

During times of inclement weather watch KOB channel 4 or check our website at childcare.unm.edu for details on specific UNM Children's Campus delays and closures or call 277-SNOW. Continue to call the UNM Snow line and listen to the entire message as it announces changes for classes and administrative offices separately. The UNM Children's Campus adheres to the following schedule during inclement weather:

1. If UNM classes are on a delayed schedule, the Children's Campus is still on a normal schedule and will open at 7:00 am.
2. If UNM cancels classes, the Children's Campus is still on a normal schedule.
3. If UNM puts administrative offices on a delayed schedule the Children's Campus will be on a delayed schedule. For example, if UNM is on a 2 hour delay, the UNMCC will open for children at 9:00 am.
4. If UNM cancels classes and closes administrative offices, the Children's Campus also closes.
5. If UNM closes administrative offices after the Children's Campus has opened and accepted children, the center will close and we will not accept any additional children. Parents whose children are at the center will be notified of the closure and asked to pick up their child as soon as possible. If we are unable to contact you, we will call those individuals listed on your child's emergency contact list. The center will officially close after the last child is picked up.

Leave of Absence

A leave of absence is available for families leaving the Campus for a minimum of four (4) weeks but not more than two (2) semesters. It is the parent's responsibility to provide us with updated information during this time. There is a non-refundable fee for each semester a child is placed on a leave of absence. Please see the rate sheet for current fees. All extension requests must be made in writing and can be submitted via email to weecare@unm.edu.

Placing your child on a leave of absence allows the child to have first priority for the next opening in his/her age group when he/she is ready to return, although a spot is not guaranteed. Re-instating your enrollment is generally very difficult. Be sure to take this into consideration when requesting a leave of absence. If multiple children in a classroom are on a leave of absence at the same time, the requests to return will be prioritized as follows: 1) Any family that has another sibling currently enrolled (not on a leave of absence); 2) The family that requested the leave of absence first; and 3) The space available to be filled.

All parents taking a leave must submit in writing the dates for the leave of absence. ***This must be done at least two (2) weeks in advance***. This leave is available year round. Keep in mind that while your child is on a leave of absence siblings that are on the waiting list will no longer be eligible for sibling priority. The security fee will be held when a family is taking a leave of absence. If the leave is for longer than a month, it will be the family's responsibility to sign a new contract thirty (30) days before the date of return. If this is not completed, both the space and the security fee will be forfeited.

Dismissal Policy

The UNM Children's Campus strives to meet the needs of all of the families that use our services. Unfortunately, in some instances this is not possible. The UNMCC's contract for services is renewed each semester based on a number of factors, including whether or not the Children's Campus is best able to meet the needs of an individual child. Situations that may be grounds for dismissal from the program include but are not limited to:

- If you choose not to allow your child to participate in observations, projects and field experiences as outlined in the Academic Connections section of this handbook, the Director will require disenrollment.
- A child that is not able to adjust to a group childcare setting. After meetings with the parents, the child's participation at the Center may need to be limited or curtailed by the Director.
- Noncompliance with Center policies is grounds for immediate termination of services.

- Any fraudulent, false or misleading information provided to the Center regarding your student status, enrollment units, child custody agreements, emergency contacts, or household income is grounds for immediate termination of services.
- Failure to provide the required registration paperwork each semester by the posted deadline.
- The UNM Children's Campus requires that all children enrolling for services receive a complete health evaluation and have current immunizations prior to entry into the program. Failure to comply with this requirement within six (6) weeks of enrollment could result in immediate termination of services
- If your account becomes delinquent, your child will not be able to attend the Center until payment has been received in full. Nonpayment is grounds for immediate termination of services.
- At the point where despite our best efforts, we are no longer meeting the needs of a family, the Director has the authority to pursue disenrollment.
- If the situation between divorced/separated parents becomes administratively disruptive to the Center, the Director has the authority to discontinue services.

Parental Disputes

When there is a parental dispute between separated or divorced parents/legal guardians about issues involving a child in relationship to the Center, this issue should be immediately brought to the attention of the Director. It is our responsibility to provide your child with a quality early learning experience and to support their social and emotional well-being. As such, the UNM Children's Campus will act as a neutral party and will not side with one parent over the other. In addition, UNM's University Council may be consulted at any time to provide guidance and support to the Children's Campus.

A child's pick-up and drop-off schedule often becomes a point of contention during parental disputes. Occasionally one parent/legal guardian will request that we not allow the other parent/legal guardian to pick-up or have access to their child. **We cannot legally prevent a parent/legal guardian from picking up or having access to their child without appropriate court paperwork.** Once court documents are submitted to the Children's Campus, they immediately override any of our in-house paperwork. This includes standing orders.

In situations where court paperwork is on file but the court's intention is unclear, it is not the responsibility of the Children's Campus to infer what the intention was. Parents/Legal Guardians will be required to provide clarification of the terms and conditions outlined by the court. This can be done through 1) an agreed upon calendar that clearly states the days and times that each party is authorized to pick-up the child or 2) a court document clarifying the specific days and times that each party is authorized to pick-up and drop-off the child. At the discretion of the Director, the child

may not be allowed to attend the Children's Campus until an agreement has been reached and this documentation has been received.

If a parent/guardian violates the conditions outlined in the court paperwork as it pertains to the Children's Campus or in any way compromises the safety of the child, other children and families in our program, or center staff; UNM Campus Police will be called immediately. Depending on the circumstances surrounding the incident, the Children Youth and Families Department may also be notified. This situation places everyone in a difficult position and often compromises the emotional well-being of the child. We respectfully request that parents/legal guardians do not place the child, other children and families in our program, or the UNM Children's Campus in the middle of their dispute.

Access to a child's file, including but not limited to a child's developmental evaluations, financial records, medical records, and attendance records will be given to the Contracting Parent as listed on the current contract, unless we receive written notification otherwise. Any requests for court mandated information will be honored accordingly, which may include review through UNM's University Council. Any requests for copies of your child's record must be in writing. The Contracting Parent may provide written authorization for a release of information to the Children's Campus. Access will also be granted upon receipt of documentation from the court authorizing access to these records. Depending on the scope of information required, we require a minimum of a 24 hour processing time for each request. The UNMCC reserves the right to withhold the release of information in a child's file if the contracting parent is carrying a past-due balance for the child's account. This may include attendance information, billing and payment history, developmental screenings, anecdotal records and other information regarding the child's time at the UNMCC.

It is our intention to provide your child with the best possible care and experience while at the Children's Campus. The Director will make every attempt to work with your family so that the transition between home and school can be a smooth one for everyone involved. If the situation becomes administratively disruptive to the Center the Director has the authority to discontinue services. Additionally, if for any reason a parent becomes irate; disrespectful; or in any way verbally or physically abusive with Children's Campus staff, families, or children, the Center Director has the authority to discontinue services immediately.

Withdrawal

To withdraw from the Children's Campus, a written notification must be submitted to the Director, thirty (30) days in advance. The family is responsible for any tuition and fees from the date of the written letter to exactly thirty (30) days later. In order for your security fee to be credited to your account, the Children's Campus must have received

thirty (30) days advance notice and the child care balance on the account must be paid in full. If we do not receive thirty (30) days advance notice in writing, your security fee will be forfeited. If the security fee is not claimed within one (1) year from the date of withdrawal, the fee will be forfeited.

Procedure for Feedback/Concerns

The staff and administration appreciate hearing your positive and constructive feedback. If you have concerns regarding your child's experience at the UNMCC you can talk with your child's classroom teacher or one of our administrators. We ask however, that these discussions do not disrupt or take attention away from the children. You are also welcome to submit your feedback/concerns to the Director in writing. In some instances you may be requested by the Director to submit this information in writing to facilitate the growth of the program.

If you are dissatisfied with the way a problem has been handled by UNMCC staff, you may direct your concerns, in writing, to the Associate Vice President for Student Life, then to the UNM Vice President for Student Affairs. In addition to these UNM Resources, you may also contact the New Mexico Children, Youth and Families Department (CYFD). The licensing authority generally acknowledges complaints within fifteen (15) working days of receipt. The UNMCC and the complainant shall be notified of the results of any investigations.

We understand you may not always agree with our program's policies, but in signing your contract you acknowledge that you have read this Parent Handbook and understand and agree to our policies..

Cell Phone Use at the Children's Campus

The time spent with your child during drop-off and pick-up is important in helping them to feel secure and in sharing the many things they did during the day. This is also an important time for communication between parents and teachers. In order to facilitate these interactions, the Children's Campus considers any space that is used by the children as a cell phone, and hands free device free zone. We ask that you support us in our effort to maintain a child-centered environment and refrain from using your cell phone or hands-free accessories while at the Children's Campus especially in spaces utilized by the children.

Photography/Video

Throughout the course of their time at the Children's Campus, children may be video-taped or photographed inside the classroom for the program, research, advertising and

news reports. Parents will always be asked for written permission allowing their child to be photographed as part of our "Informed Consent". Parents will also be asked for written permission for any published photos. Photographs and videos are an essential part of the program as a means to share the life of the classroom with the community of children and families, to observe children's engagement with the program, and to document the program for licensing and national certification such as NAEYC. Because of the ease of transmitting photos and videos through available technology, we want to be especially cognizant of protecting children's privacy.

We ask that if parents want to photograph or video-tape their own children while in the classroom that they do not photograph or video-tape other children. We want to protect children's privacy when they might be having a difficult day, even if the parent is not aware of it. On the other hand, when we are gathered for community events and there is no expectation of privacy, parents are welcome to photograph or videotape children. Still, we ask that these photos or videotapes not be transmitted electronically. It is to be understood that such photos are not to be forwarded on to other persons, to be posted on social networking sites such as Face Book, to be posted on photo sharing sites, or in any way modified or published in hard or electronic copies.

Smoking, Firearms, Alcohol, Illegal Drugs & Controlled Substances

The University of New Mexico and the Children's Campus are a Tobacco-Free Campus (UBPPM Policy 2250). Smoking is not permitted on the premises including in the facility, outdoor play areas, and the 30 minute drop-off and pick-up area. **Smoking within the view of the children is prohibited.** If you do smoke, you may only smoke in the University designated areas, out of the view of the children and clean up after yourself.

Firearms, alcoholic beverages, or non-prescription controlled substances (drugs) are prohibited on the premises or in vehicles. Possessing or knowingly permitting these items, including illegal drugs or non-prescription controlled substances, to be possessed or sold on the premises at any time regardless of whether children are present is prohibited and may result in disciplinary action up to and including termination. Due to the nature of their duties, Campus Police and Albuquerque Police may carry firearms onto the premises.

Environmental Hazards & Use of Pesticides

The University of New Mexico and the UNM Children's Campus has measures in place to monitor and protect children and adults from environmental hazards such as air pollution, lead, and asbestos, according to public health requirements. All Children's Campus buildings have been tested and been found to be free of lead, asbestos, and radon. In addition, playgrounds are regularly inspected for safety hazards and other

potential problems. This information is maintained by the University's Safety Health and Environmental Affairs (SHEA) department, Risk Management and the University's Physical Plant department (PPD). For more information regarding specific test results please contact the Director or the Senior Operations Manager.

In addition, the Children's Campus maintains its facilities so that they are free from harmful animals, insect pests, and poisonous plants. The least hazardous means are used to control pests and unwanted vegetation and all pesticides and herbicides used are applied according to the manufacturer's instructions when children and adults are not present and in a manner that prevents skin contact, inhalation, and other exposure.

Further, in order to protect children and staff from exposure to high levels of air pollution from smog or heavy traffic, the Children's Campus administrators on occasion will limit outdoor and physical activity as a precaution during smog or other air pollution alerts. The New Mexico Environmental Health department will be contacted in order to make a determination regarding air quality at 505-768-1972.

Clothing

Parents are asked to provide their child with an extra set of clothing, including extra underwear and socks, as well as a hat to shade them from the sun year round. During colder weather, please send your child with warm clothing including a thick jacket, hat, and gloves or mittens. All clothing must be labeled with your child's name. During warmer weather, please send your child in clothing that will protect them from the sun.

It is important to always dress for the weather as the children will play outside daily. Your child should also dress in clothes that are comfortable to play in and are okay to get dirty. Your child may get paint, markers, or other materials on their clothing. Occasionally, despite using washable materials, it does not come out of your child's clothing. Unfortunately, due to budget constraints, we cannot replace any lost or damaged clothing, including items that become stained.

We recommend that your child wear comfortable, closed-toed shoes. If your child chooses to wear a sandal or flip-flop, we ask that you have an extra pair of closed-toed shoes available in the classroom.

Toys from Home

To make drop-offs easier, you can bring toys from home and the Teacher will help your child put them away. Too often toys become tools for social manipulation and occasionally children or parents can feel badly because they are unable to provide similar toys. We have an ample supply of play equipment at the Children's Campus that belongs to all of us.

Transitional objects are welcome at the Children's Campus. These are personal items from home which remind the child of their loved ones. These objects are transitional objects that transform into a toy around 3 ½ years on average. You will know when this happens because your child will be willing to share this item or he/she will become very casual about leaving the item lying about. This can be an awkward time for your child. Please talk with your child's Teacher about how we will handle this time in the classroom. Keep in mind that the Children's Campus will not replace a lost or damaged toy.

Babysitting

It is not the mission of the UNM Children's Campus to provide childcare for families in any location other than the Center during normal hours of operation. Therefore Lead Teachers, Assistant Teachers, and Childcare Workers are not allowed to baby-sit for children enrolled at the UNM Children's Campus. It is important that the Center maintain a professional environment for providing childcare for the children. Separateness of home and Center is a component of the professional environment. When professional early childhood educators are employed as babysitters for children in their classrooms, the roles of teacher and babysitter become blurred in the minds of children, their parents, and occasionally, the teachers themselves. Because the roles of teacher and babysitter are considerably different, expectations of children and their parents regarding the kind of service provided often becomes confused. This can produce friction in the child's home and can produce difficulties in our classrooms and can lead to a conflict of interest. If staff members are involved in the care of a child both at the Center and the child's home, there are risks of emotional involvement that can lead to conflict either for the child, the teacher, the parent, or all three. This can also affect other staff members, parents and children at the Center. We do not want to hamper the warm and caring role of our teachers, and therefore we need to maintain our ability to provide care in a conflict-free environment.

Additionally, in the early childhood profession we have worked very hard to counteract the misimpression that teachers are babysitters. The UNM Children's Campus for Early Care and Education employs only fully credentialed early childhood educators, and we do not want to create any misunderstandings with our children and their parents.

Student staff is permitted to babysit for children enrolled at the UNM Children's Campus, however, staff will never give out a student's contact information to a parent. If you choose to hire a UNM Children's Campus student staff for paid services, please be aware that we can offer neither referral nor recommendation services. You are solely responsible for recruiting and screening any and all potential home care providers, and neither the center nor the University shall have any responsibility whatsoever for the performance or actions of an individual you choose to hire outside of the Center.

Student staff is expected to keep anything that they hear while babysitting confidential. This information will not be discussed at the UNM Children's Campus. Conversely, the student staff will not discuss anything that pertains to the UNM Children's Campus while babysitting outside of the Children's Campus. Any arrangement for childcare that does not take place as part of the normal operations of the UNM Children's Campus is considered a private arrangement between the parents and the individual student staff member. No such private arrangement shall be made during a staff member's work shift, and no such arrangement may interfere with a student staff member's job responsibilities or performance. Parents and staff should understand that a baby-sitting arrangement is not within the course and scope of the student staff member's duties and that student staff members are free to either accept or reject such requests from parents.

Daily Schedules

The UNMCC opens each day at ***7:00 am*** in the Juniper Room (Room 1), for children in the ***toddler through school-age program***. Children in the ***Cholla and Piñon Rooms*** can only be dropped off after ***7:30 am.*** We are unable to take them in the early morning program. If you and your child arrive before 7:30am please go to the Juniper Room. After 7:30 am please take your child to his/her assigned room.

Daily schedules are posted in individual classrooms. The infants' schedules will be more individualized than those in the other classrooms. Check with your child's teacher about your classroom's daily routine. Our traditional program ends at 5:30 pm each day. All classroom routines are predictable but flexible and allow adequate time for transitions to occur.

Absences

It is important that your child's teacher is informed if your child is going to be absent from the Children's Campus for any reason. This can include absence for illnesses, trips, and occasional "just for fun" days off. For parents whose child rides our bus, please be sure to notify office staff with any transportation changes (i.e. you're going to pick your child up from school or your child stayed home from school). If you fail to notify us regarding changes to your child's transportation schedule, there will be an additional fee (see rate sheet for current fees).

Pre-Registration & Registration

Three times per year we ask parents to confirm a space for their child so we can determine how many slots will be available to families on the waiting list. This is

considered our semester pre-registration time. Registration is available in July for the Fall semester, in November for the Spring semester, and in May for the Summer semester. In the Fall and Spring we require a copy of students' class schedules; staff are required to bring UNM picture ID each semester.

