

HRG-UCLCC NEWS

910 Delzell Hall

September 3, 2024

Welcome Back! to the HRG-UCLCC

Dear Families,

Welcome back.... or to those continuing with us, we're so glad you're rolling into the fall with us!! We are excited to be back, welcoming new families to our school & our full student staff joining us again for the upcoming school year. Our exceptional teaching staff will offer your child many activities enabling them to grow social-emotionally, cognitively and physically. Our curriculum is approved by our National Accreditation (NAEYC). To learn more about NAEYC, visit www.naeyc.org. We are a 5-Star provider through Wisconsin's YoungStar Program. This is the highest rating that can be achieved. Visit <http://dcf.wi.gov/youngstar> for more information. Our 4K program is operated in collaboration with the Stevens Point Area School District.

If you weren't with us over the summer you missed a great time! The classrooms were out & about on many fieldtrips and enjoyed a TON of time outside. Follow us on Facebook to see what we are doing.

For our upcoming school year, our primary staff will be embarking on a Reggio Emilia educational journey. With this, families may notice the weekly newsletters look slightly different than previous with a focus on the educational learning taking place. Rest assured your child's portfolio will still have the wonderful pictures of them learning thru play.

Again, welcome to all!! Please ask any question you may want answered, we are here to help in any way we can.

The UCLCC Staff

Center Information

Office Phone: 715-346-4370

E-Mail: childcare@uwsp.edu

Web Page: www.uwsp.edu/childcare

Fall 2024 Teaching Staff, Hours, & Classroom Phone Numbers

UCLCC Administration

Becky Helf – Director (MWF 9-5:30, TTh 7:30-4)

Kara Breitbach – Assistant Director
(MWF 7:30-4, TTh 9-5:30)



Starlight Room: 715-346-3441

Kari Stetler – Starlight Lead Teacher 8:30-5

Stacy Oppen – Starlight Teacher 7:15-3:45

Bunny Room: 715-346-2199

Maggie Miller – Bunny Lead Teacher 8:30-5

Erin Hansen – Bunny Teacher 7:15-3:45

Playhouse Room: 715-346-2661

Becca Abhold – Playhouse Lead Teacher 8:15-4:45

Isabella Osborn – Playhouse Teacher 9-5:30

Rainbow Room: 715-346-2690

Elsie Griffin – Rainbow Lead Teacher 8-4:30

Laurie VanPutten – Rainbow Teacher 8:30-5

The classrooms have a phone you can call direct to speak with your child's teacher (listed above). Keep in mind times they may be out of the room or nap periods.

NOTE - Teachers are asked only to use their personal cell phones for family communication as a LAST resort & during working hours.

Please call the center directly & leave a message or email child.care@uwsp.edu if your child will not be in or will be late arriving.

The UCLCC on Facebook!!

Follow what we are doing here at the HRG-UCLCC by finding us on Facebook and liking our page.

Updates on upcoming events, special happenings, classroom happenings, etc...will be updated along with important reminders.

Search for - HRG UCLCC

facebook

A Few Reminders/Tips

- ✓ **LABEL EVERYTHING!** Nap items, extra clothes, outerwear, etc.
- ✓ **Sign IN & OUT daily.** This is for ALL families, even those only coming for 4K only (bus children handled internally). There is a fee charged for failure to complete this state licensing requirement. More information can be found in our Family Handbook (attached).
- ✓ Dress for outside daily weather (**rain or shine**). Wear safe shoes for outdoors and climbing play. Tennies are best! Clothes will likely get dirty from busy play and learning 😊
- ✓ Breakfast is provided daily. If you would like your child to have a small snack beforehand, please have them finish their food prior to your dropping off. Otherwise please do not bring food in with your child.
- ✓ The nap baskets are rather small in size and ALL items **MUST** fit in each child's individual basket WITHOUT touching another child's belongings. UCLCC will provide a blanket & sheet for ALL children and launder them weekly. If your child needs additional items for nap, please make sure these items are smaller to fit in the remaining space allowed in their nap basket. These items should remain at school.
- ✓ **Items from home: toys, jewelry, books, etc. should remain at home.** These items become an issue between the children & are often lost/broken.

