

**AUGUSTANA  
CAMPUS  
LEARNING  
CENTER  
FOR  
CHILDREN  
PARENT HANDBOOK**



**AUGUSTANA**  
UNIVERSITY

## INTRODUCTION

The Campus Learning Center for Children was established by Augustana University in 1975 through the efforts of Harriet Scott and the Sociology Department to provide care for children of students, faculty, staff, and alumni of Augustana University, the University of Sioux Falls, the North American Baptist Seminary and the Sioux Falls community. The Campus Learning Center is now well known for providing a protective and educational environment for the care of children while their parents are attending classes, studying, teaching, or otherwise working on campus. CLC no longer serves the community as a whole, but it does serve Augustana alumni as well as the campus and OSL community.

The childcare center is located currently in Our Savior's Lutheran Church at 909 West 33<sup>rd</sup> Street. The mailing address is:

The Campus Learning Center for Children  
Augustana University  
2001 South Summit  
Sioux Falls, SD 57197  
(605) 274-4701

## LICENSING

The center is licensed by the state of South Dakota to serve a maximum of 45 children, ages 12 months to 5 years old, at any one time. The center is open 7:30am to 5:30pm Monday through Friday. All families are considered full time and will pay a weekly fee until two weeks from the time they give the Director a written notice of termination. A planned program is provided according to the children's developmental needs. The CLC does not discriminate in the provision of services to any eligible individual by reason of race, color, creed, religion, sex, ancestry, handicap, or national origin. Services are available to children with special needs in accordance with the non-discrimination policy and the staff to child ratio in the least restrictive environment that is most beneficial for the child. If circumstances which may affect ability to comply with licensing standards occur, a report will be made to the provider's licensing worker or agency within 24 hours after the change occurs.

## MISSION STATEMENT

It is the mission of the Campus Learning Center to provide quality care and age-appropriate education to children in an environment of love and respect for God and all of his children. It is also CLC's goal to instill a sense of belonging, independence, mastery, and generosity in the hearts of our children. ("Reclaiming Youth at Risk," Brendtro, Brokenleg, Van Bockern, National Education 1990).

## STAFF

Augustana's Center for Children employs one Director, two full-time Teachers, one permanent full-time Assistant, one permanent part-time Teacher's Assistant, and numerous student assistants who are students working toward their bachelor's degree at Augustana.

## REGISTRATION

All children must be pre-registered before they can attend CLC. To pre-register, parents must call and make an appointment with the Director. Parents are asked to bring their children with them. During the appointment, the parents will be given this handbook, a set of forms, a tour of the center, and an opportunity to ask questions.

The following forms need to be completed and returned to the Director:

1. Application Form (\$50 application fee)
2. Parent Agreement
3. Immunization/Health Record (also need updates as completed at the Doctor's Office)
4. Free and Reduced Lunch Form (if you qualify)
5. Automatic Deposit Form
6. Custody Statement (if applicable)
7. Medical Care Statement (#2,6, &7 on the same form)

All forms must be completed and returned before the first day of attendance. A family picture is also greatly appreciated. If adults other than the ones in the family picture may pick up a child, the parent needs to notify a teacher or the Director in advance. The parent needs to give the name of the adult who will pick up the child and also tell the adult that a driver's license or other picture ID will be required to verify identification. If a parent has sole legal and physical custody of a child, please provide a copy of the agreement/court order to the center. If a biological parent is not allowed to pick up a child from the center, a picture of the parent who may NOT pick up the child and a statement/court order to that effect is also required.

At all times, CLC must be able to locate at least one parent or another designated adult who could be responsible for that child. Therefore, if taking classes, a class schedule is required. A parent/guardian work number, home number, and cell number are required when applicable. All children need an additional emergency number in case all attempts to reach a parent fail.

## PARKING

Parking for Our Savior's Lutheran is on Prairie Avenue, on either side of the street or in the parking lot directly west of the church off Prairie Avenue. There is additional parking south of the church off 34<sup>th</sup> Street.

