

Barbara Barrington Jones Family Foundation

Wee Care Center



Student Parent Handbook

Welcome

Welcome to Utah Valley University's Barbara Barrington Jones Family Foundation Wee Care Center.

The Wee Care Center (Wee Care or WCC) is one of the programs offered through the Women's Success Center. Our goal is to provide affordable, accessible, quality, childcare specifically for student parents at UVU. These services are offered to help student parents pursue their degree with a focus on excellence and timely completion.

This parent handbook contains information regarding the WCC and our procedures. Please read the entire handbook carefully to gain an understanding of expectations for children, student parents, and WCC staff.

All protocols, plans, and operations are reviewed annually with input from parents, staff, and WCC administration. Parent input is gathered from surveys, focus groups, parent committee meetings, and parent orientation sessions.

Important Contact Information:

Women's Success Center Director

Rachel Lund 801-863-3010

Women's Success Center Assistant Director over Wee Care Center

Heidi Billy 801-863-7267

Wee Care Center

Child Care Manager: Melisa Hunt, 801-863-4775

Wee Care Center

Operations Manager: Kimberly Williamson, 801-863-6014



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About Us

Mission Statement

The Barbara Barrington Jones Family Foundation Wee Care Center supports UVU student parents on their path to graduation by providing quality care and early education for their children.

Philosophy

Wee Care is a place...

...**where children** are valued for their sense of wonder, their genuine curiosity, their need to explore, and their natural desire to learn.

...**where families** are valued for the support they provide their children, for the partnerships they build with our staff, and for their willingness to entrust their children into our care.

...**where staff** are valued for their ability to work together for the benefit of the children, to promote positive relationships with individual children and their families, and for their commitment to continual program evaluation and professional development.

Wee Care staff strive to...

...**encourage children** to explore, solve problems, gain confidence, build friendships, and use the toys and tools around them to think critically.

...**support children's need** for creative expression and increased independence.

...**establish and maintain** a safe, healthy, and developmentally appropriate environment for children and an open dialogue and partnership with parents.

Hours/Days of Operation

Wee Care hours for the 2024-2025 school year are Monday through Friday, 7:30 AM to 6:00 PM. WCC days of operation follow UVU's [academic](#) and [closure](#) schedules and are subject to change each semester. The WCC may also close due to severe weather or other emergencies.

Planned 2024-25 Center Closures:

- Labor Day (*Sep 2*)
- Fall Break (*Oct 17-19*)
- Thanksgiving (*Nov 25-30*)
- Martin King Luther Jr. Day (*Jan 20*)
- President's Day (*Feb 17*)
- Spring Break
- Memorial Day (*May 26*)
- Juneteenth
- Independence Day (*Jul 4*)
- Pioneer Day (*Jul 24*)

WCC Staff

Wee Care staff are carefully chosen for their educational backgrounds and current educational endeavors. Caregivers must be at least 18 years old and have graduated from high school or received a GED diploma. All staff must pass a criminal background check through Utah Department of Health Child Care Licensing, be First Aid and CPR certified, and have a current food handler's permit. Our program ensures that there will always be at least one staff member present at all times who is certified in infant and child First Aid and CPR. Staff are also required to complete 24-30 hours of early childhood education in-service training annually.

Teacher-Child Ratios and Supervision

To ensure continuity of care, we strive to assign both full and part-time teachers to the same classroom throughout the semester, with a primary teacher assigned to each child under the age of one. Teacher-child ratios are maintained during nap time, outdoor time, and for off-site activities. **Teacher supervision means teachers can both hear, and see, all children in their care at all times.** This definition applies to parents as well. Parents are to be able to see and hear all their children at all times while at the Wee Care Center until their children are properly handed off to teachers who are prepared and planning on that child's care, even if the children are signed in to the childcare system.

Wee Care administration ensures classroom ratios are maintained at the proper level of supervision and care. This may require WCC staff to cover a shift for an absent teacher or to temporarily increase the maximum class size in accordance with the state's higher teacher-child ratios. The WCC will only increase ratios in an emergency and for the shortest amount of time possible. Information on state child care ratios is available on the [state licensing rules website](#).

To ensure high quality care, WCC maintains the following teacher-child ratios:

| Class | Teacher-Child Ratio | WCC Maximum Class Size |
|---------------------|---------------------|------------------------|
| Infants | 1:4 | 8 |
| Younger 1-year-olds | 1:4 | 8 |
| Older 1-year-olds | 1:5 | 10 |
| 2-year-olds | 1:6 | 12 |
| 3-year-olds | 1:8 | 16 |
| 4 to 6-year-olds | 1:10 | 20 |

Enrollment

Eligibility

The Wee Care Center accepts children of UVU student-parents ages 6 weeks to 6 years old. Children of degree-seeking UVU students may attend the Wee Care Center. Care is provided during the parent's class hours for children 6 weeks to 6 years old. Student parents taking at least six credits may qualify for subsidized childcare.

Priority enrollment is given to degree-seeking single parents. Other priority consideration is given to families with the greatest financial need, students close to graduation, and full-time students enrolled in face-to-face classes. If student-parents with any of these considerations miss the priority registration deadline, their applications will be considered in the order completed materials are received. All registration dates are announced on the [Wee Care Center website](#) and on Women's Success Center [social media](#).

WCC does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age, disability, veteran status, pregnancy, childbirth, pregnancy-related conditions, citizenship, genetic information, or other basis protected by applicable law in employment, treatment, admission, access to educational programs and activities, or other university benefits or services. Inquiries regarding non-discrimination should be directed to UVU EOAA office at 801-863-7999 or TitleIX@uvu.edu.

