NEW FAMILY ORIENTATION

Children’s Learning Centers
The mission of the Children’s Learning Centers (CLC) is to provide a nationally accredited exemplary early childhood program that supports the student, staff, and faculty of the University of Houston (UH) while at the same time, encourages UH student success by offering opportunities for learning, discovery and engagement.
A Little of Our History…

- We opened on campus for the UH community in February 1975.
- In 1989, we expanded our capacity to 153 children.
- December 2010 marked the opening of our 2<sup>nd</sup> site located in the Cameron building. Our combined capacity is 221.
Our Philosophy

- We foster respect for cultural diversity.
- We allow for optimal growth and development of young children.
- We provide developmentally appropriate activities.
- We ensure a safe and healthy learning environment.
- We offer continuity of care in a multi-age setting.

We believe parents are their child’s first teacher; thus we work to support parents in their efforts to guide their child’s development as well.
Our Curriculum

Framework

- CLC aligns the program and curriculum with state and federal guidelines.
- We are licensed by the Texas Department of Family and Protective Services (TDFPS).
- We are accredited by the National Association for the Education of Young Children (NAEYC).
- We are accredited by the Southern Association of Colleges and Schools (SACS).

Goals

- Developing safe and healthy habits in young children.
- Fostering positive self-esteem.
- Providing opportunities for creative expression.
- Supporting the development of social skills.
- Stimulating cognitive problem-solving skills.
- Strengthening communication skills necessary for listening, reading, writing and speaking.
- Enhancing fine motor and gross motor skills.
- Offering opportunities for children to learn individually and in groups according to their developmental needs and interests.
- Assessing the individual needs of each child.
NAEYC Code of Ethical Conduct

- CLC follows the NAEYC Code of Ethical Conduct in all interactions. These guidelines set forth a common basis for responsible behavior and resolving ethical dilemmas encountered in early childhood care and education.

If we suspect a child has been abused or mistreated, we are required by law to report it within 48 hours to the Texas Dept. of Family and Protective Services and/or a law enforcement agency.
Our Financial Overview

<table>
<thead>
<tr>
<th>What our families should know…</th>
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<tbody>
<tr>
<td>CLC operates as an auxiliary department on campus.</td>
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<tr>
<td>Organizationally we are located within the Division of Student Affairs and Enrollment Services.</td>
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<tr>
<td>We are funded primarily through CLC tuition and annual fees.</td>
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<tr>
<td>We also receive financial support through grants form the U.S. Department of Education, the University of Houston and the community.</td>
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Child Care Tuition Assistance

SFAC

- For a graduate/undergraduate student parent to be eligible for the SFAC (Student Fees Advisory Committee) child care tuition assistance, he/she must have a remaining need as determined by the UH Scholarship and Financial Aid Office.

CCAMPIS

- For an undergraduate student parent to be eligible for the CCAMPIS (Child Care Access Means Parents in School) child care tuition assistance, he/she must have a remaining need as determined by the UH Scholarships and Financial Aid Office and receive the UH Pell Grant.
Hours of Operation

- CLC operates 7:00am-6:00pm, Monday through Friday.
- 2 times a year, CLC closes at 12:00 noon for staff development. CLC also closes for staff development 5 full days a year.
- CLC is closed on all UH scheduled holidays, inclement weather and/or upon announcements from UH Administration. These closings do not affect tuition payments.

Legal guardians of enrolled children may visit any area of the facility at any time during regular hours of operation.

In order to minimize disruptions for sleeping children, we ask that you please avoid nap time visits.
Staffing and Ratios

- Full-time teachers in the classrooms work either a 7-4pm, 8-5pm or a 9-6pm shift.
- UH Student Assistants and Student Leaders help the full-time teachers supervise the children and maintain ratios.
- All CLC staff and volunteers meet University/State mandated background checks and training requirements.

CLC aims to follow NAEYC recommended teacher-to-child ratios as follows:

- Infants - 1:4
- Toddlers - 1:4
- Preschool - 1:10
Child-Release Policies

- Children will **only** be released to parents/guardians or authorized persons (with a picture I.D.) designated by parents/guardians on their child’s enrollment form.
- **Each person** authorized to pick-up must register to receive a PIN code and finger-print scan.
- State Licensing requires that any request for a new person to be added to a child’s pickup list **must** be submitted in **writing** and delivered by the **parent** to the Center.
Late Pick-Up

If by 6:30pm (12:30pm on early dismissal days) we have not been contacted by parents and we have not been able to contact other authorized persons listed on the child’s enrollment form, we consider the child abandoned and may call police.

If you fail to pick up your child on time, late fees will be assessed as follows:

- $25 for any part of the first five minutes.
- An additional $20 for any part of the next five minutes.
- Each additional minute after 6:10pm (12:10pm on early dismissal days) is $1.00.

