

**UNIVERSITY OF THE SOUTH CHILD CARE CENTER
PARENT HANDBOOK**

2022-2023

WELCOME!

The staff of the University Child Care Center would like to welcome you and your child to our center. Our team is dedicated and experienced in providing excellent child care services. We will strive to give your child the care and attention they need. We welcome you to our center and hope it will be a growing experience for both you and your child!

The University of the South Child Care Center opened in 1994. Our programs have grown substantially since we opened. To provide parents with up-to-date information about the Center, this handbook is updated and distributed each new school year. We are a University department, therefore, we follow the University's policies, procedures, and closing schedule which may be found in the staff handbook [here](#). The center is closed in alignment with the University of the South holiday calendar, unless otherwise noted. You can find the days the center will be closed by viewing the University Holidays webpage [here](#).

This facility is considered to be in compliance with Title VI Civil Rights Act. Title VI, 42 U.S.C. § 2000d et seq., was enacted as part of the landmark Civil Rights Act of 1964. It prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance. If you have any questions, please contact Shannon Knight, Director, by email at smknight@sewanee or by phone at (931) 598-1699.

GENERAL INFORMATION

The University Child Care Center is located at 574 Georgia Avenue. The child care center is open 7:30 a.m. to 4:45 p.m. Monday through Friday.

ENROLLMENT

The University Child Care Center serves children between the ages of six weeks to pre-kindergarten. Infants are classified as children from six weeks to 24 months old. Toddlers are defined as children from 24 months to 36 months, and preschool age ranges from 36 months to their age at the first day of kindergarten. The center provides child care for University faculty, staff, and School of Theology students. The center will also accept children within the community provided there is available space.

ENROLLMENT PROCEDURE AND WAIT LIST

University of the South faculty, staff, and School of Theology students seeking child care are eligible to apply. A registration form must be completed and submitted to the Child Care Center Office. If there is no available space for your child now, don't be discouraged. You can place your child on our waiting list. To be placed on the waiting list, parents must have a projected enrollment date. Children are placed on the waiting list according to the date of application. University faculty, staff, and School of Theology students will receive waiting list priority. Openings are filled from the waiting list as soon as they become available. Any remaining openings can be filled with children within the community. No child is guaranteed a start date.

STAFF

All the providers at the University Child Care Center are qualified by the Tennessee Department of Human Services guidelines and are experienced in handling all aspects of your child's development and welfare.

LICENSING

The University Child Care Center is licensed by the State of Tennessee under the Department of Human Services. The program is licensed for 49 children. The adult to child ratios are as follows: 1:5 for infants, 1:5 for toddlers, and 1:8 and 1:11 for preschoolers.

The Department of Human Services, Licensing Division can be reached at (931) 962-1150.

UNIVERSITY CHILD CARE CENTER GOALS

- Organize the daycare space to be a fun and inviting environment for the children to learn and grow, while maintaining a setting that fosters emotional growth and provides a well-rounded educational experience.
- Provide the same kind of caring, nurturing, and attention to the children as they would receive at home.
- Provide a balance of activities designed to help the children achieve high goals for social, intellectual, creative, emotional, and physical development.
- Increase the children's knowledge and use of vocabulary and the processes and objects they represent.
- Assist the children in learning how to work in cooperation with their peers and as individuals.
- Assist the children in learning about rules - why we have them, how they are made, how they are changed, and how to follow them.
- Assist the children in learning about respecting the rights of others.
- Assist the children in acquiring a sense of wonder, anticipation, and excitement about learning.
- Continue to attend educational/professional development workshops to enhance and update our knowledge of state laws, current child care techniques, and meet the continuing education requirements of the state licensing authority.

HOLIDAYS & SCHEDULED CLOSINGS

The University Child Care Center will be closed on the following holidays:

1. New Year's Day
2. Spring Holiday (last day of Spring Break)
3. Memorial Day
4. Independence Day

5. Thanksgiving Day and the day after
6. Christmas Break (typically day before Christmas Eve - Jan. 1. Please check the University Holidays webpage [here](#), as it changes annually).

When the holiday falls on a weekend day either Friday or Monday will be observed. Check the University Holidays webpage [here](#) for the actual dates each year. The center reserves the right to close additional days for professional development. The center will notify you of the closings in advance.