Reminder...Items to be provided from home:

- ✚ 2 boxes of Kleenex
- ✚ 1-2 family photos
- ✚ 2 containers **disinfecting** spray
- ✚ Change of clothes (especially pants/underwear/socks LABELED).
- ✚ Diapers and wipes if necessary.
- ✚ **Any enrollment/licensing forms should be brought to the main office**

Please bring in these items as soon as you are able if you have not already and provide to your child's teacher. Thanks to those families who have already brought these items in....



Important Dates

***Wednesday, September 18:** **Back 2 School Social at Seramur Park.** This is an informal, come & go as you like social event for UCLCC families & staff. Bring your own family picnic if you choose & get to know more people from our school family.

***Monday, September 30:** No 4K

***Tuesday, October 22:** Picture Day

***Friday, October 25:** UCLCC CLOSED

***Monday, October 28:** No 4K

*** Monday, November 18:** UCLCC
CLOSED

Family Teacher Conferences
(Fall Conferences are **MANDATORY** for children in all classrooms)

Teachers will email out a sign-up link. Staff will be available for families needing to bring along their children while meeting with teachers.

***Wednesday, November 27:** No 4K

***Thursday, November 28 & Friday, November 29:**
CLOSED -Thanksgiving Break

***Thursday, December 5:** UCLCC Winter
Celebration 5:30pm-6:30pm

*** December 16–20:** UWSP Fall Semester Exam Wk.

***December 23 - January 3:** UCLCC CLOSED -
Winter Holiday Break

***Monday, January 6:** UCLCC reopens

***Monday, January 20:** UCLCC Closed – MLK Day

***Monday, January 27:** No 4K

For a full-year listing of closure dates,
please visit our website @

[https://www3.uwsp.edu/childcare/Pages/
AboutUs/hours.aspx](https://www3.uwsp.edu/childcare/Pages/AboutUs/hours.aspx)

Schedule Change Form

All schedule changes must be submitted on a green schedule change form AND approved by Becky or Kara. **NO EXCEPTIONS!** The green schedule change form is located below the sign in computer. The right-hand side of the form is for temporary changes (extra care, days not attending, vacations, etc.); the left-hand side is for permanent changes. If dropping hours after the first two weeks of the semester, you need a two-week notice before charges are reduced. Extra temporary hours are posted on your next billing invoice. Schedule changes cannot be approved unless submitted on green sheets. This is for accounting purposes and teacher notification. Note the bottom section of the form is for office use and will be returned to you for confirmation. We do our best to accommodate changes, but we cannot guarantee space.

Monthly Billing

The HRG-UCLCC has a monthly billing system.

With this system, your family will receive an invoice in your mailbox as well as via email. You will have 10 days from the invoice date to make your payment or speak with Kara Breitbach or Becky Helf to set up a payment schedule.

Payments are to be made by check or money order. With our new child care software, we are in the process of setting up the option for families to make ACH payments. More information on this to follow when systems are fully in place.

The main office is located in Room 11. All billing/scheduling questions are handled here.

HRG-UCLCC

NO CELL PHONE Policy



Cell phone usage: Unless it is an emergency, please finish your phone call prior to coming into the center to drop off or pick up your children.

Communication is key between parents and teachers. Therefore, to assure thorough communication a no cell phone policy within the center is in effect. This is to include all classrooms, restrooms and playgrounds. If you are on a call at the time of drop-off or pick-up, please terminate your call before entering the center. If your phone rings while you are on site, please allow your voicemail to answer the call.

Thank you for your understanding & cooperation!!!

Illness at HRG-UCLCC

To comply with state regulations & protect the health of all the children, parents must keep children home if they have any of the following symptoms: sore throat, inflammation of the eyes, fever, rash, vomiting, diarrhea, or other signs of illness. Children need to be 24-hour symptom-free (w/o medication) prior to returning.