The week before school starts each semester we require all parents to sign new contracts. This is the formal registration time. A $25 late fee will be charged for all contracts that are not signed during this formal registration time.

We ask that you look over your contract carefully for correct addresses, phone numbers and banner identification numbers. State licensing requires that we have two (2) local people other than you or your partner or spouse (with different phone numbers) as contacts in case of an emergency. Any changes made to the contract outside of this formal registration time are subject to the change of status fee.

Parent/Child Orientation

All children offered enrollment at our Center must follow a transition schedule prior to formal acceptance in the program. The time frame of the transition varies depending on age. Please refer to your registration packet for the appropriate schedule. If you have scheduling conflicts with the pre-determined schedule please meet with your child's teacher or an administrator.

Near the beginning of each semester the Campus will host a family potluck. All new families to the UNMCC and those who enrolled after this event during the previous semester are required to attend an orientation that follows the potluck. This orientation provides an overview of UNMCC policies and procedures.

A Typical Yearly Calendar

The calendar of the UNM Children's Campus is largely determined by the broader UNM calendar. The following is a typical yearly calendar:

AUG
- School-Age Summer Camp Program ends
- Fall Registration for all classrooms
- Week of Infant/Toddler Room Exchange and Preschool transitions
- First day of APS for children 1st grade and up
- Kindergarten Orientation and Ice-cream Social (Kindergarteners only)
- Center Closed for In-service
- Children's transitioning begins for new families
- First day of APS Kindergarten
- First day of UNM's Fall Semester
- PreK and CCAMPIS begin for the semester

	Fall Potluck Orientation for parents of new enrollees
SEP	Center Closed for Labor Day Fall Book Fair
OCT	Fall Break – Center Closed for Parent Teacher Conferences
NOV	Center Closed for Thanksgiving (Thursday & Friday)
DEC	Final Exams UNM Fall Semester Ends PreK and CCAMPIS end for the semester Center Closed for Winter Break
JAN	Center reopens following Winter Break APS classes resume Registration for returning children Center Closed for Martin Luther King Jr.'s Birthday UNM's first day of Spring Semester classes PreK and CCAMPIS open for the semester Spring Potluck
FEB	
MAR	UNM Spring Break – Center Open Monday and Tuesday Center Closed for In-service (Last 3 days of Spring Break) Registration for School-Age Summer Camp program for existing families
APR	Play Celebration Spring Book Fair Request for enrollment changes for upcoming semester Registration for School-Age Summer Camp program open to the community
MAY	Final Exams PreK and CCAMPIS end for the semester Last Day for APS Summer Registration Center Closed for Memorial Day
JUN	UNM's First Day of Summer Semester Classes School-Age Summer Camp program begins

CCAMPIS begins for the semester
Summer Potluck
Orientation for parents of new enrollees

JUL
Center Closed for Independence Day
Last day of UNM's 1st 4-week term
UNM's 2nd 4-week term begins

It is important to recognize that no two semesters are identical, so please refer to the UNM Children's Campus' calendar and signs posted around the UNMCC. The calendar is provided to you during registration each semester. If you would like another copy at any time, please contact the front office staff.

Open Door Policy

The Children's Campus maintains an open door policy. Families are encouraged to visit the facility at any time and to participate in their child's classroom and other events hosted at the Center. We also encourage any questions, concerns or feedback that you may have in regards to the program.

We do ask that parents refrain from entering the kitchen without a staff escort. The kitchen staff works very hard to ensure that nutritious meals are ready for the children on time. Unexpected visitors can disrupt the flow of the kitchen and impact the timeliness of the children's meals.

We would also request that families refrain from entering the staff lounge out of respect for our teaching staff. When in the classroom, your child's teacher expends a great deal of energy to ensure that the children have the best possible learning experience. Classroom teachers use the lounge as an area to relax, take some time away from the demands of the classroom, and collaborate with their peers. When parents or children use the lounge to access other parts of the facility, to relax, or to check their email, it can be disruptive to teachers who are on their breaks.

Parent Participation

The time you are able to spend in the classroom reading or having lunch with your child is invaluable. We would also encourage parents to join us when we go on field trips or to share your talents or skills in the classroom. In addition, we appreciate if you remember us when you are recycling plastic bags, yogurt containers and any other items that can be used in the classroom or may appear on the classrooms wish list.

CHILDREN'S CAMPUS

Parent Handbook

Building Relationships

Building strong relationships with children and families is the cornerstone of the Children's Campus philosophy. It is our goal to foster positive relationships with families by demonstrating respect, engaging in frequent conversations, and expressing warmth through behaviors such as eye contact, tone of voice, and smiles. The needs, questions and requests will be responded to promptly and in a developmentally appropriate manner that establishes a secure base for the child and provides comfort, support, and assistance. Teaching staff will encourage and recognize children's work and accomplishments in a positive manner. Efforts will be made daily to engage in meaningful and extended conversations with each child on a one-on-one basis.

Parent Communication and Involvement

It is our goal to build strong relationships with each family enrolled at the UNMCC. Teachers will be working in collaboration with families, establishing and maintaining regular, on-going two-way communication as a way to learn about a child's individual needs and ensure a smooth transition between home and school. The teacher will make an effort to become acquainted with each child and learn more about their individual family structure; preferred child-rearing practices; and other information that you are willing to share with us regarding linguistic, racial, religious, and cultural backgrounds.

Teachers will maintain documentation of a child's individual experiences and progress in the classroom. Families are invited and encouraged to review their child's information whenever they have a few minutes. The information will include formal educational or developmental assessments or evaluations and anecdotal information contributed by the staff that works with each child.

Classroom teachers will communicate daily with families regarding your child's day, including activities, developmental milestones, shared care giving issues, and other information that affects the well-being and development of individual children. In addition, each classroom will have a parent board where teachers will place important information for individual children and families. Parents should check the parent board daily for messages.

A minimum of twice a year Lead Teachers, Teacher Aides and Childcare Workers will conduct family/teacher conferences and speak in depth with each family about how their child is doing at the UNM Children's Campus and to discuss the various observations they have made regarding the child's development. These conferences are in addition to the daily informal conversations teachers have with families. Occasionally UNMCC staff will have questions or concerns that they wish to communicate with parents.

Sometimes parents or guardians will have similar questions or concerns. Should these arise additional parent/teacher conferences may be arranged to discuss how to best address each child's needs.

We consider communication and collaboration with parents and families to be one of the most important aspects of our work at the UNM Children's Campus. We have an open door policy and encourage parents to visit the classroom at any time. Parents may choose to stay with their child in the morning, join us for lunch or help out at nap-time.

Observers and Visitors to the Classroom

As part of a University Campus, the Children's Campus provides the opportunity for University students and staff to observe and train. For these purposes, two of the UNM Children's Campus classrooms have an observation room which is open for use. All other classrooms may also be used for observation; however administrators may limit the number of observers or visitors in the classroom at any one time out of respect for the children.

Any person, other than a parent coming into the Children's Campus is required to sign in at the front office and to wear a name-tag. All observers and volunteers must first be cleared by the Senior Operations Manager. All visitors must be escorted to the classroom by office staff.

The Children's Campus encourages parents and families to visit regularly. Families are encouraged to spend time in the classroom at their convenience. We also encourage prospective parents to visit at any time to learn more about our program

Community Collaborations

The UNM Children's Campus believes in the importance of building collaborative partnerships within the community. We work with a number of organizations in order to provide the highest quality of service to our children and families. For this reason, the Children's Campus works closely with organizations such as Alta Mira, Child Find, Albuquerque Speech and Hearing, Albuquerque Public Schools in the IEP process, Social Workers, and other professionals spanning a number of disciplines. These community partners are used as a resource and are often called in to offer support to staff, children, and families.

Parent Substitutes

Following an employee orientation parents can sign up to be a substitute childcare worker for specific blocks of time. Instead of cash remuneration the value of the contribution will be deducted from their childcare bill. Parents will be remunerated at the

same rate per hour as our student staff. Parents will not be scheduled to work in their child(ren)'s classrooms. The same standards and expectations of student staff will be applied to our parent substitutes.

Classroom Communication

It is our goal to build strong relationships with each family enrolled at the UNMCC. Our teachers work in collaboration with families, establishing and maintaining regular, on-going two-way communication as a way to learn about a child's individual needs and ensure a smooth transition between home and school. It is our goal to become acquainted with you and learn more about you're your family structure; preferred child-rearing practices; and other information that you may wish to share with us regarding linguistic, racial, religious, and cultural backgrounds.

The UNMCC will schedule regular parent/teacher conferences twice a year to share information regarding your child(ren)'s experiences and development both at home and at the UNMCC. Occasionally UNMCC staff will have questions or concerns that they wish to communicate with parents. Sometimes parents or guardians will have similar questions or concerns. Should these arise we will arrange additional parent/teacher conferences to discuss how to best address each child's needs.

Each classroom maintains documentation on a child's individual experiences and progress in the classroom. We invite and encourage parents to review their child's information whenever they have a few minutes. The information includes formal educational or developmental assessments or evaluations and anecdotal information contributed by many people who work with your child.

Classroom teachers communicate daily with families regarding their child's day, including activities, developmental milestones, shared care giving issues, and other information that affects the well-being and development of your child. In addition, each classroom has a parent board where teachers place important information for individual children and families. The parent board should be checked daily for messages.

In addition, many classrooms hold gatherings occasionally during the year. These events are coordinated between classroom teachers and parents.

General Curriculum

The Children's Campus curriculum is based on a variety of approaches including the *New Mexico Early Learning Guidelines* and *The Creative Curriculum*. It is designed to enhance children's natural curiosities and foster a life-long love of learning. It is an

emergent, child-centered curriculum that starts by identifying the children's interests and building on those interests through child and teacher initiated, hands-on activities.

The curriculum is designed to enhance children's natural curiosities and foster a life-long love of learning. It is an emergent, child-centered curriculum that starts by identifying the children's interests and building on those interests through child and teacher initiated, hands-on activities. Providing children with opportunities to learn through first-hand experiences allows them to expand their knowledge about the world around them in a meaningful way.

Our program is based on the belief that not all children share the same interests. We allow children to make many choices throughout the day, especially regarding the activities in which they wish to participate. Our goal is to shape the program around each child rather than attempting to fit the child into the program.

The Children's Campus will provide children with:

- Opportunities to develop competence and positive attitudes towards learning
- Opportunities to develop competencies in verbal and nonverbal communication
- Opportunities to engage in discussion with others
- Opportunities to develop awareness and respect for diversity
- Opportunities and materials to support future academic success

The UNMCC staff facilitate learning by discussing with the children what they see, hear, smell, taste, touch and feel, helping them to increase understanding through modeling and encouragement. Teachers work with children to show respect and understanding for each person and to use words to express needs and feelings. Children are able to learn from mistakes rather than having them labeled as failures in an environment that is safe, supportive, and predictable and where rules, limits, expectations and routines are clear and consistent.

Teachers use the curriculum in all content and developmental areas as a flexible framework for teaching and to support the development of daily plans and learning experiences. Lesson plans are based on the children's interests and developmental needs. The focus can be pre-determined, but teachers are able to easily change topics if the children are showing an interest in other things. Teachers will use their own judgment in determining the length of time to focus on an area depending on the interest level of the children. The value of a learning experience when it comes from the minds of the children is considerably strengthened and is a priority for classroom teachers.

The UNM Children's Campus believes that children learn most effectively through play. Through play children re-enact experiences, try out different roles, express ideas,

develop vocabulary, process information, widen their world view, relate to one another and work towards building their social and emotional competence. Our indoor and outdoor space is designed to encourage a variety of constructive play activities that stimulate exploration, experimentation, discovery and conceptual learning.

UNMCC staff believes that young children learn best through a curriculum that begins with an understanding of their play and focuses on the needs of the whole child, taking into account all of the developmental domains including: physical, motor, social, emotional, language and cognitive. Children learn through doing - active play rather than passive learning. Children also understand things that are real and concrete rather than abstract. We emphasize the process of learning rather than the product.

Developmentally Appropriate Practice

The UNM Children's Campus strongly believes in integrating developmentally appropriate practice (DAP) in all aspects of your child's learning experience. Intentionality is a cornerstone of DAP and will drive the decisions our teachers make about the activities available for your child, the design of the environment, and making use of unexpected opportunities or "teachable moments". Teachers are purposeful and thoughtful about the actions they take, and base these on the outcomes they are trying to help your child reach. Developmentally appropriate practice means that:

- We will meet children where they are at, taking into account their individual physical, emotional, social, and cognitive developmental characteristics.
- We will identify goals for children that are both challenging and achievable – a stretch, but not an impossible leap.
- We recognize that what makes something challenging and achievable will vary, depending on a child's individual development, experiences, knowledge, skills, and the context within which the learning is taking place.

Children with Special Needs

The UNM Children's Campus is committed to meeting the needs of all children, regardless of special health care needs or disabilities. Children with special needs will be accepted into our program under the guidelines of the Americans with Disabilities Act (ADA). All families will be treated with dignity and with respect for their individual needs and/or differences. The Children's Campus will ensure the confidentiality regarding special needs is maintained for all families and staff in the program.

The Individual with Disabilities Education Act (IDEA)

According to the National Dissemination Center for Children with Disabilities, the Individual with Disabilities Education Act (IDEA) is a national special education law.

CHILDREN'S CAMPUS

Parent Handbook

IDEA guides how states, school districts, and public agencies provide early intervention, special education and related services to eligible infants, toddlers, and children with disabilities. Parents are vital partners in early intervention and have the right to be fully informed by the early intervention system and the right to give (or decline to give) their written consent for activities involving their child or family. More information regarding IDEA can be found at http://nichcy.org/laws/idea#summaries.

Early intervention services are concerned with all the basic and brand-new developmental skills that babies typically develop during the first three years of life, such as:

- physical (reaching, rolling, crawling, and walking);
- cognitive (thinking, learning, solving problems);
- communication (talking, listening, understanding);
- social/emotional (playing, feeling secure and happy); or
- adaptive behavior (eating, dressing)

Early intervention services are designed to meet the needs of eligible infants and toddlers who have a ***developmental delay*** or ***disability***. Services may also address the needs and priorities of each child's family, to help family members understand the special needs of the child and how to enhance his or her development.

Children with special needs will be given the opportunity to participate in the program to the fullest extent possible. To accomplish this, the Children's Campus may consult with agencies/organizations as needed, provided parental permission is granted. Inclusion of program staff on IFSP and IEP case conferences is desired to ensure that we are able to provide the most supportive environment possible.

All staff will receive general training on the benefits of inclusion of children with special needs and training on specific accommodations that any child in their classrooms may need. The knowledge of parents and health care professionals involved in the care of the child with special needs will be consulted to determine accommodations and or therapy requirements. If you have a specific concern about your child or feel that they are in need of special accommodations, please speak directly with the Director in order to develop an individualized plan to work with you and your child.

Learning Through Play

Play is an activity-oriented medium where teachers are able to build upon what children are already engaging in on their own. During play, children need adults to help them verbalize their experiences, to find ways to express their ideas and feelings and to support and encourage them.