UNSCHEDULED CLOSINGS

The Center will close when the University is closed for inclement weather. The Office of Communications will place a special message stating the date and reason for closing at (931) 598-1000, the University's main telephone number, and will notify the following radio and television stations:

Radio: WCDT (1340) in Winchester, WZYX (1440) in Cowan, WDEF (92.3 FM, 1370 AM) in Chattanooga, and 93 FM (WAHR) in Huntsville.

Television: WRCB (3), WTVC (9), and WDEF (12) in Chattanooga and WSMV (4) and WTVF (5) in Nashville.

ATTENDANCE

The Center will begin accepting children for morning sessions no earlier than 7:30 a.m. To ensure that your child does not miss out on any morning activities, **please have your preschool age child here no later than 8:30 a.m., and your toddler and infant children here no later than 9:00 a.m.. Preschoolers will not be accepted after 8:30 a.m., and toddler and infant children will not be accepted after 9:00 a.m. without a doctor's excuse and prior arrangements have been made with the Director and the child's provider.**

Children should be escorted to the Center, signed in, and delivered to their assigned provider or to the provider in charge at that particular time. **Do not leave your child alone on the playground for any reason.** The Center does not accept responsibility for any child who is not personally placed in the provider's care.

Please do not bring your child in during nap time as this disturbs the other children. Call the center (931) 598-1699 to verify if it's okay to bring your child in other than the scheduled starting time (7:30 a.m. – 8:30 a.m.).

DAILY SCHEDULE

All classroom schedules are subject to change. All schedules are posted on parent boards in the classrooms.

INFANTS

Young infants follow their own schedule until they are ready for the toddlers' schedule. Daily documentation will be completed for each child, outlining his/her activities and progress for parents. As an infant grows, a sample schedule includes an 8:30 snack followed by nap, 11:00 lunch followed by nap, and a 2:30 snack followed by outside playtime. Bottles will be provided where appropriate.

TODDLERS (sample schedule)

7:30 -8:25	Arrival and free play (fine motor skills, art, blocks, dramatic play)
8:25-8:45	Prepare for snack/snack
8:45-9:15	Centers/free play
9:15- 9:30	Circle time
9:30 -10:00	Centers/free plan
10:00 -11:05	Outdoor time (weather permitting)/free play/gross motor
11:05 -11:45	Prepare for lunch/lunch (until finished)
11:45 -12:00	Story time/prepare for nap
12:00 -2:15	Nap/rest time
2:15- 2:30	Wake from nap/put up beds/diapers, restroom
2:30 -2:40	Prepare for snack
2:40 -3:00	Snack
3:00 -4:00	Centers/free play/outside time or inside gross motor
4:00 - 5:00	Outdoor time or inside gross motor

PRESCHOOL (sample schedule)

7:30-8:45	Arrival/Free Play
8:45-9:00	Snack
9:00-9:15	Circle time
9:15-11:00	Free Play/Centers/Outside play time
11:00-11:15	Wash hands/prepare for lunch
11:15-11:45	Lunch
12:00-2:30	Nap
2:30-3:00	Snack Prep/Snack
3:00-5:00	Free Play/Centers/Outside Playtime

Monthly calendars, with extra activities showing what the children are doing, are sent home from at least August through May for the toddler and preschool classes.

POLICIES AND PROCEDURES

ADMISSION

The purpose of the University of the South Child Care Center is to serve the child care needs of University faculty, staff, and students, first and foremost. In all cases, admission priority is given to children whose parents work outside the home.

Daycare licensing requires a pre-placement visit to the Center by the parent before admission. All parents are encouraged to accompany their child on the first day of admission and to stay with him/her until the child feels generally secure about his/her parent's absence. We are happy to use a trial period to see if the center is right for you and your child and to ensure your child is a good fit for the center. We encourage families to work with the director with regards to the fit and expectations.

Disciplinary issues will be addressed with parents as needed but the center has the right to remove a child if placement isn't working out or is disruptive.

Non Discrimination, Harassment, and Retaliation policy

The University of the South stands firmly for the principle that its employees, students, and participants of university-sponsored programs and activities have a right to be free from discrimination based on race, color, sex, religion, national origin, age, disability, sexual orientation, gender identity, veteran status, pregnancy and childbirth, and genetic information. As required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the ADA Amendments Act of 2008, Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972, the University does not discriminate on the basis of sex or other protected categories in the educational programs or activities which it operates. This requirement of non-discrimination extends to admission to and employment in those programs or activities. The University is committed to sustaining a community in which the dignity of every individual is respected. Key to this value are efforts to nurture an environment of civility and mutual respect and to foster a culture of reporting concerns so that the University can respond promptly and equitably whenever an incident occurs. All employees, students, and participants of university sponsored programs and activities have the right to be free from harassment and retaliation.