## COMMUNICATION

CLC makes many efforts to encourage good communication among its staff and parents. Parents are requested to provide written instructions for any special care that their child may need on a specific day. Teachers will not be responsible for verbal messages. A written message is required. Written messages will be posted for all staff to read. We request email addresses of all parents in order to communicate during working hours.

Some examples of topics covered would be diet, illness, sleep patterns, and changes in arrival/departure. Parents should give telephone messages to the teachers or the Director. Parents are requested to leave a message when their child will not be coming at the regularly scheduled time. If a student assistant should answer the phone, please ask to speak to a teacher or the Director. No information about children or their parents will be given over the phone to any adult other than the adult who applied for care at the center. Staff has been instructed not to share any information about children and their families. Please do not expect staff to make any administrative decision over the phone. Please just leave a message for the Director to return your call. For your convenience, the CLC uses an answering machine when teachers are busy with the children. Please leave a message when necessary. We will respond as quickly as possible.

## BILLING

Statements detailing monthly activity will be prepared by the Augustana University Business Office and sent to families the first of each month. A space may not be held for a child if payment is not received by the agreed upon method of payment. The parent/guardian is responsible for the weekly fee even if the child is absent due to illness or vacation.

Forms of payment:

1. ACH (automatic withdrawal from checking) every Monday
2. Payroll deduction monthly or biweekly: This option is for Augustan University's faculty, administrators, and staff.
3. Payment from Child Care Services for those who may qualify.

The center has the right to terminate care for children whose parents have not kept their balance current. All families must give two weeks written notice before final withdrawal of their child from the center's program. If the parent does not give notice, a fee of \$250 for a preschooler and \$250 for a toddler will be added to the bill outstanding on the last day of attendance. All outstanding bills will accrue additional finance charges.

## CHILD CARE ASSISTANCE

Families on programs that provide financial assistance need to speak to the Director. Some programs pay the CLC directly. The Director can assist you in understanding such payments. However, once payments from other sources have been credited, the parent/guardian is responsible for the balance. For more information on assistance, you may call 1-800-227-3020 (Department of Social Services Child Care Assistance of South Dakota).

## FEES

Faculty, Staff and Student child care fees are determined on a weekly basis. All full-time Augustana University students will get an approximate discount of \$20.00 per week. When parents contract for care, they agree to pay the weekly fee whether the child is ill, out of town, or on vacation. All children will be charged on the basis of the full-time weekly fee. Parents may put children in the preschool program a few hours per day for academic enrichment. The same fee will apply. A late fee of \$1.00 PER MINUTE PAST 5:30pm WILL BE ADDED

TO THE WEEKLY FEE IF PARENTS ARE LATE! The CLC staff has other commitments to

classes and families, as well as community service. It is important that parents are prompt in picking up their children. The center teaches children to have respect for all people and their property. Please demonstrate your respect for the center's staff.

## ARRIVING AND LEAVING

As parents take their children to the classroom and come to get them, they must inform either the teacher or the teacher's assistant that their children are coming or leaving. Teachers need to know when a child is added to, or removed from the group and may need to talk with parents about events of the day. Parents are requested to take home all of their children's work which is placed in the children's folders. A parent or guardian must accompany children into the classrooms. Please don't drop your child off outside of the classroom and assume the staff knows that they have arrived.

## ABSENCES

If children will not be attending the center on a specific day that they are expected, parents are asked to please inform the Director or staff. This allows the center to know how to plan for the day. Cooperation assists the center in keeping costs as low as possible and enhances the center's ability to relate to your child according to their individual needs.

Since the center is a self-supported, non-profit program, it is necessary to have a consistent source of income. The weekly fee provides this. The center's expenses continue whether your child is present or not. Paying the weekly fee ensures your child will have a spot at the center. The center cannot sustain a loss of income when there are other children waiting to enroll. A list of families waiting to enroll their child/children exists throughout the year.