CHILDREN'S CAMPUS

Parent Handbook

Often a parent or visitor to UNMCC may feel that the children are "just playing." They may question where the learning is occurring. Research has shown that the way children learn best is through play. As the children are examining and exploring different areas, they are building a number of important skills:

When your child listens to stories or looks at books they:

- Develop listening skills
- Have an opportunity to build their vocabulary by hearing new words
- Learn about different concepts, people and places
- Learn to enjoy books and reading
- Develop reading readiness skills
- Develop oral language skills
- Learn a respect for books
- Develop an appreciation of good literature
- Develop their imagination
- Increase their attention span

When your child is exploring they:

- Develop observation and discrimination skills
- Develop respect for the environment
- Encourage a child's curiosity
- Facilitate the development of a natural curiosity about living things and the world around us

When your child builds with blocks they:

- Learn to use their imagination to create something from their own thinking
- Have the satisfaction of being able to make something
- Learn about sizes and shapes, weights and balances, height and depth, smoothness and roughness
- Are exercising their body
- Learn to play with others
- Are practicing their social skills
- Develop gross and fine motor skills
- Develop their creativity and decision-making skills
- Develop their visual discrimination skills
- Have opportunities for role-playing
- Develop eye-hand coordination
- Develop their communication skills and oral vocabulary

When your child plays in the socio-dramatic play area they:

- Have an opportunity to role-play home, work and life experiences
- Increase their social development and communication skills

- Develop small and large muscle coordination
- Develop self-awareness
- Develop visual discrimination skills
- Enhance their peer interactions
- Learn to understand what it feels like to play at being somebody other than themselves
- Learn how to use their imagination and take on roles of others

When your child plays with puppets they:

- Are able to verbalize their feelings using words
- Can begin to understand the feeling of others
- Can role-play and find solutions to situations that may upset them
- Stretch their imagination

When your child paints and uses a variety of art materials they:

- Are more concerned with the process than the product
- Learn about colors and how they can use them
- Learn to use their imagination to transfer ideas to paper
- Get emotional satisfaction from being able to express themselves
- Learn to make choices and decisions
- Learn how to use a variety of materials
- Have opportunities for creativity, imagination and self-expression
- Develop small and large muscle skills
- Develop concepts of color, shape, size, and texture
- Have an opportunity to release positive and negative feelings
- Develop reading readiness skills
- Develop pre-writing skills
- Gain an appreciation for the arts

When your child cooks they:

- Learn to follow directions
- Stimulate and use all five senses
- Recognize colors and shapes from different kinds of food and utensils
- Have an opportunity to use different tools and equipment
- Develop small muscle coordination

When your child plays in the sand and water they:

- Find it soothing and are able to relax and center their attention on the task
- Have an opportunity to play alone and not have to compete with other children
- Are not concerned with a final product
- Develop sensory awareness

- Develop concepts involving space, measurement and volume
- Increase their fine and gross motor skills
- Have opportunities for problem solving and creative thinking
- Are encouraged to think, reason, question and experiment

When your child uses manipulatives and puzzles they:

- Explore new concepts, practice emerging skills, and reinforce skills they have already mastered
- Develop small muscle coordination
- Learn about classifying, sorting, predicting, problem solving, and analyzing results
- Learn mathematical concepts such as shapes, sizes, space relationships and counting
- Develop their knowledge of the world around them using real objects and concrete examples
- Learn how to learn
- Have an opportunity to work alone or together with other children
- Gain satisfaction in completing a project and build their self-confidence
- Develop eye-hand coordination
- Will use the skills they learn when they learn to read – putting letters to sounds, making words with letters, and making stories with words
- Increase social development and communication skills
- Develop their imagination

When your child plays outdoors or is involved in physical activity they:

- Learn how to use their body effectively
- Experience joy in achieving a skill
- Have fun and are able to relax
- Learn limitations of their body
- Learn awareness, safety, and caution
- Learn to take turns and to share
- Develop large muscle coordination
- Increase their social development and communication skills
- Have opportunities for role play
- Develop balance and coordination

When your child listens to music, sings, and dances they:

- Learn to appreciate music from different countries, cultures, and time periods
- Learn to express their ideas
- Increase their vocabulary
- Develop an awareness of different sounds and rhythms
- Develop an appreciation for songs, vocabulary and speech

- Develop body awareness
- Develop their large muscles

When your child uses technology they:

- Learn how machines work
- Practice eye-hand coordination
- Are able to learn the processes necessary to use technology
- Have an opportunity to work alone or together with other children
- Enhance their cognitive and social abilities

Water Play

All classrooms participate in a variety of indoor and outdoor water play. Parents are asked to sign a swimming permission slip each semester which covers all forms of water play including water tables and wading pools. When the weather is warmer, children will have the opportunity to play in small wading pools. Parents are asked to bring in either a swimming suit or other clothing appropriate for getting wet. For children who are still in diapers, parents must provide a swimming diaper.

The Outdoor Environment

The outdoor environment is an extension of the classroom. It is our expectation that children will have daily opportunities for outdoor play.

When is it appropriate for children to play outside?
The outdoor environment should be viewed as an extension of the classroom. Getting ready to go outside gives the children a chance to practice dressing or to have valuable one-on-one time with the teacher. Being outside provides children a chance to breathe fresh air, learn about nature, and have active fun. Children do not get sick from playing outside. Viruses and bacteria cause colds and other illnesses (not cold or wet weather). This is also a good time for staff to ventilate the classroom in order to reduce the concentration of viruses and other germs in the building. It is safe for children to play outdoors. Children should wear clothing that is layered for warmth in cold weather and sun protective clothing when in the sun. For healthy development, **children, including infants should go outside when:**

- **The weather seems comfortable and when it is somewhat uncomfortable.** People respond to weather based on their experience with different climates. After a period of warm weather, a sudden cooling down feels cold. The same conditions feel balmy at the end of winter. In the summer, the children should wear light colored, lightweight sun protective clothing and use a play area with shade and a supply of drinking water. In winter, children should dress in warm, dry layers and play in an area with wind barriers.

- **It is snowing and raining, or when snow is on the ground and the children are wearing water-resistant clothing** so they do not become soaked or chilled. Snow and rain are important materials for learning.

- **Children have a runny nose, a cold or ear infection-unless they have a condition identified by their primary health care provider that documents it can be worsened by cold, wind or being outdoors**. Health professionals try to manage these conditions so they do not interfere with a child's normal activities. Only a few children with significant special health needs need restriction. For these children, special accommodations need to be made.

When a child must stay inside because of a documented special health need the program will plan what type of accommodation can be made that is most suitable when the rest of the group is going outside. Placing the child who cannot go outside in another group for the outdoor play period exposes the visiting child and the visited group to shared germs. Careful hand washing upon entering and leaving the different groups will help reduce the risk. If the child is placed with a group of children who are younger or older, the placement will need to be organized to be developmentally suitable and to remain within licensing requirements. On occasion, in order to protect children from exposure to high levels of air pollution from smog or heavy traffic, the Children's Campus staff may limit outdoor and physical activity as a precaution during smog or other air pollution alerts.

The outdoors supports children's physical movement, sensory stimulation, and allows them an opportunity for fresh air. Children are growing, moving, multi-sensory individuals that need to experience the sense of freedom playing outdoors can bring. When your child is outdoors they are able to run, shout, sing, jump, roll, stretch, and throw. They are able to connect to the community, learn about nature and develop a sense of respect and appreciation for the natural environment. These experiences are invaluable for children.

Anti-bias Approach

Throughout our program we implement anti-bias practices. We recognize and celebrate differences in culture, gender, family form and ability. We support every child's identity and address children's occasional biased behaviors and statements in the context in which they occur.

Teachers are active in identifying and countering any teaching practices, curriculum approaches, or materials that are degrading with respect to gender, sexual orientation, age, language, ability, race, religion, family structure, background, or culture. All

children are treated with equal respect and consideration. Children are encouraged to help develop the classroom community by participating in the decision making process.

Classroom staff model respect and intervene when children tease or reject others. They facilitate children's discussions about their own and others' emotions and provide opportunities for children to explore a wide range of feelings and the different ways those feelings can be expressed.

The curriculum includes activities and discussions that build positive self-identity and teach the value of differences. The children have a variety of opportunities and materials to build their understanding of diversity in culture, family structure, ability, language, age, and gender in non-stereotypical ways. The classroom environment is welcoming and provides models of adult roles, differing abilities, and ethnic or cultural backgrounds that counter stereotypical limitations

Holiday Activities

Because of the remarkable diversity of the families we serve, the staff at the UNM Children's Campus will not initiate the introduction or discussion of religious holidays. As a publicly funded institution, UNM must be exceptionally careful to listen respectfully and provide time and space for the child's activity and will appropriately support the individual culture and values of each child and their family.

The UNM Children's Campus acknowledges the importance of celebrations and rituals in the lives of children. Celebrations build a sense of community and friendship. The Children's Campus provides many times to celebrate as a community throughout the year. These celebrations reflect beginnings and endings, departures and arrivals, and the seasons around us, as these changes are relevant and meaningful to all.

Children enjoy sharing their traditions in the classroom. We appreciate hearing about how each family creates rituals in their homes, and we invite families to share their traditions in the classroom. This provides opportunities for children to experience differences and commonalities between family cultures and traditions.

The staff and families at the Children's Campus choose to focus on individual family cultures and traditions, rather than specific (calendar) holidays. This helps to preserve an environment free from commercialism, which can encourage competition and status ranking. We ask that families discuss with the teachers appropriate ways to share holiday traditions and items. We believe this fosters respect for differences and cross-cultural understanding, as well as allowing time for developmentally appropriate learning experiences.

CHILDREN'S CAMPUS

Parent Handbook

We value our relationships and look forward to learning about each other's traditions and the richness that this sharing will bring to the children's experience at the Children's Campus.

The words "holiday" and "celebration" mean different things to different people. For purposes of this policy and to define our holiday practices in the classroom, we define "holiday activities" in the following way: *Holiday activities at the UNM Children's Campus can be as simple as reading a book about a holiday and as elaborate and involved as having a party in the classroom with food, decorations, guests, and music. Activities might involve a group discussion about a holiday, how a family celebrates it, or the reading of a book about a holiday.*

Goals and Functions of Holidays:

1. To validate children's and families' holiday experiences and traditions at home.
2. To expose children to different ways of celebrating the same holiday.
3. To expose children to celebrations, traditions, and religions different from their own.
4. To foster respect for celebrations, traditions, and religions different from their own.
5. To mark time for children.
6. To build a sense of community, family, and togetherness.
7. To provide accurate information about holidays in a developmentally appropriate manner.
8. To encourage critical thinking about bias and unfairness.

Role of Holidays in the Program:

Since we plan curriculum on an emergent basis in a way that is reflective of children's needs and interests, the exact amount of time we spend on holidays will vary. We use children and families in the program to help us decide how much we will incorporate holidays. To ensure that holidays do not take over the entire curriculum, we will limit holiday parties as necessary. When recognizing holidays, a brief discussion will take place with the children to highlight what the holiday is called and what it is all about, unless children ask to know more. Similarly, when holiday activities are available for children, they will be open-ended and one of many choices so that they are not the focus of the entire curriculum. Families will be encouraged to share their holidays with the classroom.

How Religious Aspects of Holidays will be Approached:

Teachers will approach holidays in a developmentally appropriate, factual, and unbiased manner. Families will be consulted for language they use when talking about holidays to their children. Children will also be referred back to their families for more explanation and in-depth information about religious aspects of holidays.

Plan for Working with Children and Families who don't Celebrate Holidays:
If we have children in the program who do not celebrate any holidays, teachers should work with families on an individual basis to come up with a plan for meeting their children's needs so they are not left out.

The UNM Children's Campus participates in celebrating children's birthdays. The child may bring something in to eat for their birthday. Though the child may bring in cupcakes, a low-sugar snack is preferable. Keep in mind that items must be store-bought and/or commercially packaged with the ingredients clearly listed.

If a child is having a party away from the center and wishes to distribute invitations at the Children's Campus, there must be one for each child. If not all children are to be invited to the occasion, staff should remind families that they must make alternative arrangements to distribute the invitations.

All snack items brought into the Children's Campus must be purchased or baked in our kitchen. Parents should check in with the teachers several days before the celebration, so they can ensure that they are aware of food allergies before purchasing or baking anything. Several of our children have food allergies. Please remember that the Children's Campus is a "**nut free**" environment.

Rest Time

To reduce the risk of Sudden Infant Death Syndrome (SIDS) infants twelve (12) months and younger, unless otherwise ordered in writing by a child's physician, will be placed on their backs to sleep on a firm surface that meets or exceeds the standards of the United States Consumer Product Safety Commission. After being placed on their backs to sleep, infants will be allowed to assume any comfortable sleep position when they are able to easily turn themselves from the back position.

Pillows, blankets, quilts, comforters, sheepskins, stuffed toys, and other soft items are not allowed in the cribs or rest equipment for infants younger than eight (8) months. The Children's Campus requires the use of sleep sacks in cribs. Parents will be asked to provide a sleep sack for their child at the beginning of each infant rotation and as necessary thereafter. Infants will not be allowed to have their head covered in any way while they are sleeping.

The Children's Campus will never force a child to sleep. If, by parent request, a child does not have the option to choose whether or not to rest and has not fallen asleep, classroom staff will have them rest their bodies for approximately 15-30 minutes. During this time the child may look at books or do other quiet activities on their mat. After this time, the child is able to get up and participate in other quiet activities in the classroom or join another group of non-resters either inside or outside. If a child has the

option to choose whether or not to rest, the classroom staff will respect their choice and provide appropriate indoor and outdoor activities during this time. Occasionally, parents will request that staff wake up a child at a certain time. Children's Campus staff will only wake up a child after that child has reached a minimum of a 45 minute sleep cycle.

Field Trips

Taking the children on field trips on and off campus is one of the great advantages of being at the University. Field trips are an important part of the classroom curriculum and offer children an opportunity to have hands-on experiences. Classroom teachers arrange developmentally appropriate field trips to complement the curriculum and to expand on the children's interests. Field trips for our younger children may include something as simple as walking to the parking lot to honk the horn on our center buses. Gradually, field trips become more involved with the children leaving the center on the UNM shuttle, city bus, or center bus to visit a site on or off campus.

All field trips must be approved in advance by the Director and information will be posted in the classroom for parents at least 48 hours prior to any field trip. A signed permission slip is required for each trip, excluding the school-age summer camp program. If you do not want your child to participate in a particular field trip, or you anticipate driving your child to the field trip on your own, you will need to notify an administrator so that alternate arrangements can be made.

The Children's Campus takes your child's safety very seriously. When children leave the facility on a field trip, attendance will be taken prior to leaving, upon arriving at the field trip location, before leaving the field trip location, and upon returning to the Children's Campus to ensure that all children are accounted for at all times. A minimum of two teaching staff will participate in all field trips, with more attending as necessary to ensure the safety of the children. Appropriate ratios will be maintained at all times, including while the children are on the buses.

All buses are equipped with emergency equipment, including a first aid kit. Staff responsible for driving the bus must be at least eighteen (18) years of age, have successfully completed the National Safety Council Defensive Driving Class, and have a valid University of New Mexico driver's permit. Additionally, staff carries a cellular telephone and is trained in pediatric first aid, CPR, and AED. In the event that a problem arises with the buses during a field trip, alternate transportation will be arranged, which may include the use of university shuttles.

Pets

On occasion, children want to have their pets visit our program. The following rules apply at all times:

1. Administrative personnel and Teachers must be given 48 hours notice so as to provide advanced written notice to families before pets are allowed in the classroom.
2. Pets requiring vaccination must have a current copy of their immunization record on file at the Children's Campus.
3. The animal must be suitable for contact with children.
4. Teachers will decide how long the animal can visit.
5. A staff member must be physically present during the handling of all pets or other animals.
6. The visit may be denied if allergies in the classroom prohibit a safe visit.
7. Pets will not be allowed in the kitchen, food serving, food storage areas, bathrooms, or the infant rooms.

Teaching Children About Physical and Sexual Development

The children at our Campus will grow and experience many physical changes during their stay here. We recognize and respect family members as the primary source of education in a child's life. Children also need teachers to be accurate and frank about sexual development issues. The information children will receive will be factual and developmentally appropriate. If the discussion involves judgments of a moral nature, staff will be careful to provide an unbiased response and will support children in addressing these questions with their families. It is our goal for children to use correct names for all of their body parts and functions and that they receive accurate information. Teachers also explain differences between private and public behavior, appropriate touches such as back rubs at rest time and inappropriate touches. Teachers help children to establish personal physical boundaries and teach them that it's OK to say "no" to touch. Teachers will utilize teachable moments as they occur and notify parents as soon as possible following these discussions.

At certain ages it is developmentally appropriate for children to explore sexuality, sexual development, and differences through touch, observation and play. Staff members respond to these situations in a respectful and open manner. This may include answering children's questions, re-directing behavior, bringing in resources such as books and visitors and confirming personal choice and boundaries. Teachers and administrative staff are available to answer questions parents may have and give further information.

When appropriate, parents will be notified of these discussions and explorations. In addition, the Children's Campus may choose to bring in outside professionals to enhance our existing curriculum.

Language

Teaching staff support the development and maintenance of children's home language whenever possible. We will help children to understand spoken language (particularly when children are learning a new language) by using pictures, familiar objects, body language, and physical cues and by establishing daily routines that the child can participate in even if they do not speak English. Teachers will use a variety of vocabulary and engage in sustained conversations with your child about their experiences.

If your child is learning English as a second language, it is very important to continue to develop the child's first language at home. Not only will this strengthen the parent child relationship and prevent the loss of the home language but it will also make it easier for your child to learn English in the long run.

Inappropriate Language

As your child begins to increase their vocabulary, they may experiment with words that are considered to be profanity, inappropriate, or to be socially unacceptable. These words can include not just profanity but words such as "stupid" or "poop head." It is our belief that any word that has a negative connotation can be hurtful and is not appropriate to use while at the center. In addition to these types of words, staff will refrain from calling your child by anything other than their name or by the name the child or family has requested be used. All terms of endearment such as "sweetie," "honey," or "buddy" are reserved for the family and will not be used by teachers or staff.

Our approach to handling the use of inappropriate language is unique but effective. Words can be a powerful thing. It is our belief that words can gain power based on our reactions to them. For this reason, if a child uses profanity or other inappropriate language, the teacher may repeat the word back to the child and emphasize the emotion that the child may be feeling, and to help the child by suggesting other words they can use when they are frustrated.

