



Washtenaw
Community College



Children's Center Parent's Handbook

What parents need to know



Washtenaw Community College Children's Center has been housed on the WCC main campus since 1968. In 1980, the Children's Center was built. We offer quality child care and educational programs for children of WCC students for on-campus activities only. We care for children eighteen months through five years of age (not eligible for kindergarten or young 5's). We are licensed by the State of Michigan Department of Licensing and Regulatory Affairs. In 1999, the Center became nationally accredited by the National Academy of Early Childhood Programs. This handbook has been prepared as a resource and reference guide to help you, parents, make the use of our services a valuable and rewarding experience.

Welcome to our family!




TO BE A CHILD IS TO KNOW THE FUN OF LIVING
TO HAVE A CHILD IS TO KNOW THE BEAUTY OF LIFE
TO TEACH A CHILD IS TO KNOW THE JOY OF GIVING
TO LOVE A CHILD IS TO KNOW LOVE FULFILLED
- ANONYMOUS



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wccnet.edu/resources/otherresources/childrenscenter/

Mission Statement

The mission of the Washtenaw Community College Children's Center is to provide quality, affordable child care for children of students who attend on-campus classes. Child care is provided in a safe, healthy and developmentally appropriate environment where trained and loving teachers offer educational opportunities for the well-rounded growth and development of each child.



The Children's Center flourishes due to the continued support of the Board of Trustee's commitment to student success.





Our Staff

Our preschool staff consists of 12 full-time teachers and approximately 20 paraprofessionals who have dedicated themselves to: providing excellent educational services for children and their families respecting and valuing family diversity and reflecting that diversity in the classroom activities, continuing professional development through college courses, professional conferences and in-service training, providing a compassionate and nurturing environment.

Our Philosophy

Washtenaw Community College Children's Center has developed a philosophy based on current theories and research in the field of early childhood education. Inherent in this philosophy is our dedication to ensuring a program that celebrates diversity by supporting and respecting cultural, racial, and religious differences. Parent participation at any level is encouraged and valued. A strong parent-center relationship is crucial to our success.

Classrooms activities and physical arrangement is contingent upon implementation of best practices derived from an in-depth knowledge of child development and development theories. As mandated by the State of Michigan Department of Education, a language- and literacy-rich environment is provided to enhance all aspects of emergent language and literacy skills. This includes support for children who are learning English as a second language, as well as support for their parents.

Children use play, adult and peer interactions, imitation, motivation and direct instruction as processes through which knowledge is acquired and social connections are made. Classroom environments are designed and arranged in ways to allow for meaningful hands-on exploration, intense direct instruction, purposeful social interaction and behavioral intervention. Individualization is vital in all classrooms. We believe all children are capable and competent learners, have unique learning styles and learn at their own pace. Teachers individualize curriculum and classrooms to inspire and challenge as well as allow for sequential successes.

Developmentally appropriate curriculum is planned, implemented and evaluated daily. To prepare children for future success, early childhood educators must first meet the challenges of children at their current developmental level. To do this, the WCC Children's Center's teachers implement an inquiry-based and enriching curriculum. Therefore, the teachers monitor progress and assess skills in order to match curriculum goals with current and future levels of achievement. The teachers use curriculum models focusing on all areas of development (cognitive, language, physical and social/emotional) to ensure children are provided with an academically solid program (reading, writing, math and science activities) as well as a secure environment in which to practice social skills and appropriate expression of emotions.