Application Process

All student-parents must enroll their children each semester. All new families must create a Smartcare profile in order to complete enrollment. The Wee Care application process is done electronically, and **ALL documents must be received before an application can be considered**. All families need to submit the required documentation described below:

- Smartcare Enrollment Form
- Child Care Schedule Request ***(include at least 30 minutes before/after class for drop off/pick up)*
- Utah CACFP Enrollment Form
- Child Health Assessment *(one for each child)*
- Up-to-date Immunization Record *(one for each child)*

****Each qualifying UVU student-parent in a family is eligible to request childcare for the number of each individual student's credit hours plus the subsidization-eligible additional hours described below:**

- Parents taking 12+ credit hours, or full-time students, can request up to 10 additional hours eligible for subsidization.
- Parents taking 6-11 credit hours, or part-time students, can request up to 5 additional hours eligible for subsidization.

For example, a UVU student-parent enrolled for 12 credit hours could request scheduling for 22 hours that would be eligible for subsidization, provided the parent qualifies for the Parents in School grant through UVU. In order to qualify, students must submit a FAFSA, even if they aren't sure they would qualify for FAFSA assistance.

Program Acceptance and Orientation

Parents will be notified of acceptance into the program by email after ALL application materials are received, verified, and processed. Applications are accepted on a space available basis and take up to two weeks to process.

Completion of parent orientation is required for acceptance into the program each semester. Orientations may be asynchronous in the form of recorded videos, face-to-face, or slide training. Student-parents may request live, in-person orientation sessions that will take place no later than one week prior to the first day of a semester.

Child Care Tuition and Fees

Wee Care tuition is \$6.00 per hour per child. Childcare subsidies are available for qualified students through the UVU Parents in School grant. To be considered for the grant, students must be registered for at least six credit hours, have completed a FAFSA application for the current academic year, and be making progress towards a degree. Childcare tuition rates for grant recipients range from \$1.50-\$5.50 per hour per child. Eligibility for the Parents in School grant is confirmed no later than two weeks following the semester drop deadline. Students deemed ineligible for the grant will be charged the \$6.00 per hour per child rate.

Parents in School awards are processed through a student's financial aid account. Recipients will be sent an email saying they have received a new financial aid award. Grant money is posted as a credit and a charge on the "Student Account Activity" page. Funds are transferred directly to Wee Care to pay the subsidized portion of a student-parent's childcare costs.

Tuition Payments and Refunds

Once a child is accepted into the program, a "slot" is held for them based on the Child Care Schedule Request. Parents will receive an electronic Financial Agreement with their confirmed childcare hours and hourly tuition rate.

Parents are responsible to pay for the "slot" Wee Care reserves for their child for the semester. The Center does not offer refunds or time exchanges for the time a child doesn't attend. Parents who withdraw a child from Wee Care by [UVU's Last Day to Drop](#) are responsible to pay for the hours their child was scheduled to be in Center and will be charged the full \$6.00 per hour per child rate. If a child is withdrawn after [UVU's Last Day to Drop](#), the parent will be financially responsible for the total childcare cost listed in the Financial Agreement. Unpaid accounts will result in a hold placed on a student-parent's academic record and may be referred to an outside collections agency.

Should extenuating circumstances lead parents to consider withdrawing after the Last Day to Drop, student-parents may petition for special consideration for their situation. Petition requests

should be addressed to weecarecenter@uvu.edu and must include “Petition Request” in the subject line and include any relevant documentation supporting the parent’s request to break their financial agreement. Please note that any correspondence for petitions will be held using the student-parent’s UVU-hosted email address (for example: UVUID@uvu.edu)

Tuition is due on the first day of each month. It is the student-parent’s responsibility to ensure payments go through on Smartcare each month, including automatic payments. Tuition payments must be paid through the [Smartcare Parent App](#) with an ACH (electronic bank to bank transfer) or a credit card. **Please note credit card payments have a non-refundable service fee of 2.85% added to all charges.** Questions about financial agreements can be addressed to the Operations Manager.

Please note that unpaid accounts from previous semesters may also result in ensuing semesters’ applications not being processed until overdue accounts are paid in full.

Early Drop-off and Late Pick-up Surcharges

Wee Care cannot accommodate early drop-off or late pick-up of children. If a child is dropped off or picked up outside of their scheduled time, a **\$2 per minute per child surcharge** will be automatically billed in Smartcare. Surcharge fees are not an agreement to provide unscheduled or after-hours service. Multiple infractions may result in a child’s disenrollment.

If a parent fails to pick up their child and/or contact WCC by their scheduled pick-up time an authorized pickup person will be contacted. If the child is not picked up within 30 minutes, the WCC will release the child into the custody of child protective services or other local authorities.

Final Exams and Financial Agreements

Financial agreements are based on the number of weeks of a given semester per the academic calendar, minus finals week. During summer semester contracts are for first block, second block, or both, or based on the schedules for specific programs. Parents are given credit for holidays or days the Center is closed during each semester (see Hours/Days of Operation for dates). The credit amount is to the left of the “Total Family Tuition” on the Financial Agreement. We do not provide additional time to make up for the days the center is closed. Financial Agreements must be signed prior to a child’s first day in Center. If additional schedule change requests are granted, an updated Financial Agreement will be sent. All financial agreements are sent and stored using UVU-hosted platforms. All communications regarding financial agreements and ancillary information will be conducted using UVU-hosted communication platforms per FERPA best practices.