For example: A child has spent all morning building a tower of blocks and just as they are placing the last block on top of the tower, it falls over. All of the blocks come crashing down and the child yells out "SHIT!" or "DAMN!" The teacher's response might be, "I can hear that you are upset. People use the word "shit" or "damn" when they are feeling really frustrated. You worked really hard on that tower. Can I help you to fix it?"

Responding in this way allows the child to better understand their emotions and to talk about them in a constructive way without the emphasis being placed on their use of a certain word. Their emotions are validated and the word "shit" or "damn" is not given any special attention. Often if a child believes that a word is so bad that not even their teacher will say it, that word gains that much more power. By repeating the word back

to the child we are treating it just like any other word, taking away the power from the word itself and instead placing it on the emotion.

Food

The UNMCC participates in the US Department of Agriculture's (USDA) Child and Adult Care Food Program (CACFP), offering children three nutritionally balanced meals throughout the day including, a breakfast, a lunch and a pm snack. All of our classrooms incorporate family style dining and nutrition education within the classroom curriculum.

Family style dining is a style of dining where the children participate in all parts of the meal, including meal planning, setting the table, serving and cleaning up. It also involves conversation about the food or other topics of interest to the children. This provides the children with an excellent opportunity for discussion and the development of healthy habits. During meals, staff members sit and eat with the children to model appropriate behavior and engage in and encourage conversation. Teachers also help the children with the inevitable spills and encourage them to serve themselves.

The UNM Children's Campus provides 2% milk for children up to twenty-four (24) months and 1% or skim milk for children twenty-four (24) months and older; soy milk may be substituted for 2%, 1% or skim milk for children as appropriate. For infants younger than twelve (12) months, we provide a house infant cereal and iron fortified formula or iron fortified soy formula. Parents must fill out the proper forms to either opt in or opt out of this option. Infants will not be fed a food item that they have not previously tried at home.

The Children's Campus supports breastfeeding by providing a comfortable and private space for parents to breastfeed. The Center is also able to accept, store, and serve expressed human milk for feedings. Human milk must be in ready-to-feed sanitary containers labeled with the infant's first and last name and date. It may be stored in the refrigerator for no longer than 48 hours (or no more than 24 hours if the breast milk was previously frozen) or in the freezer for no longer than three months.

Bottle feedings cannot contain solid food unless the child's health care provider supplies written instructions and a medical reason for this practice. Staff will discard any formula or human milk that is served but not completely consumed after one hour. **The unused formula or breast milk cannot be saved for parents to re-use later.**

All bottles and infant food are warmed for no more than five (5) minutes in a bottle warmer that will not heat the water more than 120 degrees Fahrenheit. Under no

circumstances will Children's Campus staff warm infant food or bottles in a microwave oven.

Infants that are unable to sit are held for bottle-feeding. All others sit or are held to be fed. Children will not be allowed to carry bottles, sippy cups or regular cups with them while crawling or walking. **Under no circumstances will infants have their bottles propped or be placed in a crib or bed with a bottle, or sippy cup.**

Our menus are monitored by the USDA for their nutritional value. Your child is provided a variety of foods from the food groups outlined on the food guide pyramid. All children will be offered the same meals without physical segregation of, or other discriminatory action against, any child because of race, color, age, national origin, sex or handicap. If you believe your child has been discriminated against in any USDA related activity, please talk to our Senior Operations Manager or the Director. If your issue is still unresolved after talking to the administration, you may write to the Secretary of Agriculture, Washington, DC 20250.

If you bring your child's breakfast or another meal to eat at the UNM Children's Campus, please be aware that they must meet the USDA's CACFP food guidelines. Granola bars, yogurt, cereal and 100% juice are acceptable. Candy, doughnuts, soda and other sugary items are not nutritious and are not allowable foods at the UNMCC. All foods and beverages brought from home must be labeled with your child's first and last name and the date. Food that comes from home for sharing among the children must be either whole fruits or commercially prepared packaged foods in factory-sealed containers. In instances where the label does not provide a list of ingredients, we ask that you request this information from the commercial kitchen preparing the food item and submit it to the Children's Campus along with the food to be shared. This information will help staff determine whether the food is appropriate for children who have special food allergies or dietary restrictions.

For children with special health care needs, food allergies or special nutritional needs, the child's physician must give us an individualized plan to best meet the needs of your child while at the Children's Campus. For your convenience and your child's safety, we require a "Diet Prescription" form to explain any food allergies or restrictions that your child may have. We cannot accommodate food preferences, but we do recognize your choice to restrict meat or dairy in your child's diet.

If your child is a vegetarian, please specify if all meats and animal products should be omitted (i.e. lacto-ovo, vegan, etc.). If your child is allergic to a food, we must have your diet form signed by a doctor or medical authority at least once a year or if allergies change.

Diet prescriptions can be used for temporary medical corrections, such as eliminating milk for two weeks until diarrhea clears up, etc. In these situations, the form will need to be signed by a doctor or medical authority. The program will post information regarding food allergies or special nutritional needs in the food preparation area, on the food carts and in areas of the facility the child uses, as a visual reminder to all those who interact with the child during the program day.

Assessments

Assessments are an integral part of the program. The Children's Campus uses a variety of assessment methods that are sensitive to and informed by a family's culture, experiences, children's abilities and disabilities, and home language. The program uses an ongoing systematic, formal and informal approach to assessment that provides information on children's learning and development that takes into account the cultural context in which children develop. This includes observations, checklists, rating scales, and work samplings. Assessments provide a meaningful picture of your child's abilities and progress. They also allow teachers to align your child's needs with their curriculum goals.

Purpose of Assessment

Assessments are an integral part of the program. The Children's Campus uses a variety of assessment methods that are sensitive to and informed by a family's culture, experiences, children's abilities and disabilities and home language. The program uses an ongoing systematic, formal and informal approach to assessment that provides information on children's learning and development that takes into account the cultural context in which children develop. This includes observations, check lists, rating scales, and work samplings. Staff is provided assessment specific training on an on-going basis, and in alignment with the specific considerations of each evaluation tool, in order to ensure consistency across the program. Assessments should provide a meaningful picture of your child's abilities and progress. They are also used by your child's teacher to align your child's needs with curriculum goals.

Assessments help us to gather information about your child's development and learning, including cognitive skills, language, social-emotional development, approaches to learning, health, physical development, and self-help skills. This information helps the teachers with curriculum development and daily planning. In some instances it can provide us with important information about additional resources your child may need. The information gained from using assessment tools, enables us to arrange for appropriate developmental screenings and referrals for diagnostic assessment when necessary. We are also able to use this information to identify children's interests and needs, to set goals for individual children, to describe the developmental progress and learning of each child, to improve curriculum, adapt teaching practices, make

adjustments to the environment, and help with planning program improvements. The Children's Campus primarily uses the Ages and Stages Questionnaire (ASQ), the Ages and Stages Questionnaire: Social-Emotional (ASQ: SE), and the Creative Curriculum.

Authentic, Curriculum-Consistent Measures

Multi-domain Developmental Assessments	Age Range	Standard		Type	Method	Time to Administer	Reliability	Areas Screened
		Early Learning	Kinder-garten					
Ages and Stages Questionnaire (ASQ)	1 mo to 66 mo	X	X	Norm-ref	Parent and teacher observation	10-15 minutes	.82 to .88	Communication, gross motor, fine motor, problem solving, and personal-social
Ages and Stages Questionnaire : Social-Emotional (ASQ:SE)	3 mo to 66 mo	X	X	Curriculum Based/Criterion-ref	Group/Individual	10-15 minutes	.82 to .94	Self-regulation, compliance, communication, adaptive behaviors, autonomy, affect, and interaction with people
New Mexico Early Learning Guidelines	1 mo to 72 mo	X	X	Continuum	Teacher observation	Ongoing	Pilot Program	Beginning to Communicate/Literacy; Beginning to Build Concepts/Scientific Conceptual Understanding/Numeracy; Beginning to Move and Do/Physical Development, Health, and Well-Being; Beginning to Know About Ourselves and Others/Self, Family, and Community/Aesthetic Creativity; Approaches to Learning
Creative Curriculum	3 to 5 yrs	X		Criterion-ref	Teacher observation	Ongoing	.87 to .97	Social–Emotional, Physical, Language, Cognitive, Literacy, Math, Science & Technology, The Arts

Procedures for Assessment

Staff are always assessing and evaluating your child's learning. They are constantly observing and documenting your child's play, behaviors, and interactions to assess their progress. Children will be assessed in an authentic and familiar environment, and if possible, in a manner that is the least disruptive to the natural flow of your child's day. Often times they are not aware that the assessment is taking place. Assessments may be conducted in a large group, small group, or individual setting with an awareness of

the timeframe required for completion in addition to the needs of your child. In situations where the child is not familiar with the individual administering the test, a familiar staff person will accompany your child. Staff will ensure that if at any time your child chooses not to participate in the assessment process, the child's decision is respected and the assessment is brought to an end. In some instances, If a norm-referenced or standardized test is required, the Children's Campus will seek the support of an outside consultant. More formal assessments are conducted each semester, using the Ages and Stages Tool along with The Creative Curriculum. This information is shared with parents at parent/teacher conferences and by providing copies of the completed assessments. Staff may also ask parents to complete an assessment at home that will complement the ones conducted in the classroom.

Teachers use a variety of tools including results of informal and formal assessments as well as children's initiations, questions, interests, and misunderstandings to identify what children have learned. This enables them to foster the children's curiosity, to extend their engagement, and to support self-initiated learning. Once children have demonstrated that they have gained competence and understanding, teachers will adjust the challenges to allow your child to continue to stretch their abilities.

Teachers will conduct a minimum of one home visit for all new children entering their classroom whether they are new to the Children's Campus or transitioning from another classroom. The Ages and Stages Questionnaire: Social-Emotional (ASQ: SE) will be given to parents to complete during the initial home visit. The ASQ: SE will be supplemented by the Ages and Stages Questionnaire (ASQ), which will be completed by the teachers in the classroom. These initial assessments of your child will be completed within six (6) weeks of your child entering their new classroom. Assessments will be completed approximately three (3) times per year. Teachers meet with families for parent/teacher conferences a minimum of twice per year and more often when necessary to review assessment results and discuss your child's progress. These meetings are opportunities to discuss each child's needs, progress, accomplishments, and difficulties in the classroom and at home. They also help the teacher plan appropriate learning activities that can be used both at home and at school.

Use of Assessment Results

Assessment results are considered to be confidential. Only staff with a need to know in order to better support your child will be provided access to these records. In addition, as part of our annual evaluations, our licensing body, accrediting body, and grantors may require access to this information. With grants, parents will be asked to sign a consent form authorizing their use by the granting agency. When assessments are conducted for these purposes, the specific details surrounding their use will be outlined

in the consent form. The contracting parent may request copies of assessments and authorize us to release copies to other individuals.

The results of assessments are used to benefit the children by informing decisions about children, teaching and program improvement. Children's strengths and needs are identified so that teachers may use that information to inform curriculum. Based on a teacher's knowledge of your individual child, they modify strategies and materials to enhance their learning and are better able to plan appropriately challenging activities and tailor the program to respond to your child's strengths and needs.

Assessment is also essential for identifying children who may benefit from additional support or intervention or who may need additional developmental evaluation. When the Children's Campus staff suspect that a child may have a developmental delay or other special need, it will be communicated to the family in a confidential and supportive manner. Staff will provide the family with documentation and an explanation for their concerns. The center will provide families with suggestions for next steps and make available information about additional resources. The UNMCC works in partnership with each family and will provide support and assistance with Individualized Family Service Plans (IFSPs) and Individualized Education Programs (IEPs).

Health & Safety

In order for your child to benefit from their educational experience and to maintain a greater quality of life, they need to be as healthy as possible. Children rely on the adults around them to make healthy choices for them and to teach them to make healthy choices for themselves. The UNM Children's Campus strives to promote a healthy environment for all of its children, families and staff. A healthy environment consists not only of an absence of disease or illness; but rather it includes a complete physical, oral, mental, and social well-being.

Your child's health records are made available to Children's Campus administrative staff, classroom staff, and kitchen staff who require access in order to best meet the needs of your child. In addition, as part of the center's regular evaluation process, our state licensing body, national accrediting body, or grantor may require access to certain documents for verification purposes. All other parties will be granted access in accordance with a signed release of information or as outlined in court documents.

Health Evaluations

The UNM Children's Campus requires that all children enrolling for services receive a complete health evaluation within thirty (30) days of their start date and maintain current health records, including routine screenings. Failure to comply with this requirement within six (6) weeks of entry into the program could result in immediate termination of

services. In addition to an initial health evaluation, the UNM Children's Campus requires a current health evaluation each year your child is enrolled in the program. Families must submit annual documentation of a well child check to the Children's Campus within thirty (30) days of the visit. Failure to comply with this requirement within the specified timeframe could result in immediate termination of services. These health evaluations must be completed by an approved health care resource which may include a child's pediatrician or primary care physician. A parent who is also a physician cannot provide this screening for their own child. If your child has had a complete health evaluation done within the past six months, you may bring a copy of this for his/her file. When a child is overdue for any routine health services, the parents/legal guardian must provide evidence of an appointment for services before the child's entry into the program and as a condition of continued enrollment.

Immunization Records

The UNM Children's Campus requires that all children enrolling for services maintain current immunizations according to the schedule recommended by the American Academy of Pediatrics, the Center for Disease control, the United States Public Health Service, the Academy of Family Practice, and the New Mexico Department of Health. **All children must have their current immunizations on file at the UNMCC before they can attend.** A parent who is also a physician may not immunize their own child. When a child is overdue for their immunizations, the parents/legal guardian must provide evidence of an appointment for services before the child's entry into the program and as a condition of continued enrollment. If opting for an alternate immunization schedule, the UNM Children's Campus requires that we have a doctor's note on file.

Exemptions from School and Daycare Immunization Requirements
The New Mexico Immunization Exemption Statute (24-5-3) allows **only** two types of exemptions for children seeking exemption from required immunizations to be enrolled at the Children's Campus. The two exemptions are medical or religious. If there is a medical reason for exempting from immunization, a signed medical exemption must be obtained from a duly-licensed physician attesting that the required immunization(s) would endanger the life of the child. If there is a religious reason for exempting from immunization, the child's parent/guardian must: a) ask an officer of the church to write a letter on your behalf stating that you are a member of the church, and the church uses prayer or spiritual means alone for healing; or if access to a church officer is not possible, then the child's parent/guardian must b) complete the **Certificate of Religious Exemption Form**. The form requires a statement of the religious reasons for requesting to have a child exempted from immunization.

The law does not grant immunization exemptions for philosophical or personal reasons.

Once a completed, notarized, original **Certificate of Religious Exemption Form** (http://www.immunizenm.org/documents/NMIZExemption8-7-12.pdf) is filed with the Department of Health, the Department has up to sixty days to notify the parent/guardian if the request is approved or denied. If approved, the parent/guardian will receive two copies of the original form with a clear "Approved" box checked, a signature from an officer of the Department, and an expiration date. The parent/guardian must provide the Children's Campus with a copy of the Approved form. If denied, the parent/guardian will receive a letter from the Department of Health explaining that the request is denied, and that the parent/guardian has the right to file an appeal with the Department of Health Cabinet Secretary. A process for appeal will also be included.

Forms may be mailed to:

Immunization Exemptions
NM Immunization Program
PO Box 26110
Santa Fe, NM 87502-6110

Failure to comply with this requirement could result in immediate termination of enrollment.

On-Site Health and Developmental Screenings

All Pre-Kindergarten children receive both health and developmental screenings as part of the PreK Initiative grant sponsored through the State of New Mexico. Local doctors, and nurses along with students from the nursing department provide the UNMCC with health consultations for this group of children. Screenings are generally conducted within one (1) month of entry into the program. These screenings include children's health status and their sensory, language, cognitive, gross-motor, fine-motor, and social-emotional development. The results are used to make referrals to the appropriate professionals, as needed. If a referral to outside professionals is made, Children's Campus staff will continue to follow-up and support the family as appropriate.