We Believe Children Learn Best

We Provide

In small class sizes	Small class sizes with low child/teacher ratios
When given opportunities to work individually, in small groups and in large groups	Individual attention along with small and large group activities
If they acquire knowledge at their own rate	A program with an emphasis on individual learning styles
When they are actively involved by using all their senses, manipulating and experimenting with a variety of materials and situations	Opportunities to create, manipulate and explore in a sensory-rich environment
Through play, to translate experience into understanding (by exploring, observing, imitating and practicing)	A flexible schedule that allows time to play, explore, observe, imitate and practice
When they feel physically and emotionally safe and secure	A safe, trusting and nurturing environment with positive role models and consistency of educated and trained teachers
When all areas of development are viewed as equally important and interrelated	Curriculum that includes experiences to enrich and enhance cognitive, language, social, emotional, physical and creative development
When they feel a sense of achievement and self-worth	Developmentally appropriate curriculum with built-in successes and challenges
When engaged in self-initiated as well as teacher-directed activities and experiences	A balance of child-initiated and teacher directed activities
When teachers use language to enhance critical thinking, communication and problem solving	An emphasis on language development to enhance problem solving and critical thinking skills
When teachers teach English as a second language to children who speak another language	English as a second language education
In a literacy- and numeracy-rich environment	Curriculum that enhances reading and math skills
When children have time to interact socially with peers	An environment sensitive to learners who are developing social skills



Sample Schedule

7:30am - 9:00am	Children's choice (children choose from a variety of activities)
9:00am - 9:30am	Breakfast
9:30am - 9:40am	Activities in the gym
9:40am - 11:00am	Discovery time
11:00am - 11:30am	Circle time activities (songs, storytelling and group discussion)
11:30am - 12:00pm	Outside play (children's choice)
12:00pm - 12:30pm	Lunch
12:30pm - 2:30pm	Naptime (children's choice for non-nappers)
2:30pm - 3:00pm	Afternoon snack
3:00pm - 5:30pm	Discovery time and meet with other rooms in the center





Children's Center Policies


Clothes

Dress your child so he or she can play outside every day. Please label clearly all clothing, coats, shoes etc. Clothes unmarked may be labeled by staff. Children need to be dressed in play clothes that can withstand getting muddy or having paint spilled on them. A complete change of clothing (underwear, socks, shirts, pants) is recommended to be kept at school. Please put them in a labeled shoebox.

Diapers

For those children who are not toilet trained, please provide a large box of disposable diapers with your child's name on it. Please watch for notes that tell you when more diapers are needed. Please inform staff when you begin toilet training so we can coordinate our efforts. During this process, if your child has two accidents we will then put them in diapers or pull-ups for the day and start a new the next day.

Birthdays/Holidays



Due to the vast diversity of our clientele, many of whom do not celebrate holidays or birthdays, and the State of Michigan licensing regulations, we do not celebrate birthdays or religious holidays.

Bottles

Baby bottles are not allowed at the Center, unless medically required. Our toddlers use sippy-cups. A pacifier may be used.





Discipline

The Center believes in using a positive approach when disciplining and guiding social interactions with the children. Under no circumstances may the Center use or condone physical forms of discipline. Examples of positive guidance are: redirection, problem solving and conflict resolution.

Emergencies

In the case of a child illness or accident, Public Safety will be sent to the parents' classroom to ask the parent to come to the Center to get the child. If the parent cannot be found, we will attempt to reach them through their cell phone. If this fails, the emergency contact person indicated on the child's information card will be called and expected to come pick up the child. Please keep all information (classroom changes, telephone numbers and contact persons) up to date.

Fire and Tornado Drills

As per licensing requirements, the Center conducts both fire and tornado drills.

A fire drill consists of the Public Safety department setting off the main alarm in the building. The children evacuate from the nearest exit. The Public Safety department informs the Center of the time it took to evacuate and if any improvements need to be made in the procedure. In case of a real fire, parents will be notified to pick up their children.

A tornado drill consists of walking the children to LA 150. In case of a tornado warning, the children are immediately evacuated to LA 150. They will remain there until the warning has been lifted.

Should a parent desire to pick up a child and leave the building during a warning, they must sign a disclaimer relieving the College of any responsibility.

Nap Times

All children attending the program for 5 or more continuous hours and are in attendance during the hours of 12:30pm to 2:30pm, according to licensing regulations, are required to have a rest period. A rest period consists of allowing the child to rest on a cot for a minimum of 20 minutes or until the child falls asleep (whichever comes first). No child will be denied the opportunity to rest if they so choose regardless of the number of hours in attendance. For those children who will not require a rest period, activities are available in the adjacent room for their age group. Please bring a small crib sheet for the cot and a small blanket.