Criteria the staff will use in determining if a child is to be sent home ill include:

1. Does the illness prevent the child from participating comfortably in regular activities?
2. Does the illness require greater care than staff can provide without compromising the health and safety of other children or general staffing ability of the center?
3. Does the illness pose a risk of spreading to others?

Materials Collection Cart

As you enter off the elevator and to your right you will find a small white cart labeled "Materials Collection Cart." Written on there will be specific items the classrooms teachers are requesting to complete various projects and learning activities in their classrooms. If you have any of these items that may otherwise find their way into the trash, we ask you to please bring them in and place on the cart. Items requested will change monthly. Your support is appreciated!!

This month's items are:

Small Spice Containers
Small Plastic Recyclables

Family Board Area

In the same area as our Materials Collection Cart is the Family Board Area. This area will contain things such as a hardcopy of the monthly newsletter, licensing information, community and center event happenings, and sign-up sheets for things like potlucks, exam week hours of attendance, etc. The flower container next to this area are actually pens to utilize as needed for filling in the sign-up sheets. If there is an event you would like to share with other families, please bring the flyer to the office and we will get it hung in this location for all to see. Thank you!

Drop Off/Pick Up Times

Operating hours are from 7:30am – 5:30pm, Monday – Friday. Children CANNOT be signed in earlier than 7:30am per our state licensing requirements.

There is a 15-minute grace period window for student parents ONLY to pick up their children around their classes (exception to this being after the 5:30pm closing time). There is a late pick-up fee (minimum of \$20) for arriving after the 5:30pm closing time.

4K times are ONLY from 8:35am – 11:45am (no window around this time). Information can be found on this in the attached Family Handbook.

In the event the sign in/out computer is not working, or you question if your pin code entered correctly, you can always write your child in/out in the notebook found in drawer one below the iPad.

Elevator & Parking – Drop Off/Pick Up

When dropping off/picking up your children the ONLY two spots reserved for the Children's Center are the first two spaces immediately following the handicap spot. All other parking spaces in Lot Z are PERMIT ONLY parking spaces and if you are parked in those spaces (even with flashers on) you can/will be ticketed. If the two Children's Center parking spaces are in use, please use the metered spaces or you may also park along the west side of Fremont St. (nearest the Delzell building sidewalk) between the marked street signs for drop off/pick up loading zone.

When using the elevator, please enforce **adults be the only people pressing elevator buttons.** If multiple buttons are pressed at the same time, the elevator freezes up and it takes about 30 minutes to fully reset itself. If you choose to allow your child to press the buttons, please monitor this. In the event the elevator is not working an alternative entrance plan will be communicated via email.

Lastly, related to the elevator, please be certain that the alarm button is NOT pressed unless in the event of an actual emergency. Campus Police is required to follow-up each time the alarm button is pressed which creates a great deal of extra work for multiple individuals.

Conscious Discipline & Our Forever Family:

Our school began implementing Conscious Discipline roughly 5 years ago. Components of this you may have seen in the classroom or heard in conversation include Baby Doll Circle Time, The Safe Place, safekeepers, Love Rituals, and more. Learn more about Conscious Discipline at the following link: <https://consciousdiscipline.com/methodology/>

Families who were with us last school year will recall that we closed early on the third Friday of each month to focus teacher professional development on Conscious Discipline as well as an anti-bias framework. Thank you for your support and understanding as we know this often made things a bit challenging on families. We hope you can see the educational value that was gained!

Conscious Discipline emphasizes the importance of the School Family. While we have strongly embraced our current school family, we did not do anything to recognize the family(s) who have left our UCLCC family. To this point, we have **OUR FOREVER FAMILY** heart that is located on the wall in the lobby area nearest the door that enters into the north half of the building. The images that will go into this heart are the children and staff who have left our UCLCC school families for new endeavors (graduated, relocated, etc.). These people may no longer be an active part of our UCLCC School Family, but we forever wish them well and will hold them in Our Forever Family Heart.