Childcare during the week of final exams for the spring and fall semesters is **not** included in your contract. Parents requiring childcare during final exams and need those hours to be subsidized, must submit their request before [UVU’s Last Day to Drop](#) a class for that semester. All childcare requests received for finals after this date will be charged a \$6.00 an hour rate per child. Childcare requests for final exams are based on space availability and require pre-payment to reserve child(ren)’s “slot”.

Schedule Change Requests

Changes to the “slot” reserved for a child based on the initial Child Care Schedule Request form can be submitted until [UVU’s Last Day to Drop](#). Each family may request one schedule change per semester at no cost. Any additional schedule changes will be charged a \$25 processing fee.

To request a change, a new Child Care Schedule Request form must be emailed to weecarecenter@uvu.edu. Parents will receive a confirmation email if the request can be accommodated and will need to sign a new Financial Agreement. Child(ren) may not attend during the requested changed hours until parents have received the confirmation email. Requests require two weeks to process, and changes are not guaranteed.

Extended Child Care Hours

Requests for extended hours beyond a child’s regularly scheduled care will be considered with prior 24-hour notice. (Changes to a Monday schedule must be received by 2:00 pm on the preceding Friday.) Requests should be emailed to weecarecenter@uvu.edu. Parents will receive a confirmation email if the request can be accommodated. The cost for extended hours is \$6.00 per hour per child. The charge will be posted directly to a parent’s Smartcare account regardless of the extended time is used. Please be advised that the parent is accountable for the full payment of this approved additional time, regardless of the child's actual duration of stay.

Disenrollment

Wee Care is committed to providing quality care in a safe environment. A child may be disenrolled by the Center if it is in the best interest of the child and/or the WCC. If a child is disenrolled, parents will only be responsible to pay for the hours their child(ren) were in care up until the time of disenrollment.

Disenrollment from the program may also occur if child immunizations are not current, tuition payments are past due, a child’s behavior poses significant safety issues, or other policies and procedures in the parent handbook are not adhered to. Disenrollment applies to the semester at hand and may apply in perpetuity.

End of Year Tax Forms

Wee Care is not required to provide a year-end statement for tuition payments. We are required to provide parents/guardians with the following information:

Center Name: Wee Care Center

Main Phone: 801-863-7266

Address: 1140 S. Wolverine Way, Orem, UT 84058

Federal Tax ID: 87-0280648

State Tax ID: 11-8436400

Program

Curriculum Overview

The Wee Care Center uses *The Creative Curriculum* by Teaching Strategies which is aligned with the program's philosophy, principles, and goals. This comprehensive curriculum is based on developmentally appropriate practices that can be modified based on:

- Individual needs of child(ren) including special needs
- Assessments of child(ren) and progress reports
- Teacher input
- Age of child(ren)
- Cultural awareness
- Social, emotional, cognitive, language, and physical development of child(ren)

Young children learn best through appropriate hands-on experiences and interactions with others. At Wee Care, we focus on whole-child development where children are encouraged to explore, investigate, and ask questions. Learning to read is supported by reading books to children they enjoy. Art is open-ended, giving children the opportunity to express themselves individually as they experiment with a variety of materials. Language and math are taught in everyday conversation and through hands-on intentional play. The program takes every effort to incorporate the family language whenever possible.

Developmental Assessment Tool

The WCC uses the Ages and Stages Questionnaires (ASQ) to provide reliable, accurate developmental and social-emotional screening. This tool aligns with the program's curriculum goals. The ASQ pinpoints progress and delays in young children and is used by local school districts and private preschools. The ASQ's parent-friendly interface educates parents about at-home, age-appropriate activities designed to boost child development. Every child will be receiving this assessment unless parents notify the Wee Care Center via email at the time of enrollment that they do not want their child assessed.

The program considers families' needs, traditions, and language when choosing, evaluating and communicating child assessments to ensure they will best meet each child's developmental goals.

Parents are encouraged to participate in and share at-home observations with their child's teachers. During parent-teacher conferences, written assessments are used to communicate a child's milestones and developmental progress. The progress report and parent/guardian conference reports are kept in the Smartcare software under each child's document file. Parents are strongly encouraged to participate in parent-teacher conferences once a semester, or as often as needed.

Classroom Schedules

Each class follows a daily routine that includes two circle times, meals, up to 60 minutes of outdoor time twice a day, child-led play time, center time, and rest or nap time. Center time may

consist of both small and large group activities. It is a time for children to explore, revisit concepts, and meet developmental learning goals. The daily schedule ensures children can meet their developmentally appropriate learning goals through the curriculum. Classroom-specific schedules are posted on the [Wee Care Center website](#) and in the WCC lobby. Infants and toddlers follow more individualized daily schedules.

Classroom Transition

Children typically transition to a new classroom at the beginning of each semester. The decision to move a child is based on a child's age, developmental readiness, and space availability in the classroom. Parent wishes are respected and valued but may not always be granted.

Any time a child transitions between WCC classrooms, the child's portfolio (*learning style and assessments, information about needs and supports, progress and recommendations*) are shared with the new teacher. We do not share the child's information with other programs or elementary schools. If the child is transitioning to another program or school, it is the parent's responsibility to furnish the child's portfolio. Any time a child is transitioning, the Center will be responsible for the following:

- Review a final preparation of the child's needs.
- Provide the child and family needs assessment.
- Provide the child's portfolio with information regarding a summary of the child's needs, learning styles, supports, progress, and any recommendations to the parent.

