

FAMILY ORIENTATION



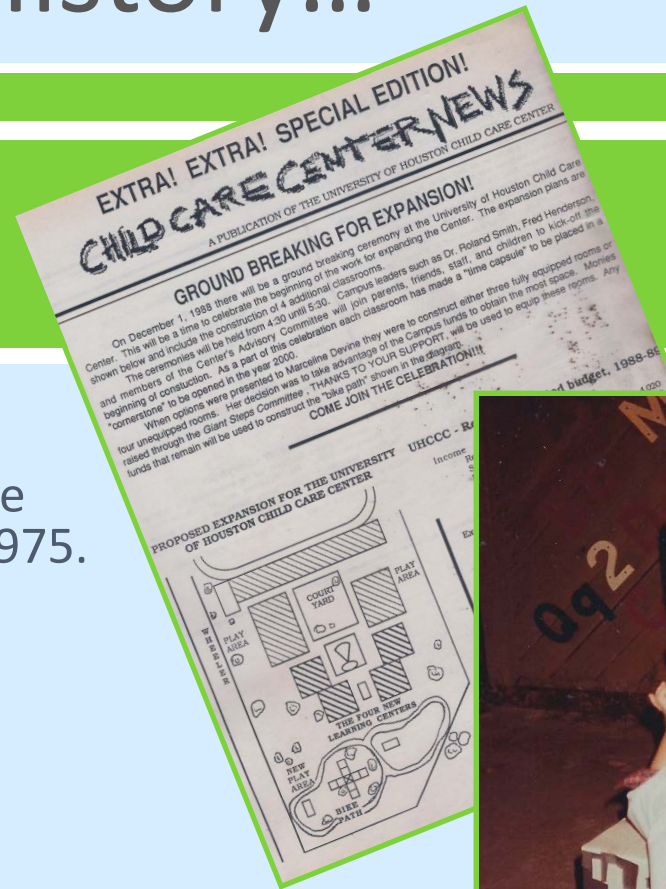
Welcome!

- The mission of the Children's Learning Centers (CLC) is to facilitate an **inclusive** learning environment that **celebrates diversity** as well as promotes a **professional** commitment to impacting our community and supporting **student success**, through the provision of a **nationally accredited** early childhood educational program for the children of University of Houston (UH) students, faculty, and staff.



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 2nd site located in the Cameron building bringing our combined capacity to 221 children.



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 (Assessments)

Framework

- CLC aligns the program and curriculum with **state and federal guidelines**.
- CLC is licensed by the **Texas Health and Human Services (HHS)**.
- We are accredited by the **National Association for the Education of Young Children (NAEYC)**.
- We are accredited by **Cognia**.
- We participate in the **Texas Rising Star** and the **Texas School Ready** program.

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 Health and Human Services and/or a law enforcement agency.

Our Financial Overview

What our families should know...

CLC is responsible for keeping a balanced budget.

- CLC operates as an auxiliary department on campus.
- Organizationally we are located within the **Division of Student Affairs and Enrollment Services**.
- We are **funded primarily** through CLC tuition and annual fees.
- We also receive **financial support** through grants from the U.S. Department of Education, the University of Houston and the community.

Child Care Tuition Assistance

SFAC

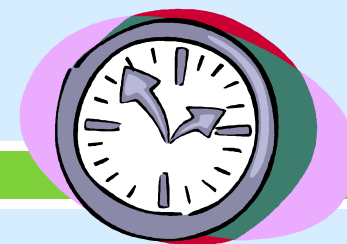
- A graduate/undergraduate student parent may be eligible for **the SFAC (Student Fees Advisory Committee)** child care tuition assistance if they have a remaining need as determined by the UH Scholarship and Financial Aid Office.

CCAMPIS

- A graduate/undergraduate student parent may be eligible for the **CCAMPIS (Child Care Access Means Parents in School)** child care tuition assistance if they have a remaining need as determined by the UH Scholarships and Financial Aid Office and is eligible to receive the UH Pell Grant.

Eligible student parents must apply for tuition assistance every semester.

Hours of Operation



If the UH Administration announces that the University is closing after the center has begun daily operations, we will contact parents (via email or phone) and expect a timely pick-up.

- 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 UH and 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.



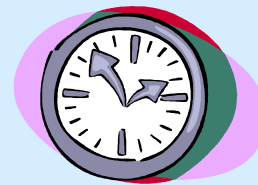
Late Pick-Up

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!**

Child Care Tuition

Weekly Payments

- 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.

Late Payments

- 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.

Vacation Weeks



- ❑ 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.

Attendance/Arrival



- ❑ 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.**

Parents must not pack and CLC will not serve children hot dogs (whole or sliced), whole grapes, nuts, popcorn, raw peas, hard pretzels, spoonfuls of peanut butter or chunks of raw carrots or meat larger than can be swallowed whole, beverages with added sugars such as carbonated beverages, fruit punch, or sweetened milk (only 100% juice should be provided).

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

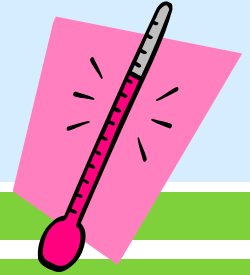
The child's birthday observance at the Center is not intended to take the place of each family's observance at home. If you provide a birthday treat for the class, please be mindful that:

- **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 of the birthday child are welcomed!



Illness

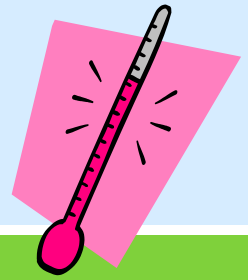


One of the best ways to prevent the spread of disease is to have strictly enforced standards regarding the exclusion of ill children.

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.

Illness (continued)



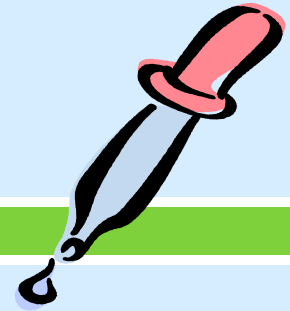
The 24-Hour “Symptom Free” Rule

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.)

Parents as Partners

Forms of Communication:

CLC Monthly Newsletter

Email

Parent/Teacher Conferences

Parent Meetings/Classes

Classroom Info Boards

CLC Advisory Board

CLC Website

Daily/Weekly Reports

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!



Contacts

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

CLC Director, Jennifer Skopal: jjdora@central.uh.edu

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

CLC Program Manager, Shenae Champ: smchamp@central.uh.edu

Cameron Site Manager, Bridgette Lewis: blkeys@central.uh.edu

Cameron Office Coordinator, 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!