Toys From Home

Please do not send your child to school with toys from home. We cannot be responsible for loss or damage. If a child does bring a toy from home, it will be encouraged to be kept in the child's cubby until the child goes home.



Child/ Staff Illness Policy

The following policies were written with the health of everyone in mind. Specific illness information was provided by the Washtenaw County Health Department. Your child should stay at home if he/she does not feel well enough to participate in all group activities both inside and outdoors.

Common Cold

The immune system of a preschool child is not fully developed; therefore, he/she may contract a common cold quite frequently. A child who has a simple cold may attend school if he/she feels well enough to participate in all daily activities including outdoor play. However, if there is excessive nasal discharge or a severe cough, it is recommended the child stay at home.

Any time a child has been crying more than usual or complaining about discomfort for over half an hour, you may be called to pick up your child.

Communicable Disease

If your child contracts a communicable disease, please notify us as soon as possible. Parents of other children will be alerted to exposure to the disease. Your privacy is assured.

Asthma and Allergies

A doctor-prescribed "Asthma Action Plan" or "Allergy Action Plan" must be provided to the Center if your child will need to be administered an epipen, breathing treatment (nebulizer) or inhaler. We cannot administer any of these medications without a doctor-prescribed plan.

Medication

We will not give the first dose of any medication.

We do not give over-the-counter medicine. If it is necessary for your child to take medication while attending our programs, the following applies:

- All medication must be in the original pharmaceutical container with the Doctor's name, child's name and prescribed dosage.
- A medication permission slip must be filled out and signed by the parent stating the name of the medication and the time and amount of medication to be administered.
- Please do not give your child any medicine (this includes aspirin, Tylenol, throat lozenges etc.) to take on his/her own.



List of specific communicable diseases or illness symptoms that exclude a child from attending school:

Fever 100 degrees or above	Fever free for 24 hours without a fever-reducing medication
Vomiting	Symptom free for 24 hours
Diarrhea (giardia, salmonella, shingella, viral)	When stools are formed and child is symptom free for 24 hours
Nasal discharge (yellow or green mucus)	Discharge is not thick yellow or green and/or if the child has been on antibiotic for 24 hours
Chicken Pox	After all skin lesions have dried
Mumps	After swelling is gone (~9 days)
Strep Throat	After 24 hours of antibiotic treatment
Measles or German Measles	Not earlier than 4 days after onset of rash
Pink Eye or Conjunctivitis (bacterial, viral or allergic)	When eyes are mucus-free or on medication for 24 hours
Hepatitis A	With physician's clearance
Impetigo	With physician clearance, after medication for 24 hours and infected parts covered
Ringworm or Pin Worms	After 24 hours of physician prescribed treatment and kept covered
Lice	When infestation and nit free as the result of treatment with a medicated shampoo.
Scabies	After 24 hours of physician prescribed treatment
Unidentified Rash	With physician's clearance
Meningitis	With physician's clearance
Influenza	With physician's clearance or fever free without fever-reducing medication for 24 hours
Roseola	After rash clears
Hand, Foot and Mouth	When lesions heal and drooling ceases
Croup	After free of viral infection and child is no longer having difficulty breathing



Hours and Scheduling Requirements

The Center is open 7:30am to 5:30pm Monday through Friday during fall, winter, spring and summer semesters. The Center can open as early as 6:30am to accommodate clinical placements only. Enrollment at the Center coincides each semester with registration for the College. Enrollment is on a first come, first served basis and is new each semester.

In order to facilitate adjustment, children must:

- Stay at least two continuous hours each day they attend
- Attend a minimum of two days per week
- Attend a minimum of six hours per week

Parents who need times other than their regularly scheduled times can request "extra time" from the room teachers in advance. This time must be for on-campus activities such as meeting with counselors, taking tests, study, etc. This will be recorded on the "extra time sheet" located under the regular sign-in sheet in the classroom. This time will be charged at a higher rate and billed separately.