Children with Special Needs

The Wee Care Center believes every child should have a successful and meaningful early education experience. If a child with known special abilities is seeking enrollment, Wee Care Center administration and parents will work together to determine how to best support the child, including but not limited to: meeting prior to the semester starting, observations, specialized coaching, and continued monthly meetings with parents. The WCC may request a copy of the child's individual plan and professional evaluations.

Positive Guidance

The Wee Care Center has three simple rules all children must follow:

1. Keep ourselves safe.
2. Keep our friends and our teachers safe.
3. Keep our toys and equipment safe.

These rules, along with other basic behavior expectations, are discussed with children throughout the semester. Our curriculum, daily schedule, classroom arrangements, and staffing patterns are designed to promote positive behaviors and enjoyable learning experiences.

The goal is to help children develop self-control as they learn to make good decisions about how to act in specific situations.

Teachers set the example as they use the following child-guiding techniques:

- Focus on "do's" instead of "don'ts."

- Establish eye contact and get down to the child's level when speaking with them.
- Give choices whenever possible, but only when the child really has a choice.
- Maintain consistency in setting rules and limits to provide children with security.
- Change environment or redirect child to another activity to promote behavior change.
- Encourage children to solve their own problems and work out conflicts.
- Use logical and natural consequences.
- Use mistakes as teaching tools.

Wee Care Center staff will NOT use any of the following discipline measures:

- Corporal punishment (*any measure that involves physical pain*)
- Forcing or withholding of food, rest, or toileting
- Confining a child in a locked closet, room, or similar area
- Restricting active play time
- Use of taunting, demeaning, profane, harsh, or sarcastic language
- Emotional abuse including teasing, humiliating, ignoring, bullying, and harassment.
- Binding or trying to restrain a child's movement unless necessary to ensure their own safety or that of others, and then only for as long as is necessary to control the situation.

Policies and Procedures

Attendance

Wee Care uses the Smartcare software program to electronically record child arrival and departure. Parents check child(ren) in and out by scanning the QR code posted in the WCC lobby with their phone and then take children to their assigned classroom. Children are only allowed in Center during their scheduled times. Strictly following assigned times is necessary due to the impact on teacher-child ratios.

Each day the Center plans food and classroom activities for scheduled children. Knowing ahead of time if a child is going to be absent helps the cook prepare the proper quantities of food and provides teachers with the ability to adjust classroom activities. **If a child will not be attending childcare for their scheduled time**, parents are asked to email weecarecenter@uvu.edu or call 801-863-7266.

Please be aware WCC does not allow child drop off or pick up during lunchtime (12:00 - 12:30 pm). Staff and teachers need that time to serve and assist with family style meal service. If you arrive during the lunch hour you will be asked to wait in the lobby.

Accident/Incident Procedure

An accident is defined as an injury that leaves a mark or bruise, or an injury that needs an adhesive bandage or another form of first aid.

If your child is involved in a non-emergency accident/incident while at Wee Care, a staff member will complete an Accident/Incident Report. Parents or guardians are given the report at pickup and are required to sign it on the day of occurrence. Parents may contact the Child Care Manager with concerns or for further details. If a child is seen by a medical provider due to an accident or incident that occurred while they were at the WCC, the Child Care or Operations Manager must be informed within 24 hours. WCC does not provide health insurance or medical care for enrolled children. Parents are responsible for any medical bill(s) for their child.

Authorization to Pick up a Child

Parents, or persons 18 years or older who have been added as pickup people in Smartcare, will be allowed to pick up children from the WCC. Staff will ask for photo ID to confirm the identity of the pickup person. In emergency situations, parents may give verbal authorization for an individual not listed in Smartcare to pick up their child by calling the WCC at 801-863-7266.

If a family has a custodial agreement limiting the rights of a parent, current legal documentation must be on file with the WCC. Without this documentation parents cannot be denied access to their children. If it is suspected the person picking up a child is intoxicated or under the influence of drugs, the child will not be released to the person and staff will notify [UVU Police](#).

Birthday Parties

Your child's birthday is a special day to share with friends. Due to enrolled children having increasing food allergies, we prefer you not to bring snacks or treats. We encourage you to bring stickers or small toys, so no one feels left out.

Bottles, Pacifiers, and Infant Food

Wee Care provides bottles for infants. If an infant has a specific bottle preference, however, parents are permitted to bring their own, but bottles must be kept at the WCC for the entire semester. All bottles are washed after each use and disinfected at the end of each day. Bottles are labeled with the child's name, date, and time of preparation. **Bottles are only accepted and used in the infant room.** As soon as a child turns one, they are required to transition to a sippy cup provided by the WCC.

Pacifiers must be labeled with the child's name. They may be used in the infant and 1-year-old classrooms but are not permitted in other classrooms. **Pacifiers may not be attached to any lanyard, string, stuffed animal, or other item.**

The WCC provides infant food and formula. Parents may use their own formula, but all other food is provided. Infants are offered food at least every 3 hours. Once children turn one, they are no longer fed baby food or formula and will be served the Center's regular menu and are switched to whole milk. If there are specific allergies or special needs, please contact the WCC Operation Manager.