## DAYS THE CENTER WILL BE CLOSED

The center will be closed on the following holidays:

- Labor Day
- Thanksgiving Day - Wednesday before and the Friday after
- Christmas Day – other days surrounding are subject to the University calendar
- New Year's Day
- Good Friday and Easter Monday
- Memorial Day
- July 4<sup>th</sup>

The weekly fee will be adjusted to reflect the lack of fee charged on days that CLC is closed. The center may have to close due to bad weather. If Augustana is closed due to a storm or hazardous weather conditions, CLC will be closed also. If parents suspect that the weather may cause a closing, check KELO radio for an announcement about Augustana's closing. If Augustana does have classes, the center will be open. If you feel that you would be putting your child's safety at risk by bringing the child to the center, PLEASE STAY HOME WITH YOUR CHILD. The business office will make an adjustment to the weekly fee if CLC is CLOSED due to weather. Parents will be charged the regular fee during bad weather if Augustana and the Campus

Learning Center are open. Please use your better judgment when deciding whether or not to bring your child just because CLC is open.

#### TERMINATION OF CARE BY THE CENTER

The center reserves the right to terminate responsibility for childcare for a specific child when the staff does not feel that it is appropriate for him/her to continue at the center. If a child's parent receives a note stating that their child hurt a teacher or another child four times in five straight days, the parent, the child's teachers, and the Director will have a conference to discuss how to help the child deal with the hurtful behaviors. Professionals outside of the center may be called in to assess the classrooms dynamics. If all the staff in the center and the outside professionals have exhausted their resources, the parents may receive a two week notice to leave the center. The Director will let the parent(s) know when the two weeks' notice is in effect. In addition, terminations of care may take place if the center is unable to meet the needs of a specific child and/or the needs of the children as a whole cannot be met because of the child's behavior.

#### DROP-IN CARE

Drop in care is reserved for children who were enrolled at CLC in the past and still have health records and immunizations up-to-date and on file at the center. Drop in care is dependent upon space availability. A parent must call and ask if there is room for a child. A 24-hour notice is preferred. The cost is \$5.00 per hour. Payment is requested on the day of the drop-in.

#### TOYS FROM HOME

Please leave all personal toys at home unless the preschool requests "show and tell." It is difficult for children to share their belongings. Staff will not be responsible for such articles.

#### BABYSITTING LIST

The names and telephone numbers of student assistants willing to do babysitting after hours and weekends will be given to parents of the Campus Learning Center upon request.

#### TOILET TRAINING

If a child is in diapers, the child's family must furnish disposable diapers and wipes. It is the parent's responsibility to maintain a supply of disposable diapers, preferably in a bag with the child's name on it. Diapers will be checked and changed by the staff on a regular schedule. When a child has been successful in using the toilet at home with a minimum of "accidents" in the last two weeks, the staff will ask the child to go on the toilet at the center. Please inform your child's teacher when the child is ready to try training at the center. If a child goes in the toilet consistently for two weeks at home and/or at the center, parents may bring underwear for their child. The staff will cooperate with parents' efforts to train their child. It is helpful if the parents

inform the staff of their method of training in an effort to provide consistency and less confusion for the child. The staff always uses positive reinforcement when toilet training.

## EXTRA CLOTHING

All children need an extra set of clothing. Please label all of the child's clothing including training pants, coats, jackets, mittens, boots, etc. And place them in a plastic bag. The center does not always have clothing to provide for children in case of spilled milk, toileting accidents, or severe soiling.

## ILLNESS AND INJURY

Illness can spread quickly within the center in spite of efforts to control it. The center staff will alert parents when a child becomes ill. Parents should have a plan for care when their child becomes ill while in CLC staff's care.

The child will be sent home AND MAY NOT RETURN FOR AT LEAST 24 HOURS IF ANY OF THE FOLLOWING OCCURS:

1. Fever is 101 degrees F or higher.
2. Vomiting.
3. Diarrhea of more than 1 loose stool in 4 hours.
4. Head injuries severe enough to warrant medical attention.
5. Unexplained rashes – may return with a doctor's note saying it is not contagious if a doctor is seen the same day.
6. Nosebleeds, lacerations, and other injuries which are severe enough to require medical attention. The 24- hour rule will depend upon the advice of the attending physician.

Teachers will call parents if the above illness or injury occurs. If the parents cannot be reached by calling the phone numbers provided, the emergency number in the child's folder will be called. If these people cannot be reached or the Director and/or teachers feel that there is an emergency, the staff will call 911. The teachers or Director will continue to try to contact the parents until they are reached.