Illness

We are a facility that cares for well children. While we know how inconvenient it can be for a parent to have to miss work or school to stay home with a sick child, we have a responsibility to maintain a healthy environment for all of our children, families, and staff. Consequently, we strictly enforce the following policies:

Please refer to the following list of illnesses and symptoms that require us to send or keep a child at home:

CHILDREN'S CAMPUS

Parent Handbook

1. A child will not be admitted and parents/guardian or emergency contact will be notified immediately when a child has a sign or symptom requiring exclusion from the Campus if any of the criteria below are met. The child will be removed from direct contact with other children and will be monitored and supervised by a single staff member familiar to the child until picked up.

    a. The illness prevents the child from participating comfortably in activities.
    b. The illness results in a need for care that is greater than the staff can provide without compromising the health and safety of the other children or;
    c. The child's condition poses a risk of spread of harmful disease to others

The child **will NOT** be excluded from childcare when they have any of the following conditions:

1. Common colds, runny noses (regardless of color or consistency of nasal discharge)
2. A cough not associated with a infectious disease (such as pertusis) or a fever
3. Watery, yellow or white discharge or crusting eye discharge without fever, eye pain, or eyelid redness
4. Yellow or white eye drainage that is not associated with pink or red conjunctiva (i.e. the whites of the eyes)
5. Pink eye (bacterial conjunctivitis) indicated by pink or red conjunctiva with white or yellow eye mucous drainage and matted eyelids after sleep. Parents/guardians should discuss care of this condition with their child's primary care provider, and follow the primary care provider's advice. Some primary care providers do not think it is necessary to examine the child if the discussion with the parents/guardians suggests that the condition is likely to be self-limited. If two unrelated children in the same program have conjunctivitis, the organism causing the conjunctivitis may have a higher risk for transmission and a child health care professional should be consulted
6. Fever without any signs or symptoms of illness in children who are older than six months regardless of whether acetaminophen or ibuprofen was given. Fever temperature above 101 degrees orally is an indication of the body's response to something, but is neither a disease nor a serious problem by itself. Body temperature can be elevated by overheating caused by overdressing or a hot environment, reactions to medications, and response to infection. If the child is behaving normally, but has a fever of 101 degrees orally (or equivalent), the child be monitored, but does not need to be excluded for fever alone.
7. Rash without fever and behavioral changes.
8. Lice or nits (exclusion for treatment of an active lice infestation may be delayed until the end of the day)
9. Ringworm (exclusion for treatment may be delayed until the end of the day)

10. Molluscum contagiousum (do not require exclusion or covering of lesions)
11. Thrush (i.e. white spots or patches in the mouth or on the cheeks or gums)
12. Fifth disease (slapped cheek disease, parvovirus B19) once the rash has appeared
13. Methicillin-resistant staphylococcus aureus, or MRSA, without an infection or illness that would otherwise require exclusion. Known MRSA carriers or colonized individuals should not be excluded
14. Cytomegalovirus infection
15. Chronic hepatitis B infection
16. Human immunodeficiency virus (HIV) infection
17. Asymptomatic children who have been previously evaluated and found to be shedding potentially infectious organisms in the stool. Children who are continent of stool or who are diapered with formed stools that can be contained in the diaper may return to care. For some infectious organisms, exclusion is required until certain guidelines have been met. Note: These agents are not common and teachers will usually not know the cause of most cases of diarrhea
18. Children with chronic infectious conditions that can be accommodated in the program according to the legal requirement of federal law in the Americans with Disabilities Act. The act requires that child care programs make reasonable accommodations for children with disabilities and/or chronic illnesses, considering each child individually.

The child will be excluded from childcare when they have any of the following conditions:

1. The illness prevents the child from participating comfortably in activities.
2. The illness results in a need for care that is greater than the staff can provide without compromising the health and safety of other children.
3. An acute change in behavior – this could include lethargy/lack of responsiveness, irritability, persistent crying, difficulty breathing, or having a quickly spreading rash.
4. Fever (temperature above 101 degrees orally) and behavior change or other signs or symptoms (e.g. sore throat, rash, vomiting, diarrhea). An unexplained temperature above 100 degrees axillary (armpit) in a child younger than six months should be medially evaluated. Any infant younger than two months of age with any fever should get urgent medical attention.
5. Diarrhea is defined by watery stools or decreased form of stool that is not associated with changes of diet. Exclusion is required for all diapered children whose stool is not contained in the diaper and toilet-trained children if the diarrhea is causing soiled pants or clothing. In addition, diapered children with diarrhea should be excluded if the stool

frequency exceeds two or more stools above normal for that child. Readmission after diarrhea can occur when diapered children have their stool contained by the diaper (even if the stools remain loose) and when toilet-trained children are continent. Special circumstances that require specific exclusion criteria include:

   a. Toxin-producing E. coli or Shigella infection, until stools are formed and the test results of two stool cultures obtained from stools produced twenty-four hours apart do not detect these organisms
   b. Salmonella serotype Thphi infection, until diarrhea resolves. In children younger than five years with Salmonella serotype Typhi, three negative stool cultures obtained with twenty-four-hour intervals are required; people five years of age or older may return after a twenty-four-hour period without a diarrheal stool. Stool cultures should be collected from other attendees and staff members, and all infected people should be excluded

6. Blood or mucus in the stools not explained by dietary change, medication, or hard stools
7. Vomiting more than two times in the previous twenty-four hours, unless the vomiting is determined to be caused by a non-infectious condition and the child remains adequately hydrated
8. Abdominal pain that continues for more than two hours or intermittent pain associated with fever or other signs or symptoms of illness
9. Mouth sores with drooling unless the child's primary care provider or local health department authority states that the child is noninfectious
10. Rash with fever or behavioral changes, until the primary care provider has determined that the illness is not an infectious disease
11. Active tuberculosis, until the child's primary care provider or local health department states the child is on appropriate treatment and can return
12. Impetigo, until treatment has started
13. Streptococcal pharyngitis (i.e. strep throat or other streptococcal infection), until twenty-four hours after treatment has been started
14. Head lice until after the first treatment (note: exclusion is not necessary before the end of the program day)
15. Scabies, until treatment has been given
16. Chickenpox (varicella), until all lesions have dried or crusted (usually six days after onset of rash)
17. Rubella, until six days after the rash appears
18. Pertussis, until five days of appropriate antibiotic treatment
19. Mumps, until five days after onset of parotid gland swelling
20. Measles, until four days after onset of rash

21. Hepatitis A virus infection, until one week after onset of illness or jaundice if the child's symptoms are mild or as directed by the health department. (Note: immunization status of child care contacts should be confirmed; within a fourteen-day period of exposure, incompletely immunized or unimmunized contacts from one through forty years of age should receive the hepatitis A vaccine as post exposure prophylaxis, unless contraindicated) Other individuals may receive immune globulin. Consult with a primary care provider for dosage and recommendations.
22. Any child determined by the local health department to be contributing to the transmission of illness during an outbreak

- Children exhibiting signs of sore throat should be kept at home and checked by a physician.

- Children should remain at home for at least 24 hours once an antibiotic has been prescribed and administered.

- If a child is not well enough to be outdoors, he/she is not well enough to be at the Children's Campus. If a school-age child is not well enough to attend public/private school, he/she is also not well enough to be at the Children's Campus.

- The Children's Campus will make the decision about whether a child meets or does not meet the exclusion criteria for participation and the child's need for care relative to the staff's ability to provide care. If parents/guardians disagree with the Children's Campus, and the reason for exclusion relates to the child's ability to participate or the staff's ability to provide care for the other children, the Children's Campus reserves the right to exclude the child from care.

- If we are unclear about whether or not a child is too sick to be at the Children's Campus, we may consult with the New Mexico Public Health Department.

It is our expectation that parents make every possible effort to pick up their child immediately upon notification. Children must be picked up no later than one (1) hour after the parents receive the initial notification, unless otherwise approved by an administrator. If we are unable to reach you, your emergency contacts will be called. Be sure those you list as emergency contacts understand their responsibility. Please be sure to update all phone numbers on your contract when changes occur. A space in the front office will be made available for children who are waiting to be picked up and are too ill to remain in the classroom.

Parent Handbook

If your child is going to be absent from the Children's Campus due to illness, please telephone the front office so that your child's teacher can be notified and so that appropriate posting and notification of the illness can be done if necessary.

In the center and classrooms where a child or staff member has been confirmed to have a contagious condition, information regarding that condition will be discussed in the weekly staff meeting, posted both on the classroom door and center-wide, and all staff and families will be notified in alignment with all appropriate requirements and regulations. ***If you are pregnant, we strongly recommend that you talk with your provider regarding the possibility of exposure to childhood illnesses such as cytomegalovirus (CMV) and chicken pox.*** If you are a certified conscientious objector to immunization of your child, the Children's Campus **will** send the child home immediately if a vaccine-preventable disease, to which they may be susceptible, occurs at the center.

Note: ANY illness with recurring symptoms, i.e. vomiting, fever, etc. will require a physician's release.

A written emergency care plan for children with special health needs will be formulated in collaboration with the child's family and primary care provider in an effort to best meet the child's needs and will be maintained as part of the child's permanent confidential record. The emergency care plan will be reviewed and revised annually or as often as necessary.

Medication

Medication Authorization Form

When parents bring medicine to be given to their children at the Children's Campus, they must fill out a **Medication Authorization Form, provide a note from the doctor and the medicine must be in its original bottle**.

A Medication Authorization form is available at the front desk. The form must be filled out completely by the parent/legal guardian, signed and dated. The classroom teacher will store the medication, administer it as directed and initial and date the dosage given. Remember the medication must be taken home at the end of each day. Medication that is no longer needed will be returned to the parents or guardians or destroyed if not picked up by the parent. The center will not keep or administer expired medication.

Some children take prescription medication on a long-term basis. Prescriptions for these medications must be renewed every 3 months. Authorization for long term medications must be filled out weekly. We reserve the right to require additional information and/or prescriptions on over-the-counter drugs.

In addition, a Topical Medication form must be signed in order to authorize the use of things such as sunscreen, lotion and diaper cream.

New Mexico State Licensing requires parents to acknowledge daily any sunscreen, diaper cream or other medications that were given to their child while they were at the childcare center. The designated staff member will keep and sign a written record of the dosage, date and time a child is given medication with the signature of the staff who administered the medication. This information will be provided to the parent or guardian who will initial/date acknowledgment of information received on the day the medication is given. Teachers will post daily the times and type(s) of medication that were given on the sign in/out sheet for the parents to initial.

Storage of Medication

All medications shall:

1. Have a child-protective cap
2. Be stored away from food
3. Be stored at the proper temperature
4. Be inaccessible to children
5. Not be used beyond the date of expiration
6. Be given only for the purpose identified in the instructions
7. Be clearly labeled with the child's name

At the Children's Campus, all unrefrigerated medicine, is kept in the marked cabinet in the Staff Lounge. All refrigerated medicine is kept in the refrigerator in the Staff Lounge. Emergency medications that must be readily available, including Epi-pens and inhalers, are stored in the black file box in the medicine cabinet of each classroom's core space. Topical over-the-counter medications such as sunscreen, lotions and diaper creams are stored in a safe manner, inaccessible to children, while allowing for quick access by staff.

Administering Medication to Children

All staff is required to attend and successfully complete an annual Medication Administration training. Only staff trained in the proper procedure for administering medication is authorized to administer medication to children.

- Medication will be given at the time indicated by the parent on the medication authorization form. If, for any reason, the medication is to be given more than either ½ hour early or ½ hour late, the parent will be contacted for consent **prior**

to the administration of the medication. In addition, the appropriate administrator will be notified.

- Medications **cannot** be administered to a child when the only information provided by the parent or doctor's note is unclear. For example, giving a medication "as needed," "for pain," or "for teething discomfort." Exact and objective information regarding physical symptoms must be provided.
- Children's Campus staff **WILL NOT** give a child the first dose of a new medication.
- When giving a medication, **a second person will be present** to confirm that the correct dosage is being given to the child..

When giving medicine to a child, the staff member will log the date and time, the name of the medicine, the amount given, the time(s) given and their complete signature on the child's Medicine Authorization Form. **PRESCRIPTION MEDICATION CAN ONLY BE DISPENSED PER THE DOCTOR'S INSTRUCTIONS AS SPECIFIED ON THE ORIGINAL CONTAINER.**

Staff **will not** give medication without a prescription or note from the child's doctor. This includes over the counter drugs such as Tylenol, cough syrup and homeopathic treatments. The medication must be brought in its original container, which shall include the first and last name of the child, the date that the prescription was filled, the name of the licensed health care provider, the expiration date of the medication and the period of use of the medication, the manufacturer's instructions or the original prescription label that details the name and strength of the medication, and instructions on how to administer and store it, the dosage, and the hours when the medication is to be given. Cough drops and throat lozenges are an over-the-counter medication and often mask a more serious condition. Therefore, we do not allow them at the Children's Campus unless we have a note from a doctor. Parents who are physicians cannot prescribe medications to be used by their own child. Siblings may not share medication – the prescription must be for the child that will be using it.

Sunscreen/Sunblock

Sunscreen or sun block will be applied to children's exposed skin each time they will be playing outdoors regardless of whether it is sunny or cloudy, except as indicated in writing by a child's physician. Parents of children under six (6) months old must obtain a note from their doctor in order for the Children's Campus to apply sunscreen. Due to the individual nature of each child's skin sensitivities, families ***are required to provide sunscreen for their child.*** Sunscreen/sun block must contain a minimum UVB or UVA protection of SPF 15 or higher. Please be aware that some sun protection products are labeled as flammable and cannot be used at the UNMCC. Staff will not apply any form of insect repellent to children. If parents opt to not use sunscreen, the UNM Children's

Campus requires the family to meet with the Director in addition to providing a doctor's note.

Hand Washing

Children and staff at the Children's Campus are constantly washing their hands to help prevent the spread of illness. Children who are able to wash their own hands with or without assistance and children who are not yet able to wash their own hands, will have their hands washed by staff:

- Wash their hands upon initially entering the classroom
- When moving from one group to another
- After having been outside or in another classroom
- Before preparing, serving, or after handling any raw food that requires cooking
- Before and after each meal or snack
- After diapering, toileting, or using the restroom
- After handling body fluids (e.g., blowing or wiping a nose, coughing on a hand, or touching any mucus, blood, or vomit)
- After playing in water that is shared by two or more people
- After handling pets and other animals or any materials such as sand, dirt, or surfaces that might be contaminated by contact with animals
- as often as necessary

All staff, volunteers and adults entering a classroom must comply with the hand washing expectations outlined above as appropriate to help reduce the spread of illness. All adults must also wash their hands:

- Before and after feeding a child
- Before and after administering medication
- After assisting a child with toileting
- After each application of sunscreen
- Before and after caring for a sick child
- After handling garbage or cleaning

The proper hand-washing procedure that must be followed by children and adults includes 1) using liquid soap and running water; 2) rubbing hands vigorously for at least 20 seconds, including back of hands, wrists, between fingers, under and around any jewelry, and under fingernails; 3) drying hands with a single-use paper towel.

During periods where there is an increased potential for illness, the Children's Campus may require everyone entering the facility to use hand sanitizer or to wash their hands prior to being allowed beyond the front office. At other times throughout the year, using hand sanitizer or washing your hands prior to proceeding beyond the front office will be a recommendation rather than a requirement. This procedure is merely a precautionary

measure to help protect against the spread of germs and will not take the place of hand washing requirements in place throughout the Children's Campus.

Toileting

Diapering

The Children's Campus provides disposable diapers and wipes for children who are not yet able to use the toilet. For families requiring the use of cloth diapers for medical reasons (written documentation must be provided by the health care professional) or due to family beliefs, the cloth diaper must have an absorbent inner lining completely contained within an outer covering made of waterproof material that prevents the escape of feces and urine. Both the diaper and the outer covering are changed as a unit. Cloth diapers and clothing that are soiled by urine or feces are immediately placed in an individual labeled container with a tight fitting lid. This container must be sent home with the family and returned to the Center daily.

Classroom staff will change the children's diapers as many times as necessary. Children will be checked for signs that a diaper is wet or contains feces 1) at least every two hours or as often as necessary when children are awake; and 2) before children go down for a rest; 3) when sleeping children wake up from resting. A new diaper will be used when there is any indication a diaper contains any amount of urine or feces.

Toilet Learning

The UNM Children's Campus does not require a child to be able to use the toilet in order to be in any of our classrooms. All children develop a readiness to learn to use the toilet at their own pace. Toilet learning is a process and it will ultimately lead to your child developing an important self-help skill as long as they are ready. At the Children's Campus we base our toilet learning practices on the following philosophy:

- This should be a non-stressful experience that is appropriate to each child's individual development and involves the child as well as a partnership between the parents and classroom teachers.
- Toilet learning should be consistent between home and school. Communication between parents and teachers is critical to ensure that your child is comfortable and confident about using the toilet.
- We will respect the child's readiness to begin learning to use the toilet.
- We will never force a child to sit on the toilet.

- We will not bribe a child to use the toilet. In addition, it is important that parents do not promise children treats or rewards if they use the toilet.
- Accidents are part of the learning process. We will never punish or shame children in any way for accidents or require them to clean up the mess.
- Children will not be allowed to remain in wet or soiled clothing following accidents. Please ensure that there is an adequate supply of clothes during this process.
- Under some circumstances, we may recommend that you wait to begin working with your child on learning to use the toilet even if they are showing signs of being ready. These circumstances may include recent changes in the household that seem difficult for the child such as a separation/divorce, a death in the family, or a new baby.