Breastfeeding

Wee Care supports breastfeeding and has a comfortable, private area where mothers can breastfeed their child. Feeding times should be coordinated with the infant teacher. WCC has a refrigerator to store breast milk for the day. Any unused breast milk is sent home at the end of each day or is discarded. All bottles must be labeled with the child's name, date, and time entering the WCC. If you have questions or need resources on breastfeeding, contact: Utah County WIC Breastfeeding Support Line at 801-331-5988. If students are nursing or pumping on campus, there may be some resources to assist them in the on-campus breastfeeding sites, including Mamava Lactation pods and other breastfeeding rooms. Please see [this page](#) for more information.

Child and Adult Care Food Program

The Wee Care Center's food service complies with the local health department and all staff serving food have a current food handler permits. These practices for food handling help prevent cross contamination. Meals are prepared onsite and include breakfast, morning snack, lunch, and afternoon snack. Fresh fruit and vegetables are provided daily. Center menus are approved by the [Child and Adult Care Food Program \(CACFP\)](#) and are available in Center and on our website.

Children one year and older are offered meals and snacks according to the following schedule:

- Breakfast: 8:00 - 8:30 am
- AM Snack: 10:00 - 10:30 am
- Lunch: 12:00 - 12:30 pm
- PM Snack: 3:00 - 3:30 pm

During the lunch hour (12:00 - 12:30 pm) there will be no dropping off or picking up of children. Staff and teachers need that time to serve and assist with family style meal service.

The Wee Care staff works with families on introducing new foods to children. This is primarily done in the infant room. With parental approval, staff introduce a variety of solid foods that are the appropriate texture for the infant's developmental readiness. For all other ages, staff introduce new foods through the curriculum and food menus.

If a child has food allergies that are considered a disability or a lifestyle. The WCC might provide substitutions with a completed Food Beverage Substitution Request form filled out by a medical provider or the parent. The Food and Beverage form is located on our website and can be found [HERE](#). Once the WCC has determined we can accommodate a substitution, an allergy list will be posted in the kitchen and in each classroom. Due to allergies, outside food and drink are not allowed in the Center unless approved by WCC administration. Food provided by the Center must be eaten in the Center and cannot be taken with the child to eat later.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
Fax: (202) 690-7442
Email: program.intake@usda.gov

Cleaning and Disinfection

The WCC has a schedule for cleaning and disinfecting all frequently touched surfaces, toys, playground equipment, and bathrooms. Toys that are mouthed by a child are removed as soon as the child is done playing with them. These toys are cleaned before another child uses them.

All food surfaces are cleaned and sanitized before and after meals. A body fluid clean-up kit is used for accidents involving body fluids and all chemicals are kept out of reach of children. Cleaning materials are stored in cabinets in each classroom out of reach of children. The following cleaning materials are used during operational hours:

- Bleach water
- Clorox disinfecting wipes
- Zero Ant, Roach & Fly insect killer
- BNC-15 One-Step Disinfectant (*only used when children are not present*)

Clothing

Each child is required to have an extra set of weather-appropriate clothing at the WCC. Parents must label clothing with the child's name and send it with them on their first day of class. If a child has an accident, soiled clothing will be put in a sealed zip-lock bag and sent home to be cleaned. Childcare licensing rules prohibit the WCC from washing soiled clothing. If the child soils their underwear and the child doesn't have an extra pair, WCC underwear will be placed on the child. It is the parent's responsibility to wash and return the borrowed underwear. Underwear that isn't returned within a week will be charged a \$5.00 replacement fee.

Weather appropriate clothing enables children to enjoy their outdoor play time and is vital in the event of an emergency evacuation. **Children aged 12 months and older must wear good-fitting shoes while in the Center.** Sandals may be worn if they have a secure strap in the back. While infants are not required to wear shoes, we encourage parents to send a pair of socks to keep in their cubby.

Confidentiality and Release of Information

Teachers and staff do not discuss children or their families, except in private conversations, when necessary, to plan for the best interest of the child(ren).

All family records are confidential and kept in a secure location. WCC is required to report income data to UVU's Financial Aid and Scholarship Office to verify eligibility for the Parents in School Grant. Authorized individuals from Child Care Licensing also have access to review required information. No other information is released without a parent's written consent.

The following information is kept in electronic family files:

- Name(s), address(es), and phone number(s) of parent(s)/guardian(s)
- Emergency contact information
- Emergency medical treatment authorization form
- Physician's name and phone number
- Authorization release to individual other than parent/guardian
- Immunization or exemptions
- Developmental history
- Health assessment which includes allergies and health exam and screenings indicating typical or atypical results and follow-ups, and topical ointment application.
- Instructions for any special needs or chronic illness
- Progress reports
- Parent conference reports
- Field trip permission forms

The WCC participates in the [Child and Adult Care Food Program \(CACFP\)](#). Documentation for this program is kept separately from parent files and is also secured. Information is only available to authorized CACFP personnel.

The WCC adheres to the requirements of FERPA and all student information and information about students' children are protected by FERPA. Therefore, the WCC will adhere to FERPA best practices to secure student and student-children information by using only UVU-hosted communications to discuss any FERPA-protected information.

Diapering

It is the parent's responsibility to provide disposable diapers, wipes, and diaper cream for their child. WCC is not able to accommodate the use of cloth diapers. Diaper bags may not be left in the Center without express permission from the Assistant Director, Childcare Manager, or Operations Manager and must be kept in an office and out of reach of

children. Diapers are checked at least every two hours and documented (wet, soiled, or both) on the [Smartcare Parent App](#). Teachers will notify parents through Smartcare when supplies are low. If WCC doesn't have a diaper available for a child, the teacher will use the Center's diapers and the parent will be charged \$5.00 per diaper.