Please call us to let us know if your child will be absent or late. It also helps us to be better able to plan our day.





Study Time

The Centers allows study time between your classes. No extra study time is allowed during peak hours Monday through Friday 9:00am to 2:00pm. If there is space available after the second week of the semester, study time may be added after 2:00pm.

Lunches


If your child is in the Center between 12:00pm and 12:30pm, please bring a lunch. Please do not send candy or gum. As per licensing requirements, the child's lunch box (not paper bag) must be labeled with the child's first and last name and dated. Also, all perishable and/or opened foods will be disposed of daily. The Center will provide tags for the lunch boxes for you to date each day. We are unable to heat or refrigerate food for children. Please use a thermos to keep food hot and /or an ice pack to keep food cold. Milk is provided for lunch.

Communication

Communication between staff and parents is important to us. Please take the time to read all notices, newsletters, and daily reports. Information may be posted on the doors, on the daily sign-in sheets and placed in your child's cubbie. If you need more information, please speak with your child's classroom teacher.

Child Assessments/ Developmental Profile

For fall and winter semesters, parents are provided a written assessment of their child's progress and skills based on classroom observations. If a parent would like a sit down conference, this should be scheduled with the classroom teacher.



Reporting and Resolving a Complaint

If a parent has a concern about a staff member or policy of the WCC Children's Center the procedure discussed below is required to be followed.

The purpose of the procedure is to provide a mechanism for resolving a complaint in a positive manner while sharing respect for those involved.

The process consists of the following steps:

- Parent discusses the concern with the classroom head teacher or makes an appointment to see the director.
- A group meeting can be arranged if the concern is not resolved through the first step.
- In order to validate a parent's concern, there needs to be a mutual respect toward those involved.
- We work with our parents within the policies and procedures of our child care licensing Agency.
- Parents are expected to adhere to the ethical guidelines, and code of conduct as stated in the Student Rights and Responsibilities.

Withdrawal Criteria

It is important to note that not every Center is right for all children or meets the needs of all parents.

Services may be withdrawn due to:

- Non-compliance with Center rules, policies, or procedures.
- Should a parent need to withdraw from services for any reason, a two-week notice (written or oral) is required. You will be responsible for payment of services including the two weeks of notice.

School Closing

- If, for any reason, classes are cancelled, the Children's Center will be closed. If the Center is closed or your child is ill, there will be no subtraction of costs or exchange of time.



Photos and Social Media

The classroom teachers take photos of the children throughout the day. Copies of these photos can be provided to you upon request. Please do not take your own photos of the children. This is to ensure the privacy of all children attending the Center.



Notes



Directory

Academic Skills Center

Gunder Myran building, 3rd floor, room GM 305
734-973-3301
departments.wccnet.edu/academicandcareerskills

Computer Commons

Gunder Myran building, 2nd floor of the Bailey Library
734-973-3420
wccnet.edu/resources/computerresources/computerlabs/commons/index.php

Career Services

Student Center, 1st floor
734-677-5155
wccnet.edu/employment or email: careers@wccnet.edu

Dental Clinic

Occupational Education building, 1st floor, room OE 106
734-973-3332
wccnet.edu/departments/health/dentalclinic

Financial Aid

Student Center building, 2nd floor, room SC 205
734-973-3523
wccnet.edu/financialaid

Learning Support Services

Liberal Arts and Science building, 1st floor, room LA 104
734-973-3342
wccnet.edu/learningsupport

Library (Richard W. Bailey)

Gunder Myran building, 1st and 2nd floors
Reference Desk: 734-973-3431 /
Circulation Counter: 734-973-3429
wccnet.edu/library

Math Resource Center

Gunder Myran building, room GM 201
734-973-3392 or 734-973-3342
wccnet.edu/tutoring

Orchard Radio: WCC's Internet Radio Station

Technical Industrial building, 2nd floor, room TI 233
734-477-8922
orchardradio.wccnet.edu or email radio@wccnet.edu

