

ASMSU Day Care Preschool

(406) 994-4370. 1295 West Garfield St. Mailing Address: P. O. Box 174200 , MSU - Bozeman, MT 59717

FAX: Attention ASMSU Day Care Preschool 406-994-6911

POLICY STATEMENT

GOALS

Under our holistic philosophy, we concern ourselves with the total child. Our goal is to help each preschooler progress in all areas of development - intellectual, social, physical, and emotional by using developmentally appropriate practice. Our primary aim is to help each child grow in self-confidence and self-esteem.

STUDENT ELIGIBILITY

At least one parent must be an activity fee- paying student at Montana State University. The school is open to children 22 years old through kindergarten age. A child must have reached his second birthday six months before enrollment. No exceptions! Children **do not** have to be toilet trained.

MSU FACULTY/STAFF ELIGIBILITY

Any children age 2 ½ through kindergarten age, parent is faculty or staff employed at Montana State University.

SCHEDULE

Our school is in session Monday through Friday, from 7:45AM to 5:15PM, on the days that MSU classes are in session. We will be closed on all university holidays and the days classes are not in session. We are open summer session and only half days and full days are available.

Please be prompt about picking up children at the times you indicate.

ENROLLMENT Children may attend for ½ days or full days. The schedule is as follows:

Monday	Morning_____	Afternoon_____	Full Day_____
Tuesday	Morning_____	Afternoon_____	Full Day_____
Wednesday	Morning_____	Afternoon_____	Full Day_____
Thursday	Morning_____	Afternoon_____	Full Day_____
Friday	Morning_____	Afternoon_____	Full Day_____

To reserve a space for your child, you need to fill out an application at the ASMSU Day Care Preschool. We will fill vacancies on a first come, first serve basis, with priority given to those enrolled the previous semester. All students, classified employees and faculty are required to submit a written request three weeks prior to the start of the semester stating their intent to continue with the ASMSU Day Care Preschool and the times and days they will need. Failure to submit a written request will cause the student to lose priority.

FEES

The charge for day care will be \$11.00 per half day, and \$17.00 for a full day for students' children. The charge for faculty and staff children will be \$16.00 per half day and \$25.00 for a full day. Bills can be paid at the Business Office at Montana Hall, and must be paid

in full by the end of each semester. The Day Care Program will issue the bill and notify the Business Office of the amount you owe. Make checks payable to ASMSU Day Care Preschool. If your child is absent (other than when the day care being closed) you will be charged for your child's scheduled time.

WITHDRAWALS

We require a written two weeks notice of termination, if it is before the end of a session. If you choose to withdraw your child before that, you will be charged for the time.

STAFF

An adequate staff for the number of children enrolled will always be in attendance. The staff consists of a Director and primary teachers who have college degrees in early childhood or a related field, work study students and other students seeking experience in the child care profession. The staff will be professional and will respect your confidences.

ACTIVITIES

We will offer a variety of interest centers and activities in structured and non-structured ways. The curriculum will be developmentally appropriate and will include books and music experiences, various creative media, opportunity for imaginative play, a chance to exercise and grow in large and small muscle development, science and math activities, and opportunities for verbal expression. The benefits of a group experience are many and we hope you will see growth in your child.

MEALS

A hot lunch, consisting of a meat, vegetable, fruit, bread, and milk will be served to those staying over the lunch hour. The food is prepared by the MSU Food Service at Miller Dining and brought to the school. In addition, a breakfast in the A.M. and a snack in the P.M. will be prepared at the day care. Since we participate in the USDA Child and Adult Care Food Program, we will ask you to fill out a statement of your income that we are required to keep on file. This form is strictly confidential. Meals are provided at no extra cost and are served to all eligible children without regard to age, sex, color, race, national origin, or handicap.

HEALTH

A health form is to be filled out and kept of file at the school. Do not bring your child if he/she is ill, vomiting, has a fever of 100 degrees or more, or has a cold in the contagious stage. The staff reserves the right to determine if a child is well enough to be at school at a given time. An isolation area will be available to use until the parent arrives if a child becomes ill or is injured while at the center. We request that you have a record of the name and telephone number of someone (local number) to call in an emergency if the parents cannot be reached. We also request the name of the family doctor and permission to call him in an extreme emergency. We carry only liability insurance. We urge parents to carry MSU insurance or its equivalent for their children.