Monthly Helpful Tips Corner:

To further enhance the home to school connection, each monthly newsletter will feature things we are doing/saying here at school for you to use at home as well if you so choose. For families who are continuing, these items may be refreshers. This month's tip is as follows:

At the UCLCC we utilize three consistent rules throughout the center. They are:

1. Be Kind
2. Be Respectful
3. Be Safe

Scholarship Opportunities - due by 9/15/24

UWSP Student-Parent Child Care Scholarship

Purpose: The UWSP Student Child Care Scholarship was established in collaboration with Student Government Association to assist parents enrolled in post-secondary education obtain safe, dependable care that supports their children's development while allowing completion of the parent's academic programs.

Application Process: **Deadline for submission of the application is September 15th annually.**

- [Scholarship Application](#)

Eligibility:

- Be a UWSP student with a child or legal dependent age 12 and under in need of child care.
- Maintain satisfactory academic progress.
- Not be in default on any federal loans or owing a refund on federal funds previously disbursed.
- Be enrolled in the U.S. Department of Agriculture Child and Adult Care Food Program (CACFP).
- The family must complete the scholarship application and must submit a copy of their previous year's tax return. The application **will require voluntary provision of information** about whether the family includes a single parent in school or both parents in school, the work status of the parent(s), a statement of goals, and a statement of specific circumstances and specific needs.
- Family must submit a denial letter or have an authorization for state Child Care Assistance with application.

Upon departure from HRG-UCLCC: The awardee completes a letter to the UWSP Student Government Association as a testimonial to how receiving this scholarship affected their time here at UWSP and the ability to work towards their degree completion.

Women's Fund of Portage County Scholarship

Purpose: The Women's Fund of Portage County Child Care Scholarship was established from a one-time grant received to award 2 single mothers with a scholarship of \$1000 towards their child care tuition in a high quality program.

Application Process: **Deadline for submission is September 15th, 2024**

- [Women's Fund Scholarship application.docx](#)

Eligibility:

- Single mother.
- Be enrolled in the U.S. Department of Agriculture Child and Adult Care Food Program (CACFP).
- The family must complete the scholarship application and must submit a copy of their previous year's tax return. The application **will require voluntary provision of information** about whether the family includes a single parent in school or both parents in school, the work status of the parent(s), and a statement of specific circumstances and specific needs.
- Family must submit a denial letter or have an authorization for state Child Care Assistance with application.

Upon departure from HRG-UCLCC: The awardee completes a letter to the Women's Fund of Portage County as a testimonial to how receiving this scholarship impacted their family.

Susanne "Susie" B. Sprouse Memorial Scholarship

Purpose: The Susie Sprouse Memorial Scholarship was established to serve a UWSP student-parent with a child who attends the UCLCC, with a scholarship of \$1,500 towards their student tuition at UWSP per semester (\$3,000 for full academic year, no requirement to reapply for the second semester award).

The following criteria will be used by a Scholarship Committee made up of members to select those to receive a scholarship

Application Process: **The Susie Sprouse Memorial Scholarship deadline for submission of the application is September 15th annually**

- [Susanne B. Sprouse Scholarship Application](#)

Eligibility:

- UWSP student status must be a full-time junior, senior, or graduate student.
- Must have a child who attends the HRG-UCLCC.
- Preference given to Early Childhood Education or Elementary Education majors with a 3.00 cumm. GPA or higher (other majors may be considered).
- Must include UWSP Academic History Report showing student status, major, and cumulative GPA.

Upon departure from HRG-UCLCC:

- Submit a letter at the end of the school year to the HRG-UCLCC, to be forwarded to The Sprouse Family. Letters must include the following:
 1. How the scholarship helped awardee achieve their educational goals
 2. The positive impact that quality early childhood education/care impacts the community, and the country as a whole
 3. Something about Susanne Sprouse

All scholarship applications can also be found on the UCLCC website at www.uwsp.edu/childcare under the enrollment tab on the left hand side.