To view the full University of the South's Non Discrimination, Harassment, and Retaliation policy, click [here](#). If you have any questions or concerns, please contact the Director of Human Resources at (931) 598-1860.

Application and Registration

Application forms must be completed, signed by one or both parents, and returned to the Center before any child will be officially admitted. Parents will receive a registration packet that includes:

1. Application
2. Emergency Information form
3. Authorization to Administer Medicine form (prescription medication only and sunscreen only)
4. General Information form
5. Immunization form
6. TN DHS Licensing Requirements
7. Parent Contract
8. Rate schedule and payment plan information

9. Payroll Deduction form
10. Community Children Policy form
11. Changes in Child Care Center Rules

HEALTH AND SAFETY

Health Policies

The University Child Care Center is concerned about the well-being of all children in our care. It is important that everyone take precautions to prevent the spread of contagious illness. Only those children who are free of communicable diseases and feel well enough to participate in the entire daily program may attend. This policy is necessary for the protection of all the children.

The Center reserves the right to request a doctor's note in any case. The decision to allow the child to return or stay is up to the director or supervisor on duty.

When to Keep Your Child at Home

Certain symptoms in children may suggest a communicable disease. For the health and safety of the children in our care, please DO NOT send your child to the Child Care Center if you feel that your child is too sick to go outside to play, or to join in on normal activities. Children who have the following symptoms should be kept at home until a doctor has decided the symptoms do not indicate a communicable disease, the child is no longer contagious, or the symptoms have resolved. If you are unsure if your child should stay home, please call and check with us first.

The Center reserves the right to request a doctor's note in any case but the decision to let the child return or stay is up to the director or supervisor on duty.

- FEVER – oral temperature of 100.4 degrees or higher. (A fever registering 100 degrees under the arm is actually 101 degrees.) A child must be fever free without medication for 24 hours before returning to the center.
- RESPIRATORY SYMPTOMS – difficult or rapid breathing, or severe coughing; child makes high pitched croup or whooping sound after he/she coughs; child is unable to lie comfortably due to continuous cough.
- DIARRHEA — two (2) or more abnormally loose stools in the previous 24 hours. Observe the child for other symptoms such as fever, abdominal pain, or vomiting.
- VOMITING — one (1) or more episodes of vomiting within the previous 24 hours.
- EYE/NOSE DRAINAGE — thick mucus or pus draining from the eye or nose. Must have a doctor's excuse before the child returns to the Center.
- PINKEYE — child may return 24 hours after the treatment has begun.
- SORE THROAT — sore throat, especially when fever or swollen glands in the neck are present.
- STREP THROAT — child may return 24 hours after treatment has begun.

- SKIN PROBLEMS — RASH — skin rashes, undiagnosed or contagious; INFECTED SORES — sores with crusty, yellow or green drainage which cannot be covered by clothing or bandages; PERSISTENT ITCHING or scratching of body or scalp.
- CHICKEN POX — all pox must be crusted over and no fever present before the child returns to class.
- APPEARANCE, BEHAVIOR, UNUSUAL COLOR — Child looks or acts differently: unusually tired, pale, lacking appetite, confused, irritable, difficult to awaken, yellow eyes or skin, gray or white stools, dark or tea colored urine. These symptoms can be found in hepatitis and should be evaluated by a physician.
- LICE — child may attend after treatment (box of treatment method and receipt for treatment must be provided to center as proof of treatment) and are nit free.
- RINGWORM, SCABIES — child may attend when treatment has begun.
- RSV – not to return for at least 3 days after diagnosis and cannot be running a fever; may be out longer if doctor recommends.

Daily Health Checks

Each child will be checked for signs of communicable disease(s) when he/she arrives.

If your child develops signs of a communicable disease (fever of 100° or higher, listlessness, diarrhea, vomiting, etc.) while in the Center, he/she will be taken out of the group. Parents will be notified and expected to arrange for **PROMPT** pick-up of the child. **The Center reserves the right to request a doctor's note in any case but the decision to let the child return or stay is up to the director or supervisor on duty.**

If a child becomes ill during our care

If a child becomes ill at the Center, we will move the child to a quiet, supervised area away from the other children until he/she is feeling better. Parents will be called to pick up their child if he/she develops a fever or unidentifiable rash, has diarrhea, or vomits. If parents are not available, the emergency contact person will be called.