Tooth Brushing

Children one year and older will have at least one opportunity for tooth brushing and gum cleaning to remove food and plaque. Parents are asked to provide their child's teacher with a toothbrush and toothpaste labeled with their child's first and last name.

Shoes

The Children's Campus requires that before walking on surfaces that infants use specifically for play, adults and children remove, replace, or cover with clean foot coverings any shoes they have worn outside the play area. Your cooperation in maintaining a clean play area for our infant classrooms is appreciated.

Accidents

The staff at the UNM Children's Campus strives to prevent accidents through their arrangement of play and learning environments and through their supervision of children. Nevertheless there are certain risks and hazards that may arise in the course of your child's activities. At the UNMCC all permanent staff, group leaders and bus drivers maintain current certification in pediatric and adult first-aid, CPR and AED in order to ensure the presence of at least one successfully trained staff member is available to each group of children at all times.

Minor Accidents

If your child has a minor accident, the adult in charge will administer the proper First Aid treatment and complete an Accident Report. One copy will be attached to the parent bulletin board with your child's name and one will be filed in your child's accident report file. All head injuries will result in an automatic call to the parents. If the accident involves a head bump, staff will apply ice, and have the

child checked by an administrator. A call will be made to notify the parent of the head bump.

If your child arrives at the Children's Campus with an injury that happened at home or away from the Children's Campus, please inform us upon arrival. If we are unaware of the cause of the injury, we will contact you to inquire about it. An incident report will be written, documenting what the staff person observed. In some instances, a photograph may be taken to document the injury.

Medical Emergencies

If your child has a serious accident or becomes seriously ill while at the Children's Campus we will stabilize the child, assess the situation, and determine whether to call 911. If it is deemed necessary to call 911, we will also contact the parent/legal guardian to meet emergency medical personnel at the center or at the hospital. A designated staff person will stay with the child until emergency help arrives. Another staff person will be sent outside to direct emergency personnel.

Once 911 has been called, the emergency response is immediate and because we are a childcare center, a large number of emergency personnel respond. This can be especially scary for parents arriving at the Children's Campus. A staff person will be positioned outside to talk with parents and inform them of the emergency situation. This staff person will remain outside until all emergency personnel have left the facility.

If the child must be transported by ambulance, if possible, they will be taken to the hospital designated in the child's paperwork. If a hospital was not designated the child will be taken to University Hospital. If the child's parents have not arrived and emergency medical personnel deem it necessary for the child to be immediately transported to the hospital, a designated staff member will be assigned to accompany the child to the hospital and stay with the child until the parent arrives.

Insurance

The University of New Mexico does not provide medical insurance for accidents that may occur while your child is at the Children's Campus. UNM and the UNM Children's Campus is governed by the New Mexico Tort Claims Act. This act imposes limitations on the recovery of damages from state institutions and their public employees.

Incidents

Occasionally your child may experience or witness an event that leaves no physical signs but may have a considerable psychological impact on him/her. For example, a small group of Kindergartners once witnessed an accident involving a school bus on which they were about to ride. In this, and in similar cases, you will be notified through an Incident Report form as if your child had actually sustained a physical injury.

Fire/Emergency Evacuation Drills

The UNM Children's Campus conducts a minimum of one (1) fire/emergency evacuation drill per month. During a fire/emergency evacuation drill children practice how to safely exist the center in case of a real fire or other emergency. Fire/emergency evacuation drills are unannounced and can happen at any time during the day including meal and rest time. When the alarm sounds, children will be escorted to their classroom's designated waiting area. During these drills, children are expected to exit the classroom quickly, sometimes without their shoes. In order to minimize any potential discomfort the children may experience during a fire/emergency evacuation drill, we regularly check the surface temperature of the classroom evacuation paths and we monitor the path regularly for any signs of debris, sharp rocks, or thorny weeds. Our first priority during any fire/emergency evacuation drill is to ensure the safety of all children and staff and to ensure that they have been evacuated from the facility to a safe waiting area. If you have any questions or concerns, please speak with the Director.

Upon arriving at this location, each classroom will conduct a role call to ensure that all children are accounted for. Once everyone has been accounted for and the classroom staff is given the okay, the children will return to the classroom. Classroom staff will often build the fire/emergency evacuation drill into their curriculum with the children, talking about the loud noise and how it made them feel. If your child was upset by the drill in any way, you will receive an incident report informing you of the situation.

As part of our fire/emergency evacuation drills, the center is secured by our staff. If you arrive in the middle of a drill, you will not be allowed access to the facility until the drill is completed. A staff member is positioned at the front entrance to ensure that no one enters the building. If you are in a classroom, on the playground, in the courtyard, or in the administrative building, you must exist using our posted emergency evacuation routes. You will not be allowed to re-enter the main administrative building until the drill is completed. Center staff will help to direct you to the appropriate exists. We appreciate your cooperation as we conduct our monthly fire/emergency evacuation drills.

Emergency Shelter and Evacuation & Disaster Preparedness

Emergency shelter, evacuation and relocation could occur as the result of a security threat, utility failure, natural disaster, or other environmental hazard that directly affects the safety of the children and staff at the Children's Campus or that affects some other area of the University or surrounding community. The Director, or administrator authorized to assume authority as outlined in the posted chain of command, will work in conjunction with University Officials, Campus Police, and the UNM Safety Health and Environmental Affairs office in the event of an emergency. The UNM Children's Campus conducts a minimum of one (1) shelter in place drill per month.

Emergency Shelter in Place

In situations where there is a threat to the safety of the children and staff at the center, such as an unauthorized individual on the premises, the center will be placed in lockdown. An announcement will be made over the intercom. Access to the facility will be limited only to emergency personnel. All classroom doors and windows will be locked, shades will be drawn, and lights will be turned out. Teachers will gather children together in a group and keep them away from any windows and doors. Attendance will be taken to ensure that everyone is accounted for. Once the area has been deemed safe, staff will be notified over the intercom that the lockdown has been concluded.

Emergency Evacuation and Relocation

In situations such as a bomb threat or other environmental hazard, everyone must evacuate the premises. Teachers will take attendance forms, be sure everyone is out and accounted for, and take the group to the designated waiting spot. Children will be shuttled to the evacuation site escorted by Campus Police, utilizing the Children's Campus buses as well as the UNM shuttle busses. Depending on immediate availability, the evacuation site will either be ballrooms at the UNM Student Union building or meeting rooms at the UNM Continuing Education building. Upon reaching the evacuation site, another head count will be taken and parents will be notified. We work in conjunction with UNM Campus Police and Safety Office during any emergency. During an evacuation, parents may use the following emergency numbers to contact Children's Campus Administrators for updated information: (505)220-1017; (505)220-2602; or (505)220-3595.

Supervision, Ratios & Group Size

Each group of children is assigned to teaching staff that will have primary responsibility for working with that group of children. Teaching staff supervise infants, toddlers, and twos by sight and sound at all times. Preschool and kindergarten children are supervised by sight and sound at all times. Teaching staff supervise school-age

children primarily by sight, however, for short intervals of time they may be supervised by sound with the teacher frequently checking on the children when they are out of sight.

The UNM Children's Campus maintains developmentally appropriate teaching staff to child ratios within group size. Smaller group size and lower ratios allow for more one-on-one adult to child interactions and for constructive activity among children. Staff to child ratios within group size are maintained during all hours of operation, including indoor time, outdoor time, and during field trips.

Research has consistently shown that fewer children per adult and smaller group size result in a higher quality program and more positive developmental outcomes for children.

Single Age Group	**NM State Licensing Maximums**	**NAEYC Accreditation Maximums**
6 weeks through 24 months	1:6	1:4
2 years	1:10	1:5
3 years	1:12	1:6
4 years	1:12	1:9
5 years	1:15	1:9
6 years	1:15	1:12
School-Age	1:15	1:12

Mixed Age Group	**NM State Licensing Maximums**	**NAEYC Accreditation Maximums**
6 weeks through 24 months	1:6	1:4
2.5 years through 3 years	1:12	1:8
3, 4, & 5 years	1:14	1:9
6 years	1:15	1:12

Helmets/Wheeled Toys

According to the American Academy of Pediatrics, among all recreational sports, bicycling injuries are the leading cause of emergency room visits for children. The U.S. Consumer Product Safety Commission has said that wearing a bike helmet can reduce the risk of head injury by 85%. The Child Helmet and Safety Act of 2007 requires helmets for all minors under the age of 18 riding on bicycles, skateboards, scooters, skates and tricycles.

The UNM Children's Campus requires that parents provide a properly fitting helmet to be used at school for children twelve (12) months and older. Helmets will be individually labeled and kept in your child's classroom for use when they are at the center. Children

without a helmet will not be allowed to use any of our wheeled riding toys or wiggle cars. The use of infant walkers at the Children's Campus is strictly prohibited.

If a parent chooses to allow their child to use any of our wheeled riding toys or wiggle cars while dropping off, picking up, or during other times or events outside of the staff's supervision, the child must wear a helmet.

Access to the Children's Campus

In order to maintain a safe and secure environment for your child/children, entrance to the Children's Campus is limited and closely monitored. All parents and visitors must enter through the front office. Visitors to the facility are required to check-in at the front desk utilizing the Raptor check-in procedure, prior to leaving the front office. Parents may purchase an access card to enter the facility. Parents utilizing only the Early PreK, PreK, drop-in and evening care services, or Summer Camp Program are not eligible to purchase access cards. Cards will allow access to the UNMCC during traditional business hours, Monday through Friday. The contracting parent can request additional cards for those who pick up their child on a regular basis. There will be a one time, non-refundable $10.00 administrative fee per card to cover the cost of card production. These cards may not be shared and are the responsibility of the contracting parent. All access cards must be turned in if a family goes on a leave of absence or disenrolls from the program. Failure to return access cards will result in a $20.00 per card fee that will be deducted from your initial security fee or added to your final bill from the Center.

To ensure the safety of the children, we are requesting that access cards be used only by the individual who they were assigned to. We take the children's safety very seriously and will be strictly enforcing this policy. Failure to comply will result in deactivation of your card access to the UNMCC. Lost or stolen cards must be reported to office personnel immediately so that the card can be deactivated, minimizing the possibility of unauthorized access to the UNMCC. There will be a $15.00 replacement fee for lost, stolen, mangled or overused cards. Please be especially cautious when holding the door open for other individuals entering or exiting the facility. If you do not recognize the individual, we are requesting that you escort that individual to the front desk for assistance or notify office personnel immediately.

Missing Child

In the event that a child is missing and not located after a 10-minute search, an administrator or the staff person in charge will immediately notify both parent(s) and police. All staff members will be notified immediately utilizing a center wide "all-call" and the UNMCC will be placed in lockdown. No one will be permitted to enter or exit the facility without administrative approval, until the child has been located.

CHILDREN'S CAMPUS

Parent Handbook

Guidance and Discipline Policy

The goal of guidance and discipline is to limit or eliminate the use of suspension, expulsion, and other exclusionary measures and to maintain a safe and fair environment that encourages the growth and development of the child's self-esteem. This type of environment encourages the building of interpersonal competence and fosters self-discipline and respect for others. The Children's Campus' approach to guidance and discipline is grounded in Conscious Discipline (https://consciousdiscipline.com/) founded by Dr. Becky Bailey. It is our goal to utilize positive guidance and discipline in a way that supports each child's social and emotional development and self-regulation skills. As such:

1. Rules shall be clear, understandable to the child, explained before and at the time of disciplinary action and consistently applied.
2. Discipline shall include positive guidance, redirection, modeling of constructive handling of feelings and the resolution of interpersonal conflict, setting of clear cut limits and use of logical non-punitive consequences.
3. Discipline may include non-punitive restraint only when necessary to protect the child or others from harm. It may include brief, supervised separation from the group and withdrawal of special privileges.
4. Discipline will not include forcing a child to apologize to another.
5. Children's Campus staff will never use physical punishment. Examples include but are not limited to shaking, hitting, spanking, slapping, jerking, squeezing, kicking, biting, pinching, excessive tickling, and pulling of arms, hair, or ears; putting anything in a child's mouth; requiring a child to remain inactive for a long period of time.
6. Children's Campus staff will never use psychological abuse. Examples include but are not limited to shaming, name calling, ridiculing, humiliation, sarcasm, cursing at, making threats, or frightening a child; ostracism, withholding affection. Staff will never use threats or derogatory remarks, abusive or profane language, including yelling.
7. Children's Campus staff will never use coercion. Examples include rough handling (shoving, pulling, pushing, grasping any body part); forcing a child to sit down, lie down, or stay down, except when restraint is necessary to protect the child or others from harm; physically forcing a child to perform an action (such as eating or cleaning up).
8. Children's Campus staff will never withhold nor threaten to withhold food as a form of discipline and will never use unsupervised separation.

We do not allow parents to physically discipline their child while on Children's Campus property. This includes the 30-minute drop-off and pick-up parking zone. It is our professional responsibility to notify the Children Youth and Families Department if we believe a child is being physically harmed.

Aggression Policy

The UNM Children's Campus has a number of resources to draw upon. These resources include financial assistance from UNM and Student Government. This assistance permits the Campus to provide smaller group sizes, lower ratios of adults to children, as well as to employ caregivers with a great deal of skill and training. We feel a responsibility to serve all children to the best of our abilities and to the extent that our resources allow. We have the following policy regarding biting and other physical forms of aggression manifested by children:

If your child is involved in a biting incident, or other form of serious aggression, we will:

1. Comfort the child who was bitten
2. Remind the child who did the biting that their behavior is unacceptable and find appropriate consequences
3. Notify the victim's parents and recommend medical consultation if the child's skin is broken
4. Notify the aggressor's parents
5. Alert all staff scheduled for that classroom that such an incident has occurred

If the behavior persists we will work to find an effective way to reduce or eliminate this form of aggression including:

1. Require a parent/teacher conference with the parent(s) of the aggressor
2. Recommend parent/teacher conferences with the parent(s) of the victim
3. Consider the environment's impact on the situation
4. Consider alternative responses to problematic behavior
5. Consider recommending some form of outside consultation

Parents should be aware that we will only consider involuntary disenrollment of a child for aggression if one or more of the following conditions are present:

1. At the discretion of the Director
2. On the recommendation of two mental health professionals and/or consultants of our choosing
3. If parents/legal guardians fail to attend scheduled conferences and/or are resistant to implementing suggestions that have been made by professionals

Reporting Child Abuse or Neglect

The staff at the Children's Campus is steadfastly committed to protecting children and helping them to grow. It is our legal obligation to report unusual physical marks or

inexplicable behavior to the Department of Children, Youth and Families. It is not our responsibility or intention to offer interpretation or explanation of our observations.

1. Staff members will be familiar with the signs of abuse/neglect as given in the description provided by the Department of Children, Youth and Families.

2. As required by New Mexico law (the Children's Code), staff members will report any known or suspected cases of child abuse or neglect.

3. Any of the following information may be requested:
   a. Child's name, address and age
   b. Location
   c. Nature and extent of injuries and previous injuries
   d. The name and address of the parent or caretaker of the child
   e. The name of the person we suspect is abusing or neglecting
   f. Why we suspect the child is being abused or neglected

4. The above report may be made by telephone, in person, or in writing to the local Social Services Division office. The Albuquerque address and number is:

   New Mexico Human Services Department
   Social Services Division
   Child Abuse and Neglect
   300 San Mateo Blvd. NE 87108
   Phone: (505) 841-6100 (24 hours a day)

5. Other state agencies to which reports may be made are:
   Juvenile Probation Office
   Local District Attorney's Office

6. Failure of educators to report is a misdemeanor. New Mexico law establishes immunity for any person reporting in good faith. State law assures confidentiality of reports and reporting persons. The law provides that an anonymous report may be made and the case will be investigated.

Alleged Child Abuse or Neglect by a UNMCC Employee

When an employee is accused of child abuse or neglect, whether the abuse or neglect is reported to have occurred at the facility or not, they will be immediately placed on paid administrative leave pending the outcome of an investigation as well as any criminal charges filed against the employee. We take all allegations of abuse extremely seriously and will take immediate action. Investigations will include the Children Youth

and Families Department, University Counsel, Human Resources, Risk Management, and all other appropriate agencies.

The UNM Children's Campus will cooperate fully with any investigations into accusations of child abuse and/or neglect and all employees will be required to cooperate as well.

The UNM Children's Campus will maintain strict confidentiality regarding information involving both the accused employee and the child/children involved in the report.

Employees indicted/founded and/or convicted of any crime against a child will be immediately terminated.