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SIGN-IN

We ask that you sign in and sign out each time you deliver or pick up your child. A sign in sheet will be available for this purpose. We ask that you designate who will pick up the child and let us know if there is someone specifically not authorized to pick up the child. Your confidentiality will be respected at all times.

EMERGENCY CARDS

All parents are required to fill out 5x7 registration cards which are kept in a tan metal file box. On the back, please sign the medical release, which may be necessary if your child should need emergency medical care. Please keep the forms updated with current phone numbers, addresses, and the names of people to call if you can't be reached in an emergency. On the yellow emergency contact form (front and back) completely fill out all information. Return completed forms right away.

IMMUNIZATIONS

The blue certificate of immunization must be complete and all immunizations must be current, no exceptions.

USDA

The program participates in the Montana Child and Adult Care Food Program. Fill out the Income Eligibility and Enrollment form and return the second page. The information on the form is kept strictly confidential.

CLOTHING

Please send your child dressed in play clothes. Clothes they are afraid to soil or tear will hamper their freedom and enjoyment of the activities we provide. We will provide outside play except when it is absolutely prohibitive because of weather, so please send your child equipped with boots, mittens, snow-pants, marked with first and last name. Since we strive to help the children become self-responsible, we will expect them to dress themselves.

NAPPERS, ITEMS FROM HOME

Children who nap should have their own blankets to leave at the school. Besides the comfort one's own blanket provides, it prevents sharing germs. Keep toys from home at home, this prevents anything from being lost or damaged. Water bottles from home, label with the child's name and please water only.

BOARD OF DIRECTORS

A Board of Directors functions as an advisory board for the ASMSU Day Care Preschool. Parents who are interested in serving on the board should apply at the ASMSU office room 281 in the SUB.

EVALUATION

Parents will be asked to fill out an evaluation form at the end of each year. Please keep communication open throughout the year.

NEW CHILDREN

Most of our new children begin Fall semester. We will have a parent meeting at that time to give an overview of our program. New children will be admitted gradually the rest of the year. We would like to have a conference with new parents as soon as possible. Please arrange this with your child's teacher.

CRAFT OBJECTIVES

In providing craft activities, the emphasis is on the child's self expression. Preschoolers are usually more concerned about the actual process of creating than the finished product. We want the craft to allow for experimentation, creativity, and the freedom of movement. We avoid models or patterns – adult concepts which children try to copy. Objectives include providing a variety of media, providing and emotional outlet,

developing confidence that what the child creates is good, and encouraging creativity and experimentation.

DISCIPLINE

In dealing with children, the child's self image is uppermost in our minds. Positive discipline may be used in a variety of ways. We avoid punitive punishment. Redirection, logical consequences, and positive reinforcement are more appropriate and effective forms of guidance.

Although we have few rules, we expect those we have to be followed. Rules will consistently be enforced.

Children are encouraged to express themselves verbally when social conflicts occur, and to develop problem solving skills to help them grow socially

Anger is a normal and accepted emotion. Anger may be expressed in words, but it may not be expressed by hurting another. We strive to help children understand and accept their emotions. A child may be isolated from other children if his/her behavior is dangerous or disruptive to others. We do not think of these removals as punishments or "time outs", but as a time for the child to regain control so that he/she may rejoin the group.

Students' children tend to react to their parents' stress in school, particularly at midterms and finals. You may expect your child to exhibit various signals of stress as your own stress level goes up. Other influences which may cause your child stress are domestic strife, economic difficulties, divorce, illness, etc. Discussing such problems with your child's teacher will help us to understand and help your child. Your confidentiality will be respected.

CONFERENCES

Please feel free to request a conference with the teachers any time to discuss your child's progress. We will try to have a conference with each parent at least once a year. Parents are encouraged to visit whenever they like and to bring any special interests to share with the children. If you desire special help or feel there is any problem with your child, please contact the director or the teachers so that solutions may be worked out. Good communication between parent and staff is of uppermost importance in successfully meeting the needs of the children.

TRANSPORTATION AND TRIP POLICY

Permission slips are always put out before any field trip, so parents know where the children are going, the date and time. Parents are welcome to volunteer.

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