Repeated late pick-ups can result in enrollment termination.

*It is important to keep all emergency contact information current!
CLC tuition fees are charged weekly and must be paid by Friday in advance for the following week.

- Fees may be pre-paid in advance for more than a week.

- Payments may be made in person (checks, cash, money order, credit/debit card) or online through our Center website.

A late fee will be assessed on Tuesday by 12:00 noon when payment is past due.

- Failure to pay on time may result in termination of your child’s enrollment.

- Enrollment contracts cannot be renewed nor vacation approval granted if your account is past due.
During the 12 month contract agreement, 3 weeks may be designated as vacation weeks.

Vacation time **must** be used in 5 consecutive business day intervals and cannot be used one day at a time.

Vacation request forms must be submitted **in advance** for approval purposes and will only be granted if the account is current.
Classrooms begin curriculum instruction at 9:00am.

CLC expects all children to arrive no later than 10:00 am.

If there is a special circumstance such as a doctor’s appointment requiring arrival after 10:00am, we ask that you check with the Center/Teacher and receive special permission for a late arrival before bringing your child to the Center.

Please contact CLC by 10:00am if your child will be absent.

Arrivals during nap time will not be permitted.

Please remember...A full week’s tuition is due even if a child is absent one or more days during the week.
Nutrition

**Lunch**

Parents must pack a lunch for their child daily. **Please keep in mind CLC staff does not refrigerate or warm food.**

For safety reasons, we ask that parents do not pack the following:

- Hot dogs (whole or sliced), whole grapes, nuts, popcorn, raw peas, hard pretzels, spoonfuls of peanut butter, raw carrots, or meat larger than can be swallowed whole.

**Snacks**

CLC provides morning and afternoon snacks. The snack menu is available in the lobby and posted on our website.

All children are encouraged to eat breakfast before arriving at the Center.
Birthdays

The child’s birthday observance at the Center is not intended to take the place of each family’s observance at home. If you provide a birthday treat for the class, please be mindful that:

- No gifts are to be exchanged.
- No treat bags, balloons or party favors are to be distributed in the classroom.

- Food items (cakes/cupcakes/cookies) brought for sharing must be store bought, labeled with the ingredients and approved by the teacher.
- Birthday snacks will be served during afternoon snack. Parents are welcomed!
Illness

One of the best ways to prevent the spread of disease is to have strictly enforced standards regarding the exclusion of ill children.

If your child presents any of the following conditions while at the Center, you will be notified and your child must be picked up promptly:

- Fever, armpit temperature of 100.0 or greater, vomiting and/or diarrhea.
- Symptoms of an infectious disease such as ringworm, pink eye, etc.
- An illness that prevents the child from participating comfortably in activities or results in a greater need for care than the staff can provide.
- Head lice and/or any other communicable disease or condition deemed necessary by the Teacher/Director.
The 24-Hour "Symptom Free" Rule

CLC’s policy requires that your child be free of symptoms of illness for at least 24 hours before returning to school.

Fever-free means **without** medication for fever reduction.

*Please keep in mind that if we send your child home because of illness, the child will not be admitted to the Center the next day because the 24-hour period will not have elapsed.*
Medications

In order for CLC staff to administer medication there are strict guidelines we must adhere to. Please refer to the CLC Parent Handbook to review these guidelines.

Typically prescription medications can be timed to be given at home. Parents are encouraged to administer their own children’s medication.

If parents bring medication for CLC administration:

- All Prescribed and Over the Counter (OTC) medication must include written permission from the parent/legal guardian AND instructions from a licensed health provider.
- All medication must be signed in and stored at the front desk. (Please remember to check your child’s bag for any type of creams, lotions or medications before taking it into the classroom.)

At all times, health and safety are top priorities at CLC. Each individual staff member’s vigilance regarding health and safety issues contributes significantly to our effectiveness as a whole.
It is important for parents to know what is happening in their child’s classroom as well as the Center. We encourage you to make every effort to stay informed; you are your child’s strongest advocate and their most important teacher!
Please know that CLC staff are available to assist you and answer questions at either of our 2 locations:
Wheeler - (832) 842-0500                Cameron - (832) 842-0510

CLC email: ccenter@uh.edu

Director, Jennifer Skopal: jidora@central.uh.edu

Assistant Director, Cece Hernandez: ccerda@central.uh.edu

Site Manager, Jody Castillo: jrcasti5@central.uh.edu

Front Desk @ Wheeler, Shenae Champ: smchamp@central.uh.edu

Front Desk @ Cameron, Zuleyma Garcia: zlgarci2@central.uh.edu
WE LOOK FORWARD TO EXPERIENCING YOUR CHILD LEARN AND GROW EVERY DAY!

Welcome to the Children’s Learning Centers!