

ASMSU Day Care Preschool

(406) 994-4370. 1295 West Garfield Street. 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 2 ½ 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 \$12.00 per half day, and \$19.00 for a full day for students' children. The charge for faculty and staff children will be \$17.00 per half day and \$27.00 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.