An ill child will be isolated in the office area until the parents can arrange to take the child home. The child must be picked up as soon as possible. A sick child must be picked up within the hour called. If your child is on an antibiotic due to the illness, you need to wait at least 24 hours until the antibiotic has had a chance to work before returning to CLC.

## REFUNDS OR CREDITS

The Augustana Business Office will send a monthly statement recording any credits or debits due. Any overpayment will be a credit on your account. If you have a credit on balance at the time of your child or children's termination of attendance, a check will be issued to the parent for that amount.



## REPORTING OF CONTAGIOUS DISEASES

The State Health Department works with the center to protect all children from unnecessary exposure to illness. Health policies require that parents of children who are suspected of having a contagious disease inform their child's teacher at the time when the illness is suspected, even before verification. The child's name, parents' names and address, and the child's physician's name will be provided to the State Health Department. If physicians caring for other children in the center request information about the suspected disease, the physician's name will be shared with them so there might be an exchange of professional information to enhance the care of all children involved. The center is further obligated to inform all parents of the possible exposure of their child to contagious diseases. This will be done with a sign on the eraser board in the classroom and an email to all parents. Please read these notes carefully and consult with your child's doctor if you have further questions. The child should not return to the center until the child has recovered, received a doctor's permission to return, or, in the case of a bacterial contagious disease, until medication has been given for at least 24 hours or more. If your child has a temperature of 101 degrees or greater, you must pick up the child as soon as possible, and the child may not return until s/he has not had a fever for at least 24 hours.

## STORAGE AND ADMINISTRATION OF MEDICATIONS

Teachers at the center will only administer prescription drugs with a doctor's prescription attached to the medication container by a pharmacist, showing the name and telephone number of the pharmacy, the child's name, name of the physician, and directions for the drug's administration. The parent must sign a medication form with the name of the drug, how and when it is to be given, and the doctor's name on it. The parent must sign for each day that the medicine is to be administered. On the same form, the teacher will write the date and time that the medicine was given and initial every time that s/he gives the child the medicine. The medication will be stored in a locked box out of reach of all children. If the medicine needs to be refrigerated, it will be refrigerated in the downstairs refrigerator, away from the children and classrooms.

## FOOD PROGRAM

The Campus Learning Center is proud to be a participant of the Child and Adult Center Food Program in the State of South Dakota. The center's employees receive training in nutrition and the serving amounts for children to receive a well-balanced, nutritional breakfast, lunch, and snack. Breakfast is served between 7:30am and 8:30am each morning, and it contains milk, juice, and a grain. Lunch is served between 11am and 11:30am every day and contains milk, a vegetable, protein substitute and/or meat, bread and fruit. Snack is served at 2:30pm and includes milk and a food from one of the major food groups or water and food from two major food groups. **THE CENTER MUST BE INFORMED OF ANY FOOD ALLERGIES OR SPECIAL DIET IF REQUIRED BY YOUR CHILD/CHILDREN. A DOCTOR'S STATEMENT MUST BE PROVIDED CONCERNING FOOD ALLERGIES.** Staff will monitor special diets in consultation with parents. There is no extra cost for meals or snacks. The cost is covered by the weekly childcare fee and a small reimbursement from the Child and Adult Center Food Program. The CACFP sets regulations for centers in the nutrition program. The CLC staff encourages

children to eat vegetables by giving them stickers. We let children that ate all their lunch and drink their milk be dismissed first.

## BIRTHDAY TREATS

The children are encouraged to celebrate their birthday with their friends at CLC. Due to Health Department regulations, the center must require that any food brought for the celebration must be commercially produced (store or bakery purchased). The center does not make candy available to the children except for rare special holidays or occasions. If you wish to invite children to a birthday party outside of the center, the parent may place invitations in the PARENT MESSAGE BOX. Teachers should NOT be responsible for such invitations, but you may ask them to let parents know an invitation is in the message box. Fruit gummies are a preferred treat to celebrate birthdays (due to life-threatening allergies of foods that “may be contained” in store bought cupcakes and cakes). Please ask a teacher how many treats (and alternative treats) are needed for the class.