Personal Counseling and Advising

Student Center building, 2nd floor, room SC 206
734-677-5102
wccnet.edu/advising

Public Safety

Parking Structure 2nd floor, room PS 124
Student Center building, 2nd floor-lobby phone dial 3411
734-973-3411
wccnet.edu/publicsafety/

Student Connection

Student Center building, 2nd floor lobby
734-973-3543
wccnet.edu/studentconnection

Student Development and Activities/WCC Sports

Student Center building, 1st floor, room SC 108
734-973-3500
wccnet.edu/activities

Student Resource Center

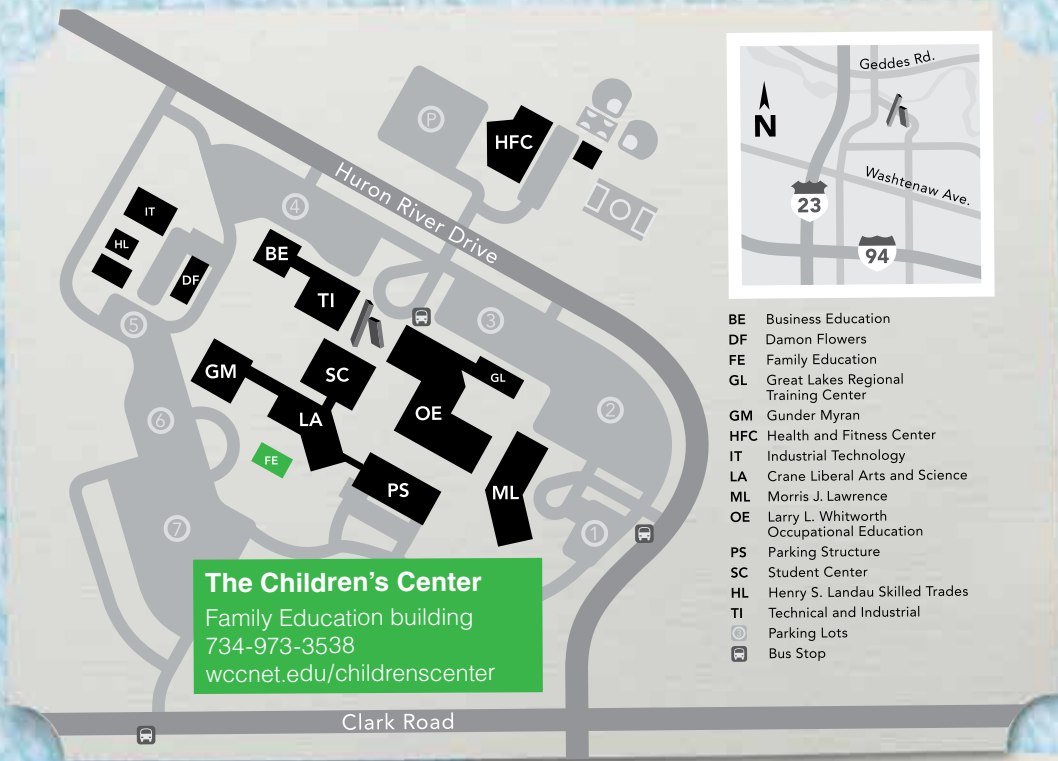
Student Center building, 2nd floor
734-677-5105
src.wccnet.edu

Washtenaw Voice: Student Newspaper

Technical Industrial building, 1st floor, room TI 106
734-677-5405
washtenawvoice.com