Teachers will endeavor to assist children in toileting or changing their diapers to the best of their abilities. In the event that a child exhibits aggressive, combative, or non-compliant behavior during a diaper change or toileting, prioritizing the safety of both the child and the teacher, the child's responsible adult will be contacted for assistance.

While teachers will dedicate a reasonable amount of time to support children with diapering and potty training, if the process extends to the point where timely one-on-one care compromises the ability to properly supervise other children in the classroom, the responsible adult of the child will be contacted to provide aid.

Drinking Water

Clean drinking water is provided to children throughout the day. Children are given a personal water bottle, labeled with their name. They can refill their bottles in the classroom and teachers assure water bottles are filled for children before outdoor play.

Emergency Protocols

If Wee Care needs to close during operating hours because of an emergency, teachers will ensure children are in a safe and secure location in the building. Parents will be notified as soon as possible through the [Smartcare Parent App](#) and via text message to pick-up their children.

In the event of a WCC **evacuation**, all children will be taken to a secure location. Teachers will have attendance sheets with them to ensure all children are accounted for. Parents will be notified through the [Smartcare Parent App](#) and via text message with information on their child's location. Parents may also call UVU Police dispatch at 801-863-5555 for assistance.

In the event of an individual **medical emergency**, the WCC will contact 911 and the parent(s) for any incident that requires immediate medical attention.

Exclusion Due to Illness

We cannot provide care for children who are ill or have been exposed to a communicable disease. When a child in our care has been medically diagnosed with, or been exposed to, a contagious disease, we will notify the appropriate health authorities and provide information to parents within 24 hours via posting a notice on classroom doors, email and/or the Smartcare parent app. Parents are responsible to have read and follow the instructions provided in these communications. Parents are also required to inform the WCC within 24 hours if their child is diagnosed with any contagious disease.

If a child becomes ill while at the Center, parents will be notified to pick them up immediately. If a parent cannot be reached within 15 minutes, we will call listed emergency contacts. Emergency

contacts must have a car seat in the event we cannot reach a parent. An ill child will be isolated from other children and will be supervised and made comfortable until a parent or emergency contact arrives.

Children should stay home when any of the following arise:

- Child is ill enough to require one-on-one attention to be comfortable.
- They require a fever reducing medication to feel comfortable.
- Temperature is 100.3 degrees or higher.
- With influenza or other illnesses, children shall be excluded from care until the child is without fever for 24 hours (*without taking fever reducer*)
- Dry cough, shortness of breath, or fatigue
- Rash or open sores
- Sore throat
- Profuse, thick yellow or green nasal discharge or discharge from the eyes or ears.
- Vomiting (*child must be free from vomiting for 24 hours to return to Center*)
- Diarrhea
- Infectious disease diagnosis (*child may return 24 hours after medication has begun*)

Field Trips and Transportation

At this time, the Center will not offer field trips. We will not use vehicle transportation here at the Center. This includes transportation to and from home or other schools.

Fire and Disaster Drills

Fire drills are held monthly, and disaster drills are held quarterly. During each practice, we discuss the importance of safety drills with the children and talk about any fears they may have. Drills are documented and kept in the Child Care Manager's office.

Hand Washing Procedures

Hand washing is the single most important line of defense to prevent the transmission of disease-causing organisms. All WCC staff have been instructed in proper hand washing techniques. Food preparation, diapering, and hand washing are not done in the same sink in any classroom. Children will be taught the proper way to wash their hands. Hand washing steps are posted at each hand washing sink and **parents should assist their children to wash their hands upon entering the classroom.**

Health and Safety

The WCC Child Care Manager oversees day-to-day program-level health and safety issues. This individual works with the WCC Operations Manager to ensure all program-level health and safety concerns are addressed and/or resolved.

Student-parents with general health and safety concerns can reach out to WCC Assistant Director and Managers for help with additional campus and community resources. The WCC utilizes UVU Student Health Services as a resource for medical and psychiatric care, mental health,

learning disability assessment and crisis services. Information regarding their services can be found on the [Student Health Services website](#), in room SC 221, or by calling 801-863-8876.

Immunization Requirements

All children must be fully immunized for their age level before their first day at Wee Care to comply with state licensing requirements. As children receive additional immunizations, an updated immunization record must be submitted to WCC. If a child is not immunized, parents must provide the WCC with a waiver from the State Health Department. If there is an outbreak of an illness immunizations cover, all children not immunized will be excluded from attendance until the outbreak is over per Health Department regulations. For required immunizations, see [Utah's Child Care Licensing Immunization website](#). **Disenrollment from the program may occur if child immunizations are not current.**

Materials and Supplies

All supplies and materials used for the children at the WCC are nontoxic. All toys and materials are cleaned up prior to meal and snack times. Children and staff are not permitted to eat or drink while using art and other materials. Art supplies such as paint are used in well-ventilated areas.

Media Use

The Wee Care will use technology and interactive media as a tool to promote effective learning and development by using it intentionally within the framework of developmentally appropriate practice to support learning goals established for individual children.

The WCC adheres to the following media guidelines:

- Children under two years of age never watch TV, videos, or use computers.
- Movies, TV shows, and computer games must be approved by WCC administration and limited to 30 minutes per week.
- Interactively used with children in teacher led activities to initiate conversations, use of open-ended question, and enhance curriculum.