## TRANSPORTATION

The center does not have a CLC vehicle for transportation, therefore, there will not be transportation provided to field trips or other educational programs. The seatbelt and infant seat law requires car seats for children up to 5 years of age or 50 pounds. This law does not make it practical to rent vehicles for field trips, since all of our children would need car seats.

## SAFETY

The center has at least 4 fire drills and at least 1 tornado drill each year. On the day of the drill, a notice will be written on the eraser board in the classroom. Emergency exit plans are posted in all classrooms. In case of a tornado warning, the children will go downstairs in the hallway by the large steel wall safe. CLC also has an emergency response plan for lockdown.

## CHILD ABUSE OR NEGLECT

All childcare providers are required by law to report any suspected occurrence of child abuse or neglect. The reason for suspicion is reported to the Department of Social Services immediately and the department determines if there is sufficient reason for an investigation. Every employee of the Campus Learning Center is required to read a description of signs of abuse and neglect. All staff also sign a statement confirming that they understand the signs of abuse and neglect and understand the procedures in reporting it if they have sufficient reason to suspect abuse/neglect. CLC employees are screened by Child Protection of South Dakota for any substantiated case of child abuse on their part. If an employee is accused of abuse by anyone and the Department of Social Services decides to investigate that employee, the accused employee will be suspended until the center is notified that the accusation was unsubstantiated.

## LICENSING CHANGES

Changes will be reported to the Department of Social Services if they are believed to affect the ability to comply with licensing rules. These changes include, but are not exclusive to: new program location, building renovations or remodeling, suspected in-house child abuse or neglect, change in ownership, or a new Director.

## MEDICATIONS

1. Only under rare circumstances will the center's personnel administer any non-prescription medication to a child. If a parent and a teacher are sure that a toddler is teething, the teacher may administer Tylenol. The last time it was given must be clear to the teacher, or the teacher may not give the child any.
2. Parental permission to administer prescribed medication to a child must be in writing. Staff will refuse to administer medication when the procedures described have not been followed.
3. The center will provide a medication form for the parents to fill out.
4. All such medications must be in the container bearing the label affixed by a pharmacist, showing the name, and telephone number of the pharmacy, the child's name, name of the physician and directions for the administration.
5. Administration of medications will be performed by a teacher or Director.
6. All medications will be labeled and stored in a locked container or placed in the refrigerator that is inaccessible to children.

## NAPS

Because of varied ages, the amount of time scheduled for the rest or naptime varies. All children in the program will be expected to rest. The center will provide a cot or mat for every child. Children will need to bring a blanket from home. The blanket will be stored in the toddler's bag, or the preschooler's cubby, and it needs to be laundered every weekend.

## DISCIPLINE TECHNIQUES

Discipline is meant to point out inappropriate behavior in a positive manner. Redirection is the preferred method of guidance with toddlers and sometimes preschoolers when another child is not involved in a hurtful way. If redirecting a child is not entirely successful, teachers continue to assess children on an individual basis as to what other behavior coping techniques may be appropriate. If the child has the cognizance to engage in a Life Space Intervention, the teacher sets the child in her/his lap and explains that the previous behavior was inappropriate. The teacher and child discuss what other behavior could have happened instead of the inappropriate

one. The two of them talk about preferred behavior and what the child will do the next time s/he is in the same situation. Then the child picks another area to play in and is given affirmation by the teacher for solving the problem. This method of discipline has been proven most affective. The method is adapted from Life Space Intervention by Nicolas Long and Mary Woods. Sometimes a simple time-out is needed. Time-out is removing the child from the situation for a specified period of time (number of minutes' correlates with their age). Teachers will remove a child from any potentially dangerous situation in which s/he is hurting people or property. The number one rule at the Campus Learning Center is that WE DO NOT HURT PEOPLE, PROPERTY, OR ANIMALS.