Employees cleared of the accusations by Child Protective Services and/or found innocent of criminal charges will be returned to their position on the first business day following receipt of documentation proving charges/investigations are closed as long as the individual is not in violation of New Mexico State Child Care Licensing Requirements that state that an employer will not allow any employee involved in an incident which would disqualify that employee under New Mexico Children, Youth and Families Department's most current version of the background check and employment history verification provisions pursuant to 8.8.3 NMAC to continue to work directly or unsupervised with children to include but not limited to any declaration of intention or determination to inflict punishment, loss, injury or pain on a child or staff member or any known change in an educator's health condition or use of medication that impairs his or her ability to provide for the health, safety or welfare of children in their care. Additionally, all educators must demonstrate the ability to perform essential job functions that reasonably ensure the health, safety and welfare of children in their care.

Some Signs of Child Abuse/Neglect

The Child:

- Seems unduly afraid of certain adults and generally fearful
- Is kept confined for long periods of time
- Shows evidence of repeated skin or other injuries
- Injuries are untreated or inappropriately treated
- Appears to be undernourished or inappropriately fed
- Shows evidence of overall poor care
- Is described as "different" or "bad" by parents
- Does indeed seem "different" in physical or emotional make-up
- Cries often
- Takes over the role of parent or takes care of the parent
- Is notably destructive and aggressive
- Is notably passive and withdrawn

Sexual Harassment Policy

UNMCC adheres to the University of New Mexico's Sexual Harassment Policy as detailed in the Business Policies and Procedures Manual (Policy #3780) and the Pathfinder. If you have experienced any unwelcome sexual advances or other verbal or physical conduct of a sexual nature, please contact an administrator. These policies protect our families as well as our staff.

Conclusion

Again, welcome to the UNM Children's Campus. We hope that this document has been useful to you in getting acquainted with our program. If you have any questions or concerns, please feel free to share them with us. It is our goal to provide a caring and nurturing environment for you and your child. We look forward to working with your family.

Just Playing ~ Anita Wadley

When I'm building in the block room, please don't say I'm "*Just Playing*."
For, you see, I'm learning as I play about balance and shapes.
Who knows, I may be an architect someday.

When you see me up to my elbows in paint or standing at an easel,
Or molding and shaping clay, please don't let me hear you say, "*He is Just Playing*."
For you see, I'm learning as I play. I'm expressing myself and being creative.
I may be an artist or an inventor someday.

When you see me engrossed in a puzzle or some "plaything" at my school, please don't feel the time is wasted in "*Play*."
For you see, I'm learning as I play. I'm learning to solve problems and concentrate.
I may be in business someday.

When you see me cooking or tasting foods, please don't think that because I enjoy it, it is "*Just Play*."
I'm learning to follow directions and see difference. I may be a cook someday.

When you see me learning to skip, hop, run, and move my body, please don't say I'm "*Just Playing*."
For, you see, I'm learning as I play. I'm learning how my body works.
I may be a doctor, nurse, or athlete someday.

When I'm getting all dressed up, setting the table, caring for the babies, don't get the idea I'm "*Just Playing*."
For, you see, I'm learning as I play. I may be a mother or father someday.

CHILDREN'S CAMPUS

Parent Handbook

When you see me sitting in a chair "reading" to an imaginary audience, please don't laugh and think I'm "*Just Playing*." For, you see, I'm learning as I Play. I may be a teacher someday.

When you see me combing the bushes for bugs, or packing my pockets with choice things I find, don't pass it off as "*Just Play*."
For, you see, I'm learning as I play. I may be a scientist someday.

When you ask me what I've done at school today, and I say, "*I Just Played*."
Please don't misunderstand me. For, you see, I'm learning as I play. I'm learning to enjoy and be successful in work. I'm preparing for tomorrow.
Today, I am a child and work is play.

CHILDREN'S CAMPUS

Parent Handbook

Appendix – Sample Forms

Caring for Our Children: National Health and Safety Performance Standards

AA

Receiving Medication

PAGE 2—TO BE COMPLETED BY CAREGIVER/TEACHER

Name of child _____

Name of medicine _____

Date medicine was received _____/_____/_____

Safety Check

☐ 1. Child-resistant container.

☐ 2. Original prescription or manufacturer's label with the name and strength of the medicine.

☐ 3. Name of child on container is correct (first and last names).

☐ 4. Current date on prescription/expiration label covers period when medicine is to be given.

☐ 5. Name and phone number of licensed health care professional who ordered medicine is on container or on file.

☐ 6. Copy of Child Health Record is on file.

☐ 7. Instructions are clear for dose, route, and time to give medicine.

☐ 8. Instructions are clear for storage (eg, temperature) and medicine has been safely stored.

☐ 9. Child has had a previous trial dose.

Y ☐ N ☐ 10. Is this a controlled substance? If yes, special storage and log may be needed.

_____

Caregiver/Teacher Name (Print)

_____

Caregiver/Teacher Signature

AA

Caring for Our Children: National Health and Safety Performance Standards

Medication Log

PAGE 3—TO BE COMPLETED BY CAREGIVER/TEACHER

Name of child _____ Weight of child _____

	Monday	Tuesday	Wednesday	Thursday	Friday
Medicine					
Date	/ /	/ /	/ /	/ /	/ /
Actual time given	AM _____ PM _____	AM _____ PM _____	AM _____ PM _____	AM _____ PM _____	AM _____ PM _____
Dosage/amount					
Route					
Staff signature					

	Monday	Tuesday	Wednesday	Thursday	Friday
Medicine					
Date	/ /	/ /	/ /	/ /	/ /
Actual time given	AM _____ PM _____	AM _____ PM _____	AM _____ PM _____	AM _____ PM _____	AM _____ PM _____
Dosage/amount					
Route					
Staff signature					

Describe error/problem in detail in a Medical Incident Form. Observations can be noted here.

Date/time	Error/problem/reaction to medication	Action taken	Name of parent/guardian notified and time/date	Caregiver/teacher signature

	Date	Parent/guardian signature	Caregiver/teacher signature
RETURNED to parent/guardian	/ /		
	Date	Caregiver/teacher signature	Witness signature
DISPOSED of medicine	/ /		

Medication Incident Report

Date of report _____ School/center _____

Name of person completing this report _____

Signature of person completing this report _____

Child's name _____

Date of birth _____ Classroom/grade _____

Date incident occurred _____ Time noted _____

Person administering medication _____

Prescribing health care provider _____

Name of medication _____

Dose _____ Scheduled time _____

Describe the incident and how it occurred (wrong child, medication, dose, time, or route?)

_____

_____

_____

Action taken/intervention _____

Parent/guardian notified? Yes _____ No _____ Date _____ Time _____

Name of the parent/guardian that was notified _____

Follow-up and outcome _____

Administrator's signature _____

Adapted with permission from Healthy Child Care Colorado.

Emergency Care Plan

SEIZURE DISORDER

Date:_____

Child's Name:_____DOB:_____Rm:_____

Contracting Parent:_____ Cell Phone:_____Home Phone:_____

Partner:_____Cell Phone:_____Home Phone:_____

SYMPTOMS OF A SEIZURE MAY INCLUDE ANY/ALL OF THESE:

- ❑ Tonic-Clonic Seizure:
  - o Entire body stiffens, jerking movements
  - o May cry out, turn bluish, be tired afterwards
- ❑ Absence Seizure
  - o Staring spell, may blink eyes

STAFF MEMBERS INSTRUCTED:

❑ Classroom Teacher(s) ❑ Administration ❑ Support Staff

❑ Student Staff ❑ Transportation Staff

TREATMENT:

Clear the area around the classroom to avoid injury.
DO NOT PUT ANYTHING IN THE CHILD'S MOUTH
Place student on side if possible, speak to child in reassuring tone
Stay with the child until help arrives

❑ Emergency Medical Services (911) should be called, child transported to hospital
Preferred Hospital if transported:_____

❑ **Emergency medication to be given at onset of seizure:**_____

❑ Child should be allowed to rest following seizure, call parent

Health Care Provider:_____Phone:_____
Written by: _____Date:_____

❑ Copy provided to parent ❑ Copy provided to classroom ❑ Copy included in child's file

Parent/ Guardian Signature to share this plan with Provider and UNMCC Staff:_____

CHILDREN'S CAMPUS

Parent Handbook

Dear Parent,

Please use this as a tool to help you prepare for your child's Individual Family Service Plan (IFSP) meeting. As you look at each area, think about your child as a whole—academic, social, personal, speech-language, extra-curricular, etc. **Please feel free to take notes on this paper and bring it to the meeting, which will be scheduled on or before _____.**

What are my child's strengths?

What are my concerns about my child's academic, social, personal development?

IFSP

What progress have I seen in my child?

What are my goals for my child? (academic, personal, speech, social)

What questions do I have about my child's needs?





Parent Handbook

UNM Children's Campus for Early Care & Education
Placement Agreement

Dear Parent/Guardian,

Your child has been offered enrollment at the UNM Children's Campus for the Fall/Spring/Summer 20__ semester. This Placement Agreement must be signed within twenty-four (24) hours following the Acceptance of Enrollment to the UNM Children's Campus in order to ensure your child's enrollment for Fall/Spring/Summer 20__. Failure to sign this document within twenty-four (24) hours will void the offer of enrollment and automatically place your child back onto the waiting list based on the date of your original waiting list application.

Date Offered Enrollment: _____ Date Accepted Enrollment: _____

Child's Name: _____ Child's Date of Birth: _____

Classroom Assignment: _____ Schedule: _____

Upon signing this Placement Agreement, the contracting parent/guardian is responsible for all fees associated with enrollment, including but not limited to a deposit of $250 per child; a non-refundable registration fee of $150 (1st child), $125 (2nd child), $100 (3rd child); a non-refundable administrative fee of $25 per semester; and the first month's tuition. Should you decide to disenroll your child from the UNM Children's Campus after signing this Placement Agreement and prior to attending for thirty (30) days, you will be responsible for all applicable fees. You are eligible for refund of the deposit if your account is in good standing and you have provided thirty (30) days written notice of withdrawal.

Contracting Parent's Name (Please Print):_____

Contracting Parent's Banner ID: _____

Contracting Parent's UNM Affiliation Status: _____
(Will be verified at the time contract is signed)

I understand that by signing this Placement Agreement that I am agreeing to accept enrollment at the UNM Children's Campus and am responsible for all fees and tuition associated with this enrollment, as well as all terms and conditions outlined in the UNM Children's Campus Parent Handbook (available on-line at childcare.unm.edu).

_____ _____
Contracting Parent's Signature Date

Children's Campus Contract for Services

Health Evaluation Information (Confidential)

Date: _____

Child's Name: _____ Date of Birth: _____

Height: _____ Weight: _____

Medical Status:	
Allergies/Intolerance: (if any)	
General Health Disposition of child:	
Health Concerns:	
Recommendations:	
Eyes: (Conditions concerning the eyes, such as "lazy eye", ambyopic, crossed eyes, near or far sightedness, eye surgery, glasses prescribed)	
Ears: (Conditions affecting hearing, such as repeated ear infections, tubes in ears, deafness, ear surgery, speech problems and speech therapy)	
Head: (Problems with headaches, history of meningitis, seizures – convulsions, epilepsy or cerebral palsy)	
Chest: (Conditions affecting the heart such as rheumatic fever, murmurs, heart surgery, etc.)	
Other:	

Doctor's Name (Printed):

_____

Doctor's Signature:

_____

ILD HEALTH RECORD: FORM ? SCREENINGS, PHYSICAL EXAMINATION/ASSESSMENT

CHILD'S NAME: | SI | BIRTHDATE:

CENTER: UNM Children's Campus | PHONE: 277-3182 (Fax)

ADDRESS: 1210 University Blvd. N.E., Albuquerque, NM 87131

HEALTH CARE PROVIDER BEFORE PHYSICAL EXAMINATION/ASSESSMENT

1. RELEVANT INFORMATION (from Health History, Parent/Teacher Observations):

2. SCREENING TESTS. Starred items (*) are *required* by Head Start and recommended by the American Academy of Pediatrics for children 3-5 years. Enter dates if done previously. When recording results, enter *at a minimum* "N", "S", or "A" for NORMAL, SUSPECT, OR ATYPICAL/ABNORMAL, respectively.

TEST	DATE	RESULTS	TEST	DATE	RESULTS
a. PRESENT AGE*		____Yrs. ____Mos.	g. VISION (Type of Test)*		
b. HEIGHT (no shoes, to nearest 1/8 inch)*			ACUITY R / L		
c. WEIGHT (light clothing to nearest 1/4 lb.)			RESCREENING		
d. BLOOD PRESSURE			STRABISMUS		
e. HEMATOCRIT or HEMOGLOBIN*			COMMENTS		
f. HEARING (Type of Test)*			h. OTHER TESTS (If Indicated)		
RESULTS. R/L			(1)TB		
RESCREENING			(2) Sickle Cell		
COMMENTS			(3) Lead		
			(4) Ova & Parasites		
			(5) Urinalysis		
			(6) Other		

PART II: TO BE COMPLETED BY HEALTH CARE PROVIDER DURING AND AFTER PHYSICAL EXAMINATION/ASSESSMENT

3. PHYSICAL EXAMINATION/ASSESSMENT. Complete and return top two copies to Head Start.

	NORMAL FOR AGE	ABNORMAL	NOT EVAL.	COMMENTS (*Use Additional sheet if necessary*)
a. GENERAL APPEARANCE				
b. POSTURE, GAIT				
c. SPEECH				
d. HEAD				
e. SKIN				
f. EYES: (1) External Aspects				
(2) Optic Fundiscopic				
(3) Cover Test				
g. EARS: (1) External & Canals				
(2) Tympanic Membranes				
h. NOSE, MOUTH, PHARYNX				
i. TEETH				
j. HEART				
k. LUNGS				
l. ABDOMEN (Include hernia)				
m. GENITALIA				
n. BONES, JOINTS, MUSCLES				
o. NEUROLOGICAL/SOCIAL				
(1) Gross Motor				
(2) Fine Motor				
(3) Communication Skills				
(4) Cognitive				
(5) Self-Help Skills				
(6) Socials Skills				
p. GLANDS (Lymphatic/Thyroid)				
q. MUSCULAR COORDINATION				
r. OTHER				

s. GENERAL STATEMENT ON CHILD'S PHYSICAL STATUS:

Signature: _____ Date: _____

4. FINDINGS, TREATMENTS, AND RECOMMENDATIONS

ABNORMAL FINDINGS/DIAGNOSIS	TREATMENT PLAN	RECOMMENDED FOLLOW-UP OR RESULTS *(Initial when complete)*	DATE

01 (5/00)

Dental Screening

Income eligibility placeholder

UNM Children's Campus for Early Care & Education
Diet Restriction for Meals @ the UNM Children's Campus

Child's Name: _____ **Classroom/Teacher** _____

Diet Restriction (A physician's signature is required if the restriction is not a parent preference):

[ ] None

[ ] Parent preference; please specify_____

(i.e.) lacto-ovo vegetarian, lacto-intolerant, etc. (likes and dislikes are not accommodated)

[ ] Allergy/Medically necessary (physician signature required)

If your child requires a special diet, please include a detailed description of any allergic reaction or adverse consequence of not following the special diet.

_____

_____

_____

List specific foods to be omitted and suggest substitutions:

Omissions	Substitutions
_____	_____
_____	_____
_____	_____

I give permission for the program to post information regarding my child's allergy(s)/special nutritional needs in food preparation areas, and in my child's classroom as a visual reminder to staff.

Summer _____
Contracting Parent Signature Date

Fall _____
Contracting Parent Signature Date

Spring _____
Contracting Parent Signature Date

☐ If any additional information regarding diet or feeding is necessary, please check this box and provide the needed information on the back of this form.

I certify that the above named person needs special dietary substitutes prepared as described above because of an allergy, disability or chronic medical condition.

_____ _____ _____
Physician's Signature Phone # Date

Parent Handbook

Obligation to Offer Soy Milk

Center Agreement #: 0178 Child & Adult Care Food Program: UNM Children's Campus for Early Care and Education

>>Every child enrolled at our center who substitutes Soy Milk for regular Milk must complete this form<<

Dear Parent:
The UNM Children's Campus offers Westsoy, Vanilla Soy Milk as a Milk substitute as part of the Child and Adult Care Food Program (CACFP).

We are required to follow the Meal Pattern for different age groups of children at no additional charge. We are pleased to offer these benefits for as long as this center is eligible to participate. To better meet your personal preferences and your child's needs, you may choose from the following options. Please check your selection, sign, and date this form. If your decision changes, you may fill out a new form. Also, if the situation changes, then a new form should be filled out as well. The 'old' form will be kept on file.

**Please note: We are providing Soy Milk to be used at our Center *ONLY*. If your child's current milk substitute is different, we strongly recommend that you check with your pediatrician before switching. Remember, you may choose to use our milk substitute at no extra charge or continue to provide your own brand.