Nap and Rest Time

Utah State Child Care Licensing requires all children have a designated rest period each day. This rest time will not be scheduled for more than 2 hours. Our program provides an environment with subdued lighting, minimal distractions, and low noise levels for children to rest or nap. No child is forced to nap and if they are still awake after 30 minutes, they can participate in a quiet activity such as reading a book, listening to music, or coloring.

We provide cribs for infants and cots for toddlers and older children. Each child is provided with a sheet and a blanket. Individual nap items are kept in each child's cubby. Cots and cribs are cleaned and sanitized at the end of each day, or more often as needed. While napping, a child's face shall NOT be covered by a blanket. Shoes must be kept on during nap time in case of an emergency.

The WCC follows guidelines from the [American Academy of Pediatrics' \(AAP\)](#) for infant sleep safety and SIDS Risk Reduction. Infants under the age of 12 months are placed flat on their backs for sleep in a safety-approved crib with a flat, firm mattress. Our “safe sleep” protocols include:

1. Infants are always laid down to sleep on their backs. If an infant falls asleep anywhere other than a crib, the child is immediately placed in the crib for sleep. Mattresses have a tight-fitting sheet in good repair.
2. Nothing is placed in the crib with a child. This includes:
 - Soft toys or stuffed animals
 - Blankets, pillows, Boppies, or bumpers
 - Bibs, strings, or attachments to pacifiers
 - Necklaces
3. Swaddling is not practiced at the WCC. A sleep sack is provided for all children.
4. Cribs are labeled with the child’s name and if they can roll over on their own.
5. Crib gates are securely latched while children are in the crib.

Outdoor Play

Active play and movement are important for every child’s growth and development. Children need a healthy balance of high-energy active play like running and climbing, as well as passive play like sitting in the sand box. Outdoor play is incorporated into the morning and afternoon daily schedule. The Wee Care schedule allows for toddlers to get 60 minutes a day. Preschoolers are allowed 120 minutes of active play. Teachers encourage children to spend 60 minutes of that time in moderate to vigorous physical activity ([see daily schedule](#)). Children will only remain indoors to play in case of rain, severe wind, or extreme heat/cold.

The outdoor learning environment is an extension of the indoor classroom but is less structured, which allows children to choose their own activities based on their interests. Our staff members are expected to actively engage and supervise children while outdoors to support learning and ensure the children are safe. Outdoor time is never withheld from a child under any circumstances. **If your child is too sick to go outdoors, they are too sick to be at the WCC.** The [Child Care Weather Watch](#) chart is used to determine “weather permitting” conditions for outdoor play. Children should come with weather-appropriate clothing each day.

Pets and Animals

No pets from home are allowed at the WCC. If we hold an event that involves animals, they will be controlled by their handlers. Registered service animals are permitted in coordination with [UVU’s Office of Accessibility Services](#).

Potty Training

When a child is ready for potty training, teachers partner with parents to assist in the process. Pull-ups are treated like a traditional diaper. We are unable to potty train children under the age of two and children will not be diapered in classrooms for ages 4-years-old and older.

Teachers will endeavor to assist children in using the potty or changing their diapers to the best of their abilities. In the event that a child exhibits aggressive, combative, or non-compliant behavior during a diaper change, prioritizing the safety of both the child and the teacher, the child's responsible adult will be contacted for assistance.

While teachers will dedicate a reasonable amount of time to support children with diapering and potty training, if the process extends to the point where timely one-on-one care compromises the ability to properly supervise other children in the classroom, the responsible adult of the child will be contacted to provide assistance.

WCC staff are the only people allowed in the toileting areas. Bathroom doors are left open when a child is using the toilet. Volunteers or visitors are not allowed to observe or enter any toileting areas.

Program Evaluation

Wee Care policies, plans, and operations are evaluated annually as part of a university strategic planning process. The Director and program staff gather information through ongoing parent evaluations, an anonymous electronic suggestion box, and monthly meetings with the Parent Advisory board. This data informs department mission, objectives, and benchmarks.

Prohibited Substances/Materials

The following are prohibited anywhere on WCC premises: tobacco; alcohol; illegal substances; sexually explicit materials; and firearms or any other weapons, including toy guns.

Rescue Saving Medications

If your child has health issues that require lifesaving medications during the time they are in Center. Such as, EpiPens, inhalers, insulin, etc. You will need to meet with the Childcare Manager to fill out the proper paperwork before your child's first day in Center or upon receiving the new medication. Rescue medication should be given to a WCC Manager and will be stored in the classroom in a locked container. Parents must do the following for rescue saving medications to be administered:

1. Fill out and sign a medication form each semester.
2. Provide medication in the original container labeled with the child's full name. The doctor's labeled prescription with specific dosage and administration instructions must be on the container or box.
3. Provide information on medication, including possible side effects.
4. At the end of the medication period or at the end of each semester, parents must take home any unused medication or fill out a new form to continue the medication.

Medication will only be administered by a staff member certified through the [American Academy of Pediatrics](#). Staff have been trained to check the label to confirm the name of the child, read the directions regarding administration of medication, and properly document

administration and any adverse reactions that might have occurred. A medication log will be kept for each medication. Medication records are kept for six weeks and then disposed of properly.

Topical Ointments

All children are required to have sunscreen applied each day before they are dropped off. Sunscreen will be reapplied by WCC staff before afternoon outside time. All topical ointments including non-prescription strength require a Topical Ointment Form (i.e., lotion, sunscreen, diaper cream, etc.). Topical ointments cannot be applied without a form on file. Topical ointments not taken home at the end of the semester will be discarded.