The staff does NOT use discipline that would intentionally hurt a child physically, emotionally, or psychologically. Techniques NOT used include:

1. Physical punishment
2. Loud screaming or yelling or verbal abuse, threats, or derogatory remarks about the child or his/her family
3. Restriction of movement by binding or enclosure in a confined space
4. Delegating disciplining to older children or peers
5. Punishment for lapses in toilet training
6. Withholding or forcing of meals, snacks, or naps

## EDUCATIONAL ACTIVITIES AND SCHEDULES

The center's program is designed to serve the physical, social, emotional, and cognitive needs of all of the children. The Campus Learning Center has incorporated the philosophy of multi-age classrooms. Children from 12 months up to 3 years of age are in one setting while children 3-5 years of age are in another. This philosophy promotes self-esteem for all ages plus enhances a feeling of belonging.

Field trips will be limited to trips within walking distance. Because CLC has the advantage of being part of Augustana University, the children have the opportunity to learn from the environment on campus. Children may take trips to the campus library, the Center for Western Studies, or visit the numerous statues on campus. The children's visits are always welcome on campus!

Physical activity for all the children is scheduled from 10am – 11am and from 3pm – 4pm daily. The children play outside if the temperature is about 25 degrees F (considering wind chill factor) and below 95 degrees F (considering heat index).

In the summer, children do go outside at the same times each week day. The parents donate sunscreen to share, and we provide sunscreen if needed. The children have water available at all times. The teachers watch for signs of the children getting too hot. We do not use a pool, for sanitation reasons, but we do have sprinklers for especially hot days. Please be prepared to bring a swim suit and towel for your child when it is 80 degrees or higher.

## PARENT-TEACHER CONFERENCES

The Campus Learning Center will give the parents an opportunity to have a formal conference with the teachers at least two times a year. Traditionally, the conferences are in the fall and in the spring. The conference is limited to 15 minutes, due to the number of children at the center. The teachers are always willing to talk with the parents about their child or children. Please do not limit your communication time to conferences.

## **Toddler Schedule**

7:30 – 8:15	Breakfast and small motor play in the lunchroom
8:15 – 9:30	Free play time with books, puzzles, building toys, dolls, etc. – small motor skills, imaginative play
9:00 – 9:40	Diaper and potty time also
9:40 – 10:00	Circle time with songs, books, poems, and language development with colors, shapes, ABC and 123
10:00 – 10:40	Outdoor play – large motor development
10:40 – 10:55	Prepare for lunch
11:00 – 11:25	Lunch
11:30 – 11:45	Diaper, potty and calming time for naptime
11:45 – 2:30	Naptime. Children who wake up early go to room 105 for small motor play and books. (potty and diaper)
2:30 – 3:00	Snack time
3:00 – 4:00	Outdoor play
4:00 – 4:30	Free play with books, small toys (diaper and potty)
4:30 – 4:50	Songs, music, dance, and read books to children
4:50 – 5:30	Combined in Preschool room for small motor play and books

## Preschool Schedule

7:30 – 8:30am	Breakfast
8:30 – 9:00am	Circle time
9:00 – 10:00am	Art & Centers
10:00 – 11:00am	Outdoor play
11:00 – 11:30am	Lunch
11:30 – 12:00pm	Centers
12:00 – 12:30pm	Circle time
12:30 – 1:30pm	Quiet rest
1:30 – 2:30pm	Naptime – or play quietly in another room
2:30 – 3:00pm	Snack
3:00 – 4:00pm	Outdoor play
4:00 – 4:30pm	Centers
4:30 – 5:00pm	Music or video
5:00 – 5:30pm	Combine age groups to read books and Legos

## Campus Learning Center's Late Fee Policy

Since **February 1, 2009**, Campus Learning Center has been implementing this late fee policy.

The first time in any given month that a person is late picking up a child (after 5:30pm) the late fee is **\$1.00 per minute late**. The **second time** within that month the late fee is **\$2.00 per minute late**, the **third time** is **\$3.00 per minute late**, and the **fourth time** is **\$4.00 per minute late**. After the fourth time, the parent will need to set up a meeting with the Director to discuss whether or not the child may continue at Campus Learning Center.

Judy Knadel, Director  
Campus Learning Center  
Augustana University