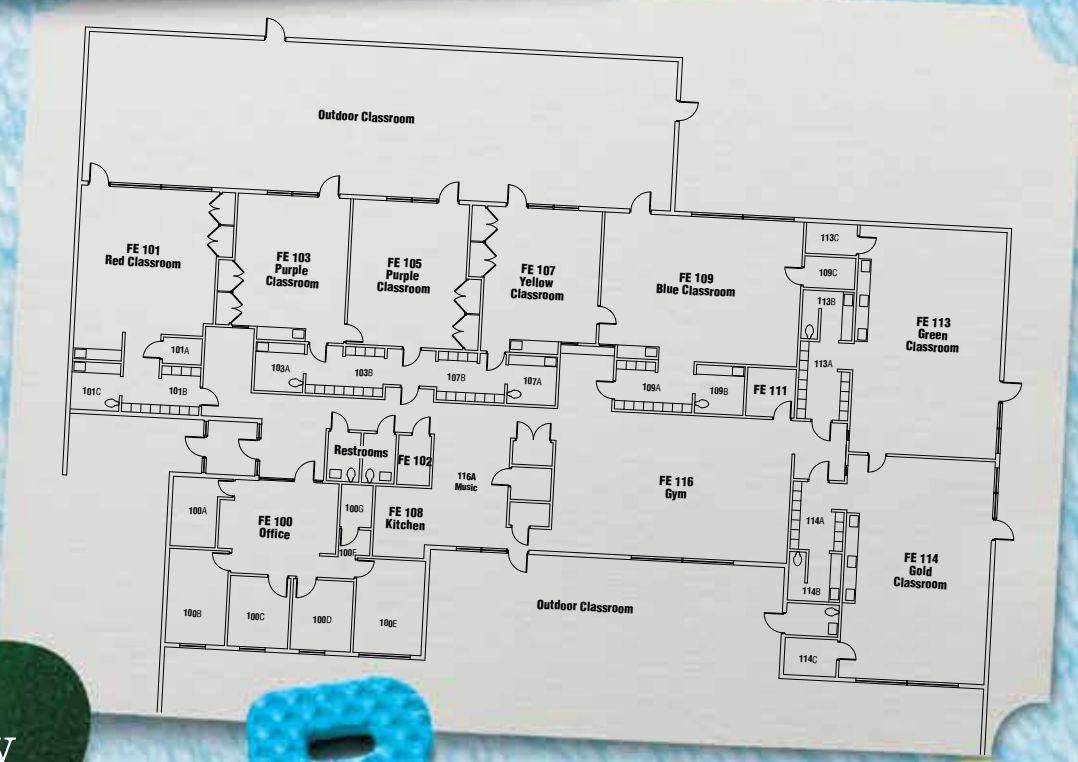
Writing Center

Liberal Arts and Science building, room LA 355
sites.wccnet.edu/writingcenter



The Children's Center
 Family Education building
 734-973-3538
wccnet.edu/childrenscenter

- BE Business Education
- DF Damon Flowers
- FE Family Education
- GL Great Lakes Regional Training Center
- GM Gunder Myran
- HFC Health and Fitness Center
- IT Industrial Technology
- LA Crane Liberal Arts and Science
- ML Morris J. Lawrence
- OE Larry L. Whitworth Occupational Education
- PS Parking Structure
- SC Student Center
- HL Henry S. Landau Skilled Trades
- TI Technical and Industrial
- Ⓟ Parking Lots
- Ⓡ Bus Stop



Washtenaw
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4800 East Huron River Drive
 Ann Arbor, Michigan 48105
wccnet.edu

Washtenaw Community College does not discriminate on the basis of religion, race, color, national origin, age, sex, height, weight, marital status, disability, veteran status, or any other protected status as provided for and to the extent required by federal and state statutes, nor does the college discriminate on the basis of sexual orientation, gender identity or gender expression. WCC is committed to compliance in all of its activities and services with the requirements of the Title IX of the Educational Amendments of 1972, Public Act 453, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964 as amended, Public Act 220, and the Americans with Disabilities Act of 1990.

Title IX or ADA/504 inquiries related to programs and services: V.P. for Student and Academic Services, SC 247, 734-973-3536

Facility access inquiries: V.P. for Facilities Development & Operations, DF 112, 734-677-5322

The Student-Right-to-Know and The Crime Awareness & Campus Security Act of 1990 (also known as the Clery Act) requires institutions to disclose information about graduation rates, crime statistics, and security information to current and prospective students. Individuals interested in obtaining this type of information should contact the Dean of Students/Ombudsman office at 734-973-3328.

WCC is a non-smoking campus.

Rev: 9/18