Toys from Home

Toys from home are not allowed in the WCC. Children can bring a blanket to use during nap time, but it must remain at the WCC for the entire semester. Blankets are washed weekly (more frequently if needed) and kept in the child's cubby.

Visitors and Building Access

The Wee Care is a secure building. Parents and visitors are welcome anytime during operating hours. Visitors must check in at the front desk. The parent-student whose children are registered will be granted proximity access each semester through their UVU ID card. Parents who are not currently enrolled in classes but have a UVU ID card must email weecarecenter@uvu.edu asking that their UVU ID card be activated. Parents without a UVU ID card must email the Center and request to purchase a phone app that will grant them proximity access.

Parents are responsible for communicating with WCC to ensure they have access to the building if no one is present in the lobby to let them in. Parents are not allowed to provide access to another parent or pick-up person. This means parents may not lend their student ID card, their FOB, or app access to anyone else. Authorized pick-up persons who have not received access via their own ID card, FOB, or app must ring the doorbell and identify themselves and be verified to pick up children.

Wee Care Parents and Community Partnerships

Communication

Good parent-teacher interaction supports quality care. Wee Care uses the [Smartcare Parent App](#) to communicate important dates and vital information with parents. Teachers will send brief updates on a child's day, report special successes, share photos, or address challenges. Parents should feel free to communicate needs, wants, or concerns regarding their child directly with their child's teacher. If a problem exists, we want to correct it as quickly as possible. Parents may also contact the [WCC Managers](#) with any concerns or problems.

In compliance with FERPA requirements and best practices, the WCC will communicate via UVU-hosted emails, Teams, and Smartcare to the UVU student-parent regarding any FERPA-protected information. Parents must ensure that the correct UVU-hosted email is listed on their Smartcare profile. Parents are responsible to monitor their end of communications to ensure they are receiving WCC communications via email, text message, and push notifications in the Smartcare app as the parent elects. Parents can expect at least 1 communication weekly from the WCC, though they will likely receive more. If parents are receiving no communications from the WCC, it is the responsibility of the parent to contact the WCC and resolve the issue.

Community Outreach

While Wee Care serves only UVU student parents, information about Wee Care is distributed to the community through Women's Success Center and UVU marketing. The Wee Care website and Women's Success Center social media are excellent resources to stay up to date.

Mandatory Reporter

As mandated by Utah State law, we are required to report any instances of suspected child abuse, neglect, or exploitation that may have occurred to the Department of Social Services, Child Protective Agency, and/or police. All staff have been trained to recognize indicators of abuse and how to report suspected abuse.

If a student, employee, or visitor tells any WCC staff member about having survived sexualized violence, including rape, sexual assault, dating violence, domestic violence, or stalking, and specifies that this violence occurred while they were a UVU student, an employee, or while visiting on campus, federal and state education laws and UVU policy require that staff notify UVU's Title IX Coordinator. The coordinator will then contact the person and ensure that they are aware of the many services and resources that the University offers. The coordinator will also report to law enforcement those crimes mandated by law. If either party involved in the sexual violence is a minor, WCC staff are required to report the incident to the UVU Police Department immediately and then notify the Title IX Coordinator.

Parent Education

While we understand that school, work, and parenting can be overwhelming, we do encourage and support opportunities to educate parents. Throughout each semester we provide culturally sensitive and inclusive events, workshops, and support for families. If possible, we will provide these in the primary language of the families.

Our focus is not only to help you graduate from Utah Valley University, but to support your family with resources that many be needed. The Center's website has a resource tab where we list family, UVU, and community resources. A physical location to the south of the front desk also contains flyers and pamphlets with many campus and community resources for students and families.

Parent-Teacher Conferences

Parent-teacher conferences are held twice a year, and at other times as needed to discuss individual children's needs, progress, assessment, and accomplishments. Individual child portfolios with children's photographs, artwork, writing samples, and/or observations will also be reviewed. Parents are notified through Smartcare when they can schedule a 5 to 10 minute in person or video conference meeting.

Assessments are shared with parents during conferences and at this time we will make referrals for any needed screenings including:

1. Speech/Language
2. Hearing
3. Sight

Parent Involvement

The Center has an "Open Door" policy when it comes to parents. We encourage parents and other family members to be an active part of their children's education here at Wee Care. Families are always welcome to observe, participate, and volunteer while their child is enrolled at the Center. We welcome a parent's input, participation in activities, and share their culture and traditions, their skills, and talents with the center. This may be done within a classroom or a planned assembly or event. This can be shared with Wee Care administration during orientation.

The Wee Care Center has a Parent Advisory Board consisting of 4 or 5 student parents. The board meets monthly to help address parent needs and concerns, to discuss and assess WCC services, and to develop peer-support opportunities. Board members serve for two consecutive fall and spring semesters and must commit to attending a monthly virtual meeting. Applications for the board open each August.

The Parent Advisory Board will also be involved on the Wee Care's internal committee, which includes the Director, Managers, and Lead Teachers. This committee will be responsible for reviewing the curriculum and developmental program. They will make recommendations for changes based upon the review. These meetings will be during the parent advisory meeting and will take place twice a year.

Parent Resources

Our focus is not only to help student parents graduate from college, but also to connect them with information and resources such as assistance with food, housing, safety, finances, or medical needs. Parent resource material can be found on the [Wee Care website](#) and is also available through [UVU's Student Care program](#).