Emergency contacts need to be willing and able to pick up their child within 30 minutes of being notified. Parents and/or their emergency contacts must remove the child within 30 minutes of being notified. **Failure to do so will result in a \$15 charge being added for every 15-minute increment the child is at the Center past the 30-minute notice deadline.**

Note: Once we send a child home, they may not return to daycare until they are symptom-free. The child must not have a fever, without the help of medication, for at least 24 hours, unless you provide a doctor's note stating the child is not contagious and is otherwise feeling well enough to participate in regular activities. A child with any illnesses must be completely free of all symptoms before returning to the center. If the child is taking antibiotics, the child may return to the center after the initial 24 hours of beginning antibiotics if he or she has no fever, is no longer contagious, and can participate in regular activities. We will immediately send home any child with a fever. **The Center reserves the right to request a doctor's note in any case but the decision to let the child return or stay is up to the director or supervisor on duty.**

Teething may cause a fever in some children. For the safety of all children, the Center requires a doctor's statement stating that teething is what is causing the child to run a fever.

Exposure to Communicable Diseases

The Center will notify you in writing if your child has been exposed to any communicable disease(s) in the Center. You are expected to notify us if your child has been exposed to any communicable disease(s) or childhood disease outside the Center, such as measles, chicken pox, mumps, strep throat, scarlet fever, head lice, scabies, impetigo, pinkeye, or ringworm, so we can alert the other parents to be on the lookout for possible symptoms in their children. **The Center reserves the right to determine when a child, who has been sick, can return to the Center.**

Treatment and Medications

All of our child care providers have been trained and have passed the current CPR and standard first aid courses. They are able to administer care to cuts, scratches, bruises, etc. with the Center's first aid kit.

No child will be given prescribed oral or surface medication without physician permission.

Non-prescribed medication to lower a child's temperature will not be allowed unless it is prescribed by a physician. Other non-prescribed medicine, diapering products, sunscreen lotions, and insect repellents will be given with parental permission and administered according to the manufacturer's instructions unless there are written instructions for their use provided by a licensed physician or dentist. Medication must be in its original container and have a legible label with the child's name and current prescription information. Non-prescription drugs must have the child's age and appropriate dosage listed on the container. If it is not listed, the Center requires a written and signed notice from a licensed physician or dentist with the correct dosage. The administration of medicine is recorded, and the record is available to the child's parent(s) or guardian(s). Any expired or unused portion will be returned to the child's parents or will be destroyed. Any time medication needs to be administered, the University Child Care Center requires that a guardian or parent sign a medication permission form. The Center's staff only administers medication.

Medication should never be placed in a bag and left. Always hand it to your child's provider so that it can be stored properly. State law mandates that medication must be locked in the medicine box. Never place it in the child's locker. Center staff, without written doctor permission, will not administer baby aspirin, Tylenol, Advil and/or other nonprescription medications.

Emergency Care for Children

Accidental Injuries

In spite of our best efforts, accidents may happen at the Center; and, sometimes, injuries may result. The staff will respond promptly according to the nature of the injury. Parents will be advised of all known injuries their child may incur while attending the Center.

For a minor injury that does not require medical attention, we will take the following steps:

1. We will administer first aid as necessary.
2. We will contact the parents for more severe injuries, as required.

For a minor injury that may require medical attention

1. We will administer first aid as necessary.
2. We will contact the parents or authorized persons.
3. If cannot reach a parent or authorized person:
 - a. We will contact 911 if necessary.
4. An injury report will be completed, with one copy to parent or guardian, and one placed in your child's file.

For injuries requiring prompt medical attention

1. We will administer CPR or first aid as necessary.
 - a. We will contact 911 if the injury is severe or life-threatening.
2. We will contact the parents or authorized persons.
3. If we cannot reach the parents or authorized persons, we will contact the physician listed on the child's emergency information sheet.
4. An injury report will be completed, with one copy given to the parent or guardian, and one placed in your child's file.

Immediate notification is imperative if a child should become seriously injured. Thus, a release form found in the registration packet which gives the Center necessary authority to attend to the medical needs of a child in the event of an emergency, must be signed. It includes parental authorization to administer syrup of Ipecac. The source of emergency care would be Emerald-Hodgson Hospital. By signing the identification and emergency information form, parents grant permission for the staff to take necessary steps to obtain emergency medical and dental care, if warranted.

The steps may include, but are not limited to:

1. Attempt to contact parent or guardian;
2. Attempt to contact parent or guardian through any people listed on the form;
3. Attempt to contact the child's physician or dentist;
4. If the University Child Care Center cannot contact a guardian or the child's physician we will do any or all of the following. Expenses incurred will be borne by the child's family;
 - a. call another physician or the paramedics
 - b. call an ambulance
 - c. accompany the child to an emergency hospital

If the emergency is such that a child's life is determined to be in danger, 911 will be contacted before attempts to contact a parent or guardian are performed.

It is essential, and your responsibility as the parent or guardian, to keep all emergency contact information updated. Please inform us immediately of any changes to keep your information current. Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation if required.

Immunizations

Tennessee State law mandates that each child must have a Tennessee Department of Health Official Immunization Certificate before being accepted to a child care center beginning at 2 months and older. Exceptions may be made if the child’s physician or a state or local health department provides a signed and dated statement giving a medical reason why the child should not be given a specific immunization, the child’s parent provides a signed written statement provided by the Child Care Center that such immunizations conflict with his/her religious tenets and practice or if care for children of homeless families and/or children in state custody is needed before documentation of immunizations can be confirmed. State law mandates that foreign-born children have a negative tuberculin (TB) skin test. Forms are included in the registration packet and must be filled out, signed by a licensed physician, and returned to the University Child Care Center prior to admission. No child will be enrolled without an immunization statement. **The director of the child care center along with the University’s health staff will ultimately make the final decision regarding a non-immunized child’s enrollment in the child care center.**

Immunizations are required for each child as appropriate for the child’s age. The law requires that children in daycare have the following immunizations:

Age	Vaccine (s)	Dose Number
2 mo.	DPT & POLIO	1
4 mo.	DPT & POLIO	2
6 mo.	DPT & POLIO	3*
15 mo.	Measles, Mumps, Rubella	1
18 mo.	HIB	1
18 mo.	DPT & POLIO	4
4-6 yrs.	DPT & POLIO	5

*Some private providers use an immunization schedule that makes this third dose of polio vaccine optional.

It is the parents’ responsibility to keep the child’s immunizations up-to-date. The Center must exclude admission to children whose immunizations are not current.

Allergies

The Center staff will make every effort to ensure that no child is unnecessarily exposed to any substance (food or medication) to which the child is known by the Center to be allergic. It is the parent/guardian’s responsibility to keep the staff up-to-date on any known allergies.

Diaper Cream, Insect Repellent, and Sunscreen

We will only apply diaper cream, insect repellent, and sunscreen if it is supplied by the parent or guardian, with instructions. We will also require a handwritten note for permission to use and when to apply. The center will only apply sunscreen labeled with the child's name and only after naptime. Parents must apply sunscreen in the morning before bringing their child to school.

Diaper Changing

Parents should make sure that the center has enough diapers, wipes, and diaper rash cream at all times. Diapers are changed at least every three hours or as required. Diapers containing feces are changed immediately. We will clean and disinfect the changing tables between each diaper change and wash the childcare provider and child's hands after each diaper change.

Toilet Training

We are here to encourage potty training if the child is ready. Potty training should be initiated at home for at least two weeks with success before being effective at daycare. Parents will be required to supply pull-ups if necessary.

EMERGENCY PLANS

In case of a fire or any other emergency situation requiring evacuation, the evacuation plan is as follows:

Assembly Point

Within the playground fence, north (University) side. **DO NOT EXIT CHILDREN TO THE FRONT PARKING LOT.**

In case of an emergency, the staff will exit the building into the fenced in playground to do a roll call. Once the director and staff are sure all the children are accounted for, we will proceed to hand the children over the fence in the far right corner (north side) and go to the Facilities Management warehouse where the director will begin phoning the parents for prompt pick-up.

For more information regarding cases of non-evacuation emergencies such as a tornado or animal emergency, please reference our emergency plan available from the director.

PERSONAL BELONGINGS AND DRESS

Parents are asked not to send personal belongings with their child. When a child brings toys from home, parents will be asked to take them back. The Center has plenty of toys and cannot be responsible for lost or broken toys. The exception is a special stuffed animal, blanket, etc. that the child enjoys having at naptime. However, these items will stay in the locker until naptime.

Each child should have a complete change of clothing to keep in his/her cubby or locker in case of accidents. Items should include shirt, pants, socks, underwear, disposable diapers when needed, and water shoes (rain boots, crocs, water shoes.)

Keeping track of a child's clothing:

Each season presents its own challenges for parents and Child Care staff regarding clothing. The staff tries to teach the children responsible habits, such as hanging their coats on hooks, stuffing mittens, hats and scarves into sleeves, etc. Parents are encouraged to label clothing, especially the items mentioned above, which can easily be misplaced or forgotten.

Children should be dressed to play when coming to the center. Dangerous and restrictive clothing should be avoided (clogs, open-toed shoes/sandals, or long dresses). In addition, toddlers, preschoolers, and school-age children will participate in "messy" activities such as painting. Although the staff takes precautions to prevent clothes from getting damaged, accidents do happen. Therefore, it is recommended that children wear clothing that will not present a problem, should it be damaged. Parents may choose to bring a paint shirt to leave in their child's cubby. The University of the South Child Care Center is not responsible for stained or ruined clothing.

Items Needed at Daycare

Parents are responsible for supplying the following items:

Infants/toddlers:

- Diapers/pull-ups/Wipes
- Diaper creams
- Weather appropriate clothes
- A change of clothes.
- Shoes that lace-up or Velcro and stay on feet (no flip-flops, please)
- Pacifier (if needed)
- Formula/ Breast Milk
- Sippy cups and bottles
- Bibs (for children 18 months and under)

Older children:

- Weather appropriate clothes
- A change of clothes.
- Shoes that lace-up or Velcro and stay on feet (no flip-flops, please) Shoes
- Cup or sippy cup

We will periodically check your child's locker/cubby to make sure they have all the necessary items needed at daycare. If the child needs anything, we will send a notice to the parents. As the weather changes throughout the year, so do your child's needs at the daycare. We appreciate your adherence to this, as it is helpful to have all the child's necessary belongings with them at daycare. This way, we can care for your child in the best way possible.

REST PERIOD

For toddlers and preschoolers, a quiet rest time will be held daily from 12:00 p.m. until 2:30 p.m. Although children are not required to sleep, each child is required to lie on a cot/mat and rest quietly during this time. **No child is to be dropped off or picked up during this time without**

making arrangements with the director, as it has proven to be very disruptive to the other children.

FOOD, BOTTLES, AND DIAPERS

The University Child Care Center currently partners with Sewanee Dining to provide lunches to the students daily. A menu will be provided when available.

Special Diets

If your child has a food allergy, please contact the director so safe food preparations can be made. If you wish for your child not to participate in the provided lunch, the lunch sent must be in a well marked bag or lunch container with the child's name clearly written on it. If the lunch container is not labeled, it will not be served to the child.

Nursery children will be provided with age appropriate baby food. A menu will be posted and available to parents. Parents must supply all formula and bottles. The Center does not have cooking facilities. If you wish for your child not to participate in the provided lunch, the lunch sent must be in a well marked bag or lunch container with the child's name clearly written on it. If the lunch container is not labeled, it will not be served to the child. All food and milk brought for a child in the nursery, must be clearly labeled with the child's first and last name and the date the food is brought to the center. **This is a state requirement.**

Lunch Requirements

A state approved lunch must be packed, even though it comes from home. The state requires food from the 5 basic food groups: grain, fruit, vegetable, protein, and dairy, along with 100% juice or milk to drink. Lunch from Sewanee dining will be provided and will comply with state requirements.

In the event that a child is bringing a home lunch, the center will not be allowed to serve a child chips, candy bars, rice crispy treats, cookies, etc. or any drink that is not 100% juice or milk.

Parents: If you are unsure what food would or would not be allowed, you may go online to www.actionforhealthykids.com or www.health.gov, or you may talk with the director.

Parents are encouraged to send nutritious food for their children. Food items that need to remain chilled will be stored in the refrigerator until mealtime. **The Center cannot accept opened jars of baby food, and they cannot put them back in the refrigerator. This is a state regulation.**

MISCELLANEOUS

Parking

Nursery

Parking places are available in the lot directly in front of the main entrance or beside the playground. Parents with infants should enter through the front door.

Toddlers

Parking places are available directly in front of the main entrance or in the lot directly beside the playground. Parents with toddlers and/or two-year olds should enter the front door. **Please do not go through the nursery.**

Preschoolers

Parking places are available in the lot directly beside the playground. Parents with preschoolers should enter through the side door via the gate. **Please do not go through the nursery.**

Prek

Parking places are available in the lot directly in front of the main entrance. Parents with pre-k children should enter through the outdoor classroom via the side gate.

For the safety of all the children, parents are asked to refrain from leaving their cars running in the parking lot when dropping off or picking up children. Also, parents are cautioned to not leave children unattended in the car. Furthermore, driving slowly and with caution on the frontage road and when entering the parking lot are strongly encouraged.

Kitchen

At no time should a child or parent enter the kitchen area. This is a State regulation. The child's provider is responsible for putting away lunch boxes, juices, etc. The Center asks that parents adhere to signs posted throughout the building.

Birthday Celebrations

Each child's birthday is a very special day. The staff will be glad to recognize a child on his/her birthday. If parents desire, they may plan in advance to send a nutritious snack to share with the other children who are in the same room as the child who is celebrating a birthday. Parents are **discouraged** from sending gifts or **asking the Center to hand out invitations to parties or putting them in the children's lockers.**

Discipline

It is the policy of the Center not to use physical punishment or any discipline that is shaming, humiliating, or frightening to your child. Parents: Please do not ask us to spank or to threaten your child. When staff intervention due to negative behavior becomes necessary, toddlers will be separated from the situation and placed in another activity. Older children, however, need a more informative explanation as to why certain behaviors are not acceptable and which behaviors are acceptable. Use of the "time-out chair" away from other children, but in view of the staff, may be necessary for a few minutes.

The Center staff reserves the right to send a child home for reasons other than sickness, if necessary. This may include, but is not limited to, the child's failure to adjust to the Center, or if the child's behavior endangers the safety or happiness of the other children (for example, biting, hitting, pinching, etc.).

TV/Videos

TV time is extremely limited. The Center has a no TV policy. An exception is at Christmas for a movie viewing. Parents will be sent information regarding any planned TV time in advance.

Parents are asked not to send videos to the center.

Volunteer Program

Parents/guardians are always welcome to come and help. Grandparents are also welcome. Please **NO visitors during naptime**, which is between 12:00 p.m to 2:30 p.m. Please contact the director to set up a time to visit.

Child Abuse

We are required by law to report any suspected physical, emotional, sexual, or suspected abuse or neglect to the local Social Services Office.

The Tennessee Department of Human Services also requires the caregivers of the preschool class to have a program titled "Growing Up Strong and Safe." This is a personal safety curriculum for three, four, and five year olds in the Center's care. Before the caregiver starts this class, they will send home a letter of consent to be signed with details about this program.

TUITION INFORMATION

CHILD CARE OPTIONS

The University of the South Child Care Center administers a five, three, or two-day program for the dependents of faculty, staff and students of the University of the South. **If a child misses his/her regularly scheduled days, please do not ask the Center to make that time up on a different day. (For example, if a child is scheduled for Monday, Wednesday, and Friday and misses Monday, please do not ask if he/she can come on Tuesday to make up for the missed day.)**

Part-time: As space permits, children other than full-time enrollees are accepted on a regularly scheduled basis.

Schedule changes are not permitted without prior consent of the Director and will only be allowed when space and staffing permits.

Summer Schedule

Parents have the option of withdrawing their child/children or changing to the two-day or three-day program during the summer (June, July, and August). Two month written notice is required so that the Center can advertise and fill the vacant slot(s). Parents will be required to pay half (½) of the remaining unpaid tuition (per child) for the absent months/days, unless the vacancy can be filled on a temporary basis.

Sabbatical/Leave of Absence

When a foreseeable leave or withdrawal or a schedule change is necessary from the Center, parents must provide reasonable, prior written notice so that the Center can advertise and fill the vacant slot(s) (at least two months in advance of the anticipated date of departure for leave). This notice must include the date upon which the leave is expected to begin, the length of the leave, and whether the parents intend for the child to return to his/her regular enrollment status after the leave has ended. Parents will be required to pay half of the unpaid tuition (per child) for the absent months/days unless the vacancy can be filled on a temporary basis.

PAYMENT PLAN AND OPTIONS

The monthly rates for 2022-2023 academic year (effective July 1, 2022) are as follows for University employees.

Age	5 days	3 days	2 days
Infants	\$600	\$442	\$303
Toddlers	\$550	\$390	\$286
Preschool	\$495	\$356	\$257

The University has a flexible benefits program for dependent care expenses for employees. Savings may be realized by using this program during open enrollment in November of each year. Please contact the Benefits Manager at (931) 598-1213, in Human Resources for more information.

The monthly rates for 2022-2023 academic year (effective July 1, 2022) are as follows for non-University employees.

Age	5 days	3 days	2 days
Infants	\$630	\$455	\$327
Toddlers	\$578	\$416	\$303
Preschool	\$520	\$374	\$270

Time of Payment

All tuition is payable in advance. Parents who are employees of the University must have tuition deducted from their monthly or bi-weekly salary check(s) as a condition of enrollment. Delinquency in payment will result in the removal of the child from the Center.

Parents of community children are also required to pay their tuition one month in advance. If tuition has not been paid for the upcoming month by the 25th of the current month, the child will not be allowed to attend the Center on the 1st. If the tuition payment is not made by the 25th of the current month, the student's spot may be forfeited and offered to an individual on the Center's waiting list.

Refunds

Since the Center depends upon tuition for support, refunds of tuition cannot be given when a child is absent, regardless of the reason.

PARENT PICK-UP

Only those persons authorized by the parents, in writing, will be permitted to take a child from the Center. In an emergency, parents may call the Center and grant permission for someone, other than themselves, to pick up their child; such persons must bring a photo ID with them. Children must be signed out of the Center.

LATE PICK UP CHARGE

The Center closes at 4:45 p.m. Children must be picked up from the Center by 4:45 p.m. **Any parent pulling into the parking lot at 4:45 p.m. will be considered late and a \$25 late fee will be charged.** An additional \$25 late fee charge will be added after every 5-minute increment (For example, if you are one hour late picking up your child, you will owe the Center \$300 at the time of pick-up). The Sewanee Police Department will be notified if any child remains at the Center after 6:00 p.m. Late charges must be paid within 10 days of occurrence. Failure to pay late charges timely may result in the child not being allowed to attend the center until fee is paid.

GOLD SNEAKER POLICIES

Policy 1

Children attending less than a full day program shall be offered a proportional amount of the physical activity time as required by TDHS licensure rules. Physical activity for children ages three years and older must be a balance of structured and unstructured play, both indoors and outdoors (weather permitting) utilizing age appropriate activities.

Policy 2

Providers shall provide education (i.e., via parent meetings, provider newsletter articles, sharing of educational video resources, etc.) to families twice each year that addresses the importance of limiting screen time according to current American Academy of Pediatrics policy and the development of a Family Media Plan.

Policy 3

Children shall not be allowed to remain sedentary or to sit passively for more than 60 minutes continuously, except for scheduled rest or nap time. The Child Care Director shall take Go NAP SACC Self Assessments (Infant and Child Safety Physical Activity & Screen Time) to compare their physical activity practices to best practice standards.

Policy 4

Child care providers must ensure physical activity is a positive experience for children and that it is never used negatively or to control behavior. The list of Gold Sneaker policies must be added to the child care provider's policies or parent handbook.

Policy 5

Providers shall ensure appropriate infant and child feeding patterns, including breastfeeding. All educators shall be trained to: advocate for breastfeeding, safely prepare expressed breastmilk for feeding, feed infants according to their individual needs, and store expressed breast milk properly. Providers shall publicly display their support for breastfeeding infants and mothers by posting signage or other publicly facing information (i.e., participate in Breastfeeding Welcomed Here through the TN Department of Health or Team Nutrition resources for new and expectant moms about breastfeeding).

Policy 6

Child care educators shall ensure appropriate infant and child feeding patterns, including adequate time for snack and meal consumption and age-appropriate portion size. Child care educators shall provide education to families twice each year (i.e., via parent meetings, provider newsletter articles, sharing of educational video resources, etc.) that addresses nutritional learning experiences, with a focus on adequate time for snacks and meals and age-appropriate portion size. All eating opportunities shall consist of a respect for the child and promotion of a positive attitude toward food. Child care educators shall apply evidence-based early food preference learning strategies such as introducing healthy foods, repeatedly pairing new healthy food choices with foods children already like and modeling consumption and enjoyment of healthy foods.

Policy 7

The child care provider campus shall be free of all tobacco and tobacco-related products, including smoking, smokeless and electronic products. The campus is inclusive of all vehicles used to transport enrolled children, all outdoor spaces, and all indoor locations, whether or not children are present. Child care employees and volunteers may not use tobacco or tobacco-related products while off-campus at provider-related activities (i.e. field trips, walks, and all other outdoor activities). Employees who use tobacco products while off campus are required to change clothes and wash hands thoroughly prior to interacting with children. “No Smoking” signs shall be posted conspicuously at each child care provider entrance, as required by state law.

To view these policies on the Tennessee Department of Health, click [here](#).

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