



OTHER POLICIES

SNOW POLICY

United Childcare and Preschool will close when the Sioux Falls Public School District closes for bad weather (not a late start or early dismissal). These announcements are usually made on the local radio stations and television. If Sioux Falls Public is out of session, the UCP director will make the decision to close the centers and post it on KDLT by 5:30 a.m. Emails will be sent to parents advising them of the closure. Employees will be paid under the circumstances; therefore, full-time students will be required to pay for a snow day. Full-time students may, however, opt to take a snow day as a vacation day.

MEALS

We believe in providing your children with a well-balanced meal and snack while they are in our centers. Meals and snacks will be served to all children in attendance at the time of service. Breakfast will consist of items from three of the four basic food groups. Lunch will consist of items from each of the four basic food groups. Snacks will contain items from two of the four basic food groups.



If a child should need a special diet, it is the responsibility of the parent to provide food necessary to meet those requirements. Food brought from home must be in sealed hard containers. The containers must be marked with the child's name, date, contents, and storage requirements. Foods will be refrigerated or stored in the cupboards based on their requirements.

There is no additional cost for meals or snacks. Some of the cost is covered by a reimbursement from the Child and Adult Nutrition Services.

CLOTHING

Wear comfortable, washable clothing.

The following articles should always be on hand at the center:

- A set of underwear
- Pants
- Socks
- Shirt
- Small blanket for nap
- Small pillow if desired

All articles must be marked with the child's name.



REFERRAL POLICY

If a currently enrolled family refers a new family to UCP and the new family enrolls for at least one month, the referring family will receive a \$50.00 childcare credit.

TREAT POLICY

It is the policy of UCP that no homemade treats are allowed. Due to increasing food allergies, we request treats be commercially made and contain an ingredient label if possible.

NAP POLICY

Children will be put down for naps approximately between 12:30-1:00 p.m. Soothing music will be played and backs will be rubbed (if the child wishes to have this done). After 45 minutes to 1 hour, if the child is not asleep, he or she will be allowed to play quietly at a table or a part of the room with sufficient light. The rest of the children may get up as they wake up or continue to sleep until 2:30-3:00 p.m. All children will be awake by 3:00 p.m. unless there are extenuating circumstances such as illness. If parents wish their children to rest longer, they should discuss the issue with the teachers or director.



DISCIPLINE POLICY

The United Childcare and Preschool's discipline policy will establish a framework within which the children will be provided with positive guidance, redirection, and the setting of clear-cut limits.

It is designed to help children develop self-control, self-esteem, and respect for the rights of others. We will maintain a safe, warm, friendly environment in which children can feel secure and appreciated. A challenging, stimulating environment will provide for healthy child/child and teacher/child interaction. Discipline does not include humiliating or frightening punishment. Peers are prohibited from administering discipline.

United Childcare and Preschool reserves the right to terminate care for children who continually put themselves or others in danger or are a constant disruption to the classroom. However, before care is terminated, a meeting will be held with the parents, teachers, and the director.

If United Childcare and Preschool determines a child's behavior or health threatens the safety and well-being of others, we reserve the right to terminate the child's enrollment immediately.

United Childcare and Preschool may terminate a child's enrollment, giving the parents advance written notice, if it is determined that United Childcare and Preschool cannot meet the developmental needs of the child.



EMERGENCIES

In case of emergency, or any situation in which a child's well-being is at risk or there is a life or death decision to make, we will contact the parents. They are to make the decision to proceed from that point on.

However, a staff member or the director will call 911 and have the paramedics decide to proceed if need be. UCP staff will not sign the consent form for care. "Ouch Reports" will be filled out and signed by the staff in charge and by the parent.

Emergency fire drills are held four times per year. Evacuation plans are posted in each classroom. Training for emergency procedures is provided for each staff member. Tornado drills are held once a year. Evacuation plans are posted in the classroom.

MEDICAL AUTHORIZATION

UCP is not allowed to give your child any medication without written permission. If the medicine is not prescribed for your child, or if the dosage is different than what is stated on the bottle, we reserve the right to refuse to give your child the medication. No medication may be distributed unless in its original container or box with the original label. Prescription medications must contain legible directions for use, the expiration date, the child's name, and the physician's name. All



medicine will be stored in a locked container inside the refrigerator, or in a locked cabinet at each center.

CHILD ABUSE

It is mandatory under South Dakota Law 26-10-10 for school personnel, having reasonable cause to suspect that a child under the age of 18 years has been starved, neglected, has had physical injury or injuries inflicted upon him by abuse or intentional neglect other than by accidental means, or has been subjected to circumstances or conditions which would reasonably result in abuse or neglect, by any person including a parent or other person responsible for his care, shall report or cause reports to be made to the department of Social Services, county sheriff, city police, or state's attorney. Anyone participating in good faith in the making of a report shall have immunity with respect to participation in any judicial proceeding result from such a report.

If an incident should occur at UCP involving a staff member, the director will take steps to ensure that the incident could not happen again while the investigation is pending.

A staff evaluation will be conducted after the investigation. All UCP members are required to read and sign a statement, which defines child abuse, child neglect, and reporting requirements.



ILLNESS POLICY

Full-time children are allowed ten free days during the year, beginning with the starting date up to the anniversary date of enrollment. These days may be used for vacation or sick leave. Sick leave should be called in immediately.

Each child enrolled full-time for the summer (June, July, and August) is allowed a total of five (5) vacation days.

A two (2) week notice prior to the vacation date is required.

VACATION POLICY

Full-time children are allowed ten (10) free days during the year beginning with the starting date up to the anniversary date of enrollment. These days may be used for vacation or sick leave. Sick leave should be called in immediately.

Each child enrolled full-time for the summer (June, July, and August) is allowed a total of five (5) vacation days.

A two (2) week notice prior to the vacation date is required.



CONFIDENTIALITY

Information on the child's records shall be safeguarded and shall not be disclosed except:

To staff,

In a judicial proceeding,

To officers of the law or their legally constituted boards or agencies,

To persons having a definite interest in the well-being of the child or children who, in the judgment of the Board, are in a position to serve interests of the child, parent, or center. This would be done with your approval.

As required by law, United Childcare and Preschool is mandated to report any communicable disease to the health department.