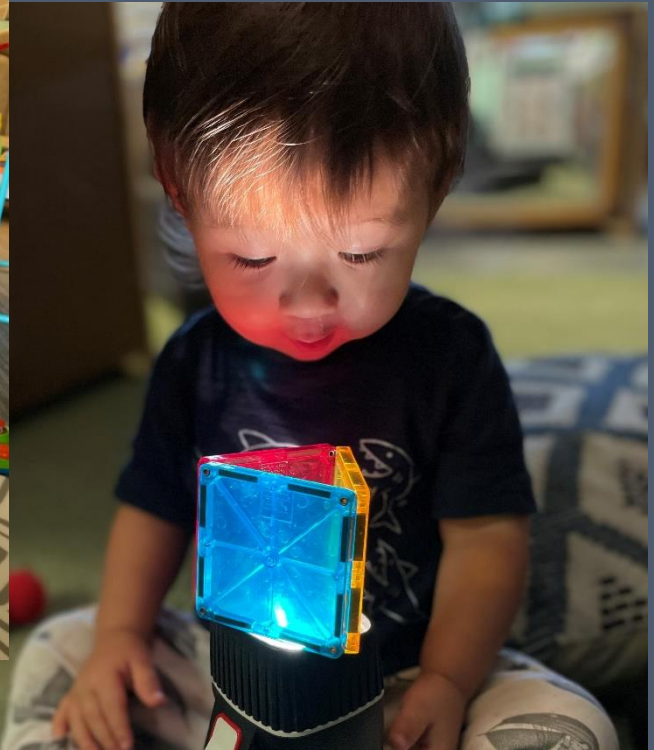


FAMILY ORIENTATION



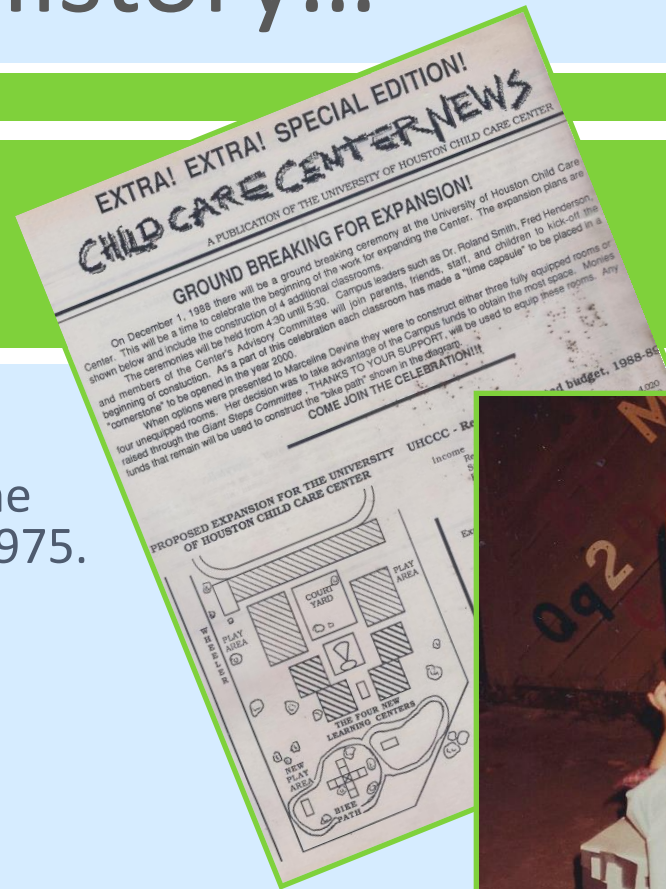
Welcome!



- 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...

- CLC opened on campus for the UH community in February 1975.
- In 1989, enrollment capacity expanded 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 \(HHS\)](#).
- CLC is accredited by the [National Association for the Education of Young Children \(NAEYC\)](#) and by [Cognia](#).
- CLC participates in the [Texas Rising Star](#) and the [Texas School Ready](#) programs.

Please click on any of the links above to learn more about each 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 Ethics for Early Childhood Educators

- CLC follows the **NAEYC CODE OF ETHICS FOR EARLY CHILDHOOD EDUCATORS** in all interactions. These responsibilities guide the ethical decision making and behaviors that support each and every child's healthy development, learning, and well-being.

If we suspect a child has been abused or mistreated, we are required by law to report it within 24 hours to the Texas Health and Human Services and/or a law enforcement agency.

CLC 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**.
- We are **funded primarily** through CLC tuition and annual fees.
- We also receive **financial support** from the University of Houston and the community.

Child Care Tuition Assistance

SFAC

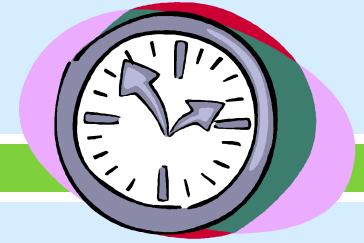
- A graduate/undergraduate student parent may be eligible for **the SFAC (Student Fees Advisory Committee)** child care tuition assistance if they have a remaining need as determined by the UH Scholarship and Financial Aid Office.

Workforce Solutions

For a CLC parent to be eligible for the [Texas Workforce Solutions Subsidy](#), they must be receiving child care tuition assistance through SFAC.

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 **7:30am-5:30pm**, 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 7:30-4:30pm or a 8:30-5:30pm 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 - 1:6

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 Child Care Regulations 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.



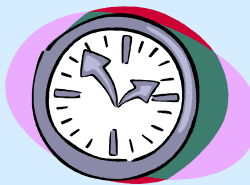
Late Pick-Up

If by **6:00pm** (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 (by 5:30PM), 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 5:30pm (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, 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.

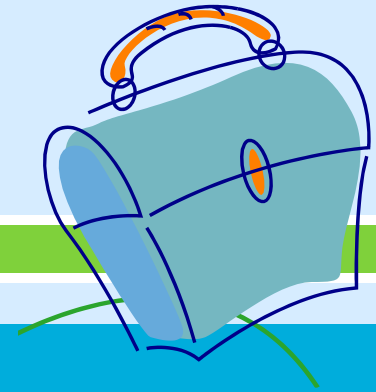
Attendance/Arrival



- ❑ 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.**

□ Examples of foods that present a risk of choking include hot dogs sliced into rounds, whole grapes, hard candy, string cheese, nuts, seeds, raw peas, dried fruit, pretzels, chips, peanuts, popcorn, marshmallows, spoonfuls of peanut butter, and chunks of 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.

Catering Option

SIMPLY FRESH KITCHEN

For information about the CLC catering option please go to

<https://new.thesimplyfreshkitchen.com/about-us>

To make a profile, [click here](#), make an account and verify email, log in, click on “Managed Profiles”, click on “Add a New Profile”, and enter child’s name.

Under School, Type “UH Children’s Learning Center”, Under “Classroom” Choose “Wheeler/Cameron”. Now, click on the Simply Fresh Logo at the top left corner, click “Order Now” and place your order.

Ordering on the website is available until 5:00 AM. After 5:00 AM, the current date will not be available.

Notification of cancellation must be submitted via the website cancellation tab or emailed (info@thesimplyfreshkitchen.com) in before 6:00 AM of the day the meal is scheduled to go out to receive credit. Credit will not be given after 6:00 AM.

Birthdays

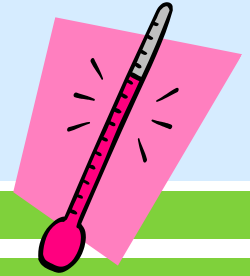
The child's birthday observance at the Center is not intended to take the place of each family's observance at home. If you provide a birthday treat for the class, please be mindful that:

- **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



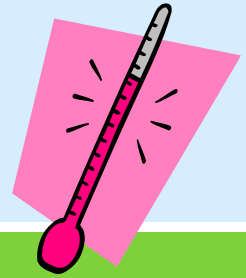
One of the best ways to prevent the spread of disease is to have strictly enforced standards regarding the exclusion of ill children.

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 possible illness such as rash.
- ❑ Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill
- ❑ An illness/condition that prevents a child from participating comfortably in activities or results in a greater need for care than the staff can provide.
- ❑ Any other communicable disease/condition that requires exclusion according to child care licensing.

CLC reserves the right to ask for a doctor's note to return to school.

Illness (continued)



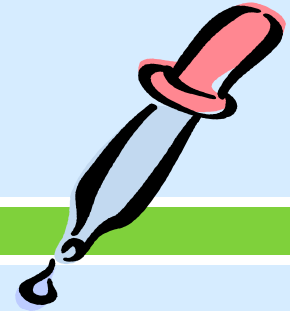
The 24-Hour “Symptom Free” Rule

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 Family 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

Classroom Communication Apps

It is important for parents to know what is happening in their child's classroom as well as the Center. We encourage parents to make every effort to stay informed. Parents are a child's strongest advocate and their most important teacher!

At the time of enrollment, parents will receive a welcome email from CLC. In addition parents will receive communication from the child's teachers including an opportunity for a "meet and greet" and classroom tour.

In order to facilitate communication between staff, children and parents we ask that cell phones are not used at pick-up and drop-off times.

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

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



Family Resources

- [CLC Family Handbook](#)
- [CLC Monthly Newsletter](#)
- [CLC Website link to Parent Resources](#)
- [UH Community Resources](#)
- [Child Development Resources for Parents](#)
- [Preparing Your Child for Kindergarten](#)

WE LOOK FORWARD TO EXPERIENCING
YOUR CHILD LEARN AND GROW EVERY DAY!



Welcome to the Children's Learning Centers!