Child's Name: _____ Date of Birth: _____

☐ I accept the soy milk offered by the UNM Children's Campus, which is Westsoy, Vanilla.
☐ I decline the soy milk offered by the UNM Children's Campus AND I will provide _____.
(soy milk brand name)

**I understand the center staff will serve food according to the planned CACFP menus. According to licensing regulations, I will be required to clearly label the soy milk with my child's name and the date.

Summer
_____ Parent/Guardian Signature _____ Center Staff Signature

Fall
_____ Parent/Guardian Signature _____ Center Staff Signature

Spring
_____ Parent/Guardian Signature _____ Center Staff Signature

The State of New Mexico Children, Youth and Families Department, Child and Adult Care Food Program does not discriminate on the basis of age, color, race, sex, national origin or Disability. Any person who believes they have been discriminated against in any USDA-related activity should contact: USDA, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD).

Obligation to Offer Infant Formula and Food

Center Agreement #: 0178 Child & Adult Care Food Program: UNM Children's Campus for Early Care and Education

>>Every infant enrolled at our center must complete this form<<

Dear Parent:

The UNM Children's Campus offers Iron Fortified Enfamil 20 Infant Formula and Gerber Rice Cereal as part of the Child and Adult Care Food Program (CACFP) for infants less than 12 months of age.

We are required to follow the Infant Meal Pattern for different age groups of infants at no additional charge. We are pleased to offer these benefits for as long as this center is eligible to participate. To better meet your personal preferences and your infant's needs, you may choose from the following options. Please check your selection, sign, and date this form. If your decision changes, you may fill out a new form. Also, if the situation changes such as your pediatrician changing the infant's formula, then a new form should be filled out as well. The 'old' form will be kept on file.

**Please note: We are providing formula and cereal to be used at our Center *ONLY*. If your infant's current formula or cereal is different, we strongly recommend that you check with your pediatrician before switching. Remember, you may choose to use our formula or cereal at no extra charge or continue to provide your own brand.

Infant's Name: _____ Date of Birth: _____

☐ I accept the formula offered by the UNM Children's Campus, which is Iron Fortified Enfamil 20 Infant Formula.

☐ I accept the soy formula offered by the UNM Children's Campus, which is Iron Fortified Enfamil 20 Soy Infant Formula.

☐ I accept the cereal offered by the UNM Children's Campus, which is Gerber Rice Cereal.

☐ I decline the formula offered by the UNM Children's Campus AND I will provide _____.
(formula brand name or breast milk)

☐ I decline the soy formula offered by the UNM Children's Campus AND I will provide _____.
(soy formula brand name)

☐ I decline the cereal offered by the UNM Children's Campus AND I will provide _____.
(cereal brand name)

**I understand the center staff will serve food according to the planned infant menus. According to licensing regulations, I will be required to clearly label the bottles with my infant's name and the date.

Summer _____ _____
Parent/Guardian Signature Center Staff Signature

Fall _____ _____
Parent/Guardian Signature Center Staff Signature

Spring _____ _____
Parent/Guardian Signature Center Staff Signature



Parent Handbook

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Parent Handbook

UNM Children's Campus for Early Care & Education
Topical Medication Permission Form

Child's Name: _____

I give UNMCC staff permission to apply as necessary. (Please initial by each item you give approval for.)

[ ] Sunscreen -- for outdoor play
[ ] Calamine Lotion -- for insect bites
[ ] Aloe Vera -- for sunburned skin
[ ] Petroleum Jelly -- for chapped lips & dry skin
[ ] Triple antibiotic ointment -- for superficial wounds
[ ] Diaper cream -- for diaper rash
[ ] Chapstick, Carmex, etc., -- for chapped lips
[ ] Hand and/or body lotion -- for dry skin
[ ] Other, please explain _____

I understand it is my responsibility to provide the items listed above. I also understand it is my responsibility to inform the classroom staff when I bring the(se) item(s) and to give the(se) item(s) DIRECTLY to the staff to ensure they are kept out of reach of the children. I hereby release UNMCC from all liability for any complications resulting from the administration of the above medication as described.

THIS FORM IS FOR TOPICAL MEDICATION ONLY. PLEASE NOTE ANY MEDICATION THAT IS INJESTED FOLLOWS DIFFERENT PROCEDURES. PLEASE SEE MEDICATION AUTHORIZATION FORM (ACCOMPANIED BY DOCTOR'S AUTHORIZATION).

Summer_____
Contracting Parent Signature Date

Fall _____
Contracting Parent Signature Date

Spring _____
Contracting Parent Signature Date

Parent Handbook

UNM CHILDREN'S CAMPUS for EARLY CARE and EDUCATION

PHOTOGRAPH PERMISSION

I give permission for photography of my child _____ to be taken while he or she is involved in the program of the UNM Children's Campus for Early Care and Education to be used for public relations purposes for the Children's Campus. I understand that every attempt will be made to notify me before any such pictures are printed for publications or display.

Summer_____ _____
Contracting Parent Signature Date
Fall _____ _____
Contracting Parent Signature Date
Spring _____ _____
Contracting Parent Signature Date

TRIP PERMISSION

Many times during your child's attendance at the UNM Children's Campus for Early Care and Education groups will be taking trips to nearby places of interest. In order for your child to be included in these trips, you must sign the blank permission form below. Your signature enables the teachers to take groups on trips without seeking permission each time. Parents will be notified in advance of all field trips taken by the class. As appropriate, seat belts and restraints will be available for children transported.

My child _____ has permission to go on all trips sponsored by the UNM Children's Campus Early Care and Education. This permission covers walking, trips taken in UNM vans, buses and/or private vehicles, and trips both on and off campus. In all cases UNM and its employees will not be held liable for any accident incurred.

Summer_____ _____
Contracting Parent Signature Date
Fall _____ _____
Contracting Parent Signature Date
Spring _____ _____
Contracting Parent Signature Date

SWIMMING PERMISSION

During the year, the UNM Children's Campus for Early Care and Education provides various swimming opportunities for all age groups. The Child Care Licensing Bureau requires that all parents sign an agreement that their children are allowed to have water play in small wading pools, or swim at Johnson Center in the Therapy pool, the shallow end of the Olympic pool, or a pool off-site. Lifeguards will always be available for all swimming field trips.

My child _____ has permission to participate in any swimming or waterplay activity sponsored by the UNM Children's Campus. This permission covers all off-site locations.
Summer_____ _____
Contracting Parent Signature Date
Fall _____ _____
Contracting Parent Signature Date
Spring _____ _____
Contracting Parent Signature Date

Parent Handbook

UNM Children's Campus for Early Care and Education
Permission for Academic Connections

One of the goals of the UNM Children's Campus for Early Care and Education is to serve as a location for academic connections for UNM students and faculty and others in the community. The Children's Campus is a place for student observations, projects, and other field experiences. Such activities may include, but are not limited to, practicum assignments, observations and projects, internships, student teaching placements, informal research, practice developmental and/or linguistic testing, mental/physical wellness experiences and the like. The level of involvement may include passive observations, active interactions, facilitating group activities/discussions, and conducting practice tests and other similar kinds of activities. This may include photographing, audio taping, videotaping, collecting samples of children's work and taking dictation of children's words. If any of the research protocols should fall under the jurisdiction of the Institutional Review Board for Human Subjects Research we will take the necessary steps to obtain their approval.

The Children's Campus is committed to providing these opportunities to faculty, students, and beyond while also ensuring your child is in a safe and nurturing environment. Therefore, we will not permit any involvement that we feel will cause emotional distress and/or psychological/physical harm. All individuals involved in these activities must meet the standards and expectations of our program which include completing an application for participation and meeting with the appropriate administrator. The procedures are designed to ensure that your child/children are properly protected and supported during the conduct of any study at the Children's Campus. Also, unless we have received specific separate permission from you, these individuals will not be left alone with any child or group of children at the center. As with other aspects of our program, we will always work to respect your child's choice to participate or not participate.

I hereby give permission for my child, _____, to participate in the academic connections that take place at the Children's Campus as described above. I understand these connections are designed for the purpose of professional training, research and education and that none of the above mentioned methods of data collection will be used for commercial purposes.

_____
Printed name of parent/legal guardian

Summer _____ _____
Contracting Parent Signature Date

Fall _____ _____
Contracting Parent Signature Date

Spring _____ _____

Contracting Parent Signature Date

UNM CHILDREN'S CAMPUS FOR EARLY CARE & EDUCATION

Transportation TO and FROM School
~ SCHOOL AGE INFORMATION ~

PLEASE PRINT!!!

Child's Name: _____

Parent's Name: _____

Child Attending: _____ MONTEZUMA _____ MONTE VISTA

Teacher's Name: _____ Room #: _____

PLEASE CHECK ALL THAT APPLY

I NEED MY CHILD TO BE:

[ ] PICKED UP FROM SCHOOL MONDAY-FRIDAY (AS)
[ ] DROPPED OFF AT SCHOOL MONDAY-FRIDAY (BS)
[ ] DROPPED OFF AND PICKED UP FROM SCHOOL MONDAY-FRIDAY (BAFT)

I give permission for my child _____ to be transported TO and FROM school, as indicated above, by the UNM Children's Campus Bus. UNM and its employees will not be held liable for any accidents incurred.

Summer _____
Parent/Guardian Signature Date

Fall _____
Parent/Guardian Signature Date

Spring _____
Parent/Guardian Signature Date

STANDING ORDERS

Please Print!!!!!!

I, _____, authorize the following adults listed below to pick up
(Contracting Parent's Name)

my child _____
(Child's Name)

Name of Authorized Person	Specified Days/Weeks
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

If applicable, please include your partner's name in the list above.

I understand I am giving full responsibility to this/these individual(s) to pick up my child when I have indicated.

Summer _____
Contracting Parent Signature Date

Fall _____
Contracting Parent Signature Date

Spring _____
Contracting Parent Signature Date

NOTE: Please remind the people listed above that they need to always have some form of identification to pick up your child. We will NOT release a child to someone who has not been authorized to pick them up or is NOT eighteen years of age or older.

Affiliation Verification

EVERY FAMILY MUST SUBMIT A COPY OF THE CONTRACTING PARENT'S CLASS SCHEUDLE OR A COPY OF HIS or HER UNM EMPLOYEE ID CARD BEFORE SERVICE

As you know, the UNM Children's Campus ONLY SERVES UNM AFFILIATED FAMILIES. Each family must submit documentation establishing that at least one parent is affiliated with UNM. For student-affiliated parents, we require a copy of their course schedule for the current semester. For Staff/Faculty, Medical Residents, and Fellows, we require a copy of the affiliated parent's employee identification card.

Name of Affiliated Parent**:** _____

[___] Student [___] Staff [___] Faculty
[___] Medical Resident [___] Fellow

Summer _____ _____
Contracting Parent Signature Date

Name of Affiliated Parent**:** _____

[___] Student [___] Staff [___] Faculty
[___] Medical Resident [___] Fellow

Fall _____ _____
Contracting Parent Signature Date

Name of Affiliated Parent**:** _____

[___] Student [___] Staff [___] Faculty
[___] Medical Resident [___] Fellow

Spring _____ _____
Contracting Parent Signature Date

Temporary Authorization Form
PLEASE PRINT!

Child's Name: _____

Contracting Parent: _____

Authorization for*: _____
* Person must be parent/legal guardian

In my absence, I authorize the above named person to make changes to my child's paperwork as well as sign any and all registration paperwork for my child's file.
This authorization is effective from _____ until _____. Thank you.

_____ _____
Contracting Parent Signature Today's Date

THE UNIVERSITY of NEW MEXICO

UNMCC LEAVE OF ABSENCE REQUEST

I request a leave of absence for: _____ DOB: _____
(Child's Name)

Child's classroom: _____

My Child's Last Day is: _____

I request a leave of absence for: ☐ Fall 20___ ☐ Spring 20___ ☐ Summer 20___

My Child would like to return on or about: _____

(It is my responsibility to notify the UNMCC a minimum of 30 days prior to the date my child would like to return in order to determine if space is available.)

When my child returns I am interested in: ☐ FT ☐ AM ☐ PM ☐ Unknown ☐ Other _____

I understand there is a $25 per semester fee in order to place my child on a leave of absence. I further understand that I will be automatically withdrawn from the program after the latest date on this form if I have not returned to the UNMCC or renewed my request. I also understand that I am not guaranteed a space at the end of this Leave of Absence and will be placed at the top of the waiting list for the next available space. If I decide to withdraw from the program while on a leave of absence, I understand that I must submit a thirty-day written notice of withdrawal and that my account must be in good standing in order to be eligible to receive a refund of my initial security deposit.

_____ _____
Contracting Parent's Signature Date

UNMCC WITHDRAWAL NOTICE

I would like to notify the UNM Children's Campus of my intention to withdraw my child from the program effective as indicated below.

Child's Name: _____ DOB: _____
Child's current classroom: _____
Child's Last Day: _____
Reason for Withdrawal: _____

I understand that by submitting this form, my child will be withdrawn from the Children's Campus as of the date specified above. If I decide to re-enroll my child at a later date, I must place them on the waiting list for services and will be subject to the registration fee, security deposit, and administrative fee in place at the time of re-enrollment should space become available. I further understand that in order to be eligible for a refund of my initial security deposit that I must submit a thirty (30) day written notice of withdrawal and that my account must be in good standing. Failure to provide the required notice or to maintain my account in good standing will result in forfeiture of my initial security deposit.

_____ _____
Contracting Parent's Signature Date

UNM ACCIDENT/INCIDENT FORM

DATE: _____ **CLASSROOM** _____
TIME: _____ **LOCATION OF ACCIDENT:** _____
CHILD'S NAME: _____
(First) (Last)

ACCIDENT/INCIDENT DESCRIPTION:

_____
_____
_____
_____
_____
_____
_____
_____
_____

TYPE OF FIRST AID or TREATMENT GIVEN AT CENTER: _____
_____
_____

TREATMENT GIVEN ELSEWHERE: _____
_____

WAS IT NECESSARY TO CONTACT PARENT? [ ] YES [ ] NO TIME CONTACTED: _____
WAS IT NECESSARY TO ADVICE ADMIN STAFF? [ ] YES [ ] NO TIME ADVISED: _____

_____ _____
(Witness Signature) (Date)

_____ _____
(Lead or Assistant Teacher Signature) (Date)

NOTE:
PLEASE MAKE DUPLICATE COPY. ONE (1) FOR THE OFFICE AND ORIGINAL FOR THE CHILD'S PARENT(S).
Lead or Assistant Teacher is unavailable, have a Teacher from another room sign as soon as there is enough coverage to leave the room.

Biting Report Form

Date: _____
Who did the Biting? _____
Who was Bitten? _____ Time of Bite: _____

Brief description of incident: _____
_____
_____
_____
_____
Was Skin Broken: Yes _____ No _____
If 'YES", Time Parents were called: _____
Total number of children in the Classroom: _____
Names of staff assigned to Classroom at time of incident:
1) _____2) _____ 3) _____
4)_____ 5) _____6) _____
General Tone of classroom (i.e., Rowdy, Mellow, Stressful, Busy, etc.) _____
Activities and events occurring BEFORE and DURING the incident. _____
_____
_____
_____
_____
Number of children and names of staff in immediate vicinity BEFORE and DURING the incident. Children (#) _____ Staff: 1) _____
2) _____ 3) _____
4) _____ 5) _____
General Tone of group (i.e., Rowdy, Mellow, Stressful, Busy, etc.) _____
Biting child's experiences earlier today _____

Bitten child's experiences earlier today
_____
_____
Identified stressors on *Biting Child* originating away from the Center. _____
_____
_____
_____
_____
Identified stressors on *Bitten Child* originating away from the Center. _____
_____
_____
_____
_____

Identified stressors on *Biting Child* originating at the Center. _____
_____
_____
_____
_____
_____
Identified stressors on *Bitten Child* originating at the Center. _____
_____
_____
_____
_____
Biting Child's account of what happened. _____
_____
_____
_____
_____
_____
Bitten Child's account of what happened. _____

Reporter's understanding of what happened. _____
_____
_____
_____
_____
_____
Reporter's Account of how Staff responded to the incident. _____

Reporter of Incident:

_____
PLEASE PRINT

_____
Signature



Parent Handbook

CHILDREN'S CAMPUS

Parent Handbook

Infant/Toddler Program Daily Report

Child's name: Date:

My child's day before we got to the Center:

Did your child sleep well? (circle) Yes No Time child woke up: _____

My child last ate at: _____ (S)he had: _____

Parent comments:

Your child's day at the Center:

Food

	Time	Food
Snacks		
Lunch		
Bottles		

Sleep

Time	Length

Play activities:

Medication

Time:	Amount:	Given by:

Diapering

W=Wet
DA=Damp
FB=Firm BM
LB=Loose BM
D=Dry

7:30	8:30	9:30	10:30	11:30	12:30	1:30	2:30	3:30	4:30	5:30

Teacher Comments: