The Student Parent Center (SPC) is a state licensed child care center with the goal of providing quality, low cost care for University of Missouri families. Our philosophy is that children learn, grow and develop through play, exploration and experimentation. Teachers will use knowledge of overall development (physical, social, emotional, cognitive and creative), temperament and personality to support individual learning.

SPC uses a creative, play-based curriculum that introduces children to a variety of concepts and activities that encourage natural curiosity and foster individual developmental skills. Creative curriculum is standards-based and aligns with Missouri Early Learning Standards.

The following enrollment options are available to University of Missouri families.
- Fulltime M-F children under 2 (infants/toddlers)
- Fulltime M-F children 2 and older (two’s and preschoolers)
- part time (TR/MWF) infant and toddler care
- part time (TR/MWF) two’s and preschool care

1. HOURS

The SPC is open year round offering semester based flexible scheduling for all families. We offer a standard daily rate and a reduced rate for families that meet the below income guidelines.

<table>
<thead>
<tr>
<th>Session</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring, Summer, Fall sessions</td>
<td>7:30 a.m. - 5:30 p.m.</td>
</tr>
<tr>
<td>Intercessions</td>
<td>7:30 a.m. - 4:00 p.m.</td>
</tr>
</tbody>
</table>

Please note: The SPC is closed during the week of Spring Break and Thanksgiving, the winter intercession that occurs during December, and official University of Missouri holidays including:

- New Year's Day - Jan. 1
- Martin Luther King, Jr. Day
- Memorial Day
- Independence Day - July 4
- Labor Day

2. APPLICATION / ADMISSION

Parents should complete an online application, which will be added to a waiting pool. In order to balance classrooms and because of licensing regulations, the SPC is sometime restricted on the ages of children we are can accept. It is best to apply at least a semester before care is needed.
Once there is space for your child, you will be contacted. A tour of the classroom and facility will be arranged at which time a $25 registration fee and your child’s first two weeks of child care fees will be due. **These fees are non refundable.** If you do not wish to enroll, there is no penalty.

3. **RE-ENROLLMENT**

Enrollment for following sessions/semesters is completed following class registration. Currently enrolled families are given first priority on available space. Once the needs of current families have been met, spaces are opened to families on the waiting list.

4. **TUITION AND FEES**

The SPC is open year round offering semester based flexible scheduling for all families. We offer a standard daily rate and a reduced rate for families that meet the below income guidelines.

<table>
<thead>
<tr>
<th>Family Size</th>
<th>Annual Income</th>
<th>Family Size</th>
<th>Annual Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$20,257</td>
<td>5</td>
<td>$51,005</td>
</tr>
<tr>
<td>2</td>
<td>$28,694</td>
<td>6</td>
<td>$58,442</td>
</tr>
<tr>
<td>3</td>
<td>$36,131</td>
<td>7</td>
<td>$65,879</td>
</tr>
<tr>
<td>4</td>
<td>$43,568</td>
<td>8</td>
<td>$73,316</td>
</tr>
</tbody>
</table>

$7,437 for each additional

<table>
<thead>
<tr>
<th></th>
<th><strong>Standard</strong></th>
<th><strong>Reduced</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Infant/Toddler</td>
<td>M-F</td>
<td>M-F</td>
</tr>
<tr>
<td></td>
<td>$41/day ($205/wk)</td>
<td>$35/day ($175/wk)</td>
</tr>
<tr>
<td>TR</td>
<td>$47/day ($94/wk)</td>
<td>$42/day ($84/wk)</td>
</tr>
<tr>
<td>MWF</td>
<td>$47/day ($141/wk)</td>
<td>$42/day ($128/wk)</td>
</tr>
<tr>
<td>Preschool</td>
<td>M-F</td>
<td>M-F</td>
</tr>
<tr>
<td></td>
<td>$36/day ($165/wk)</td>
<td>$30/day ($150/wk)</td>
</tr>
<tr>
<td>TR</td>
<td>$41/day ($82/wk)</td>
<td>$35/day ($70/wk)</td>
</tr>
<tr>
<td>MWF</td>
<td>$41/day ($123/wk)</td>
<td>$35/day ($105/wk)</td>
</tr>
</tbody>
</table>

*The SPC offers a 5% discount for siblings*

Fees are billed on the 25th of the month and are based on the number days in the coming month. Your family household income will be required in order to qualify for reduced fees.

We cannot allow you to make up missed attendance by bringing your child at an alternate time.

**Payment is due by the 10th of the month.** Payment of check or money order should be made to the University of Missouri- SPC and submitted in the drop box in the SPC office. Unfortunately, at this time we are unable to utilize payroll deduction but are working toward establishing this system. Additionally,
we cannot process credit cards or accept cash. Payments not received by the 10th may result in termination of child care services.

ADDITIONAL CHARGES/ FEES

• A registration fee of $25 will be charged annually to each child.
• The University of Missouri charges a $20 fee for any returned check.
• Any child/ren that picked-up after the 5:30 p.m. closing will be charged a late fee of $1.00 per minute until the child is picked up. Any unpaid child care fees may be billed to your student charge account or turned over to University collections.
• Ten business days is required for withdrawal. Any credit due will be applied to your account and credited to your student account.

Non-consecutive Enrollment Fee: Families who do not enroll for the summer session but expect to return in the fall will be charged a $200 holding fee per child. This fee will be charged in advance to hold your child’s space and will be applied to your fall bill. The holding fee is non-refundable after July 1st. Nonpayment of fees may result in termination of care over the months of absence.

5. FINANCIAL ASSISTANCE

State of Missouri Child Care Assistance-Families who qualify for childcare reimbursement will be billed for the total cost of SPC child care along with the amount FSD is expected to cover. FSD is based on monthly attendance records. You must provide a verification of attendance on a daily basis by signing the attendance forms in the classroom. Additional charges may be incurred if a child exceeds the number of allowed absences, attends the SPC less than 5 hours per day or if your child’s reimbursement rate drops (when the child turns 2 years old). Parents are responsible for any amount left unpaid by FSD. Families not yet approved for the program are expected to pay the full monthly amount and a credit will be applied after FSD written verification is received. Questions regarding qualifications for participation in the program or your FSD account should be directed to the Family Service Division at 882-9180.

Financial Aid- Parenting Students may be eligible for a student loan extension for child care costs through Financial Aid. Check with your Financial Aid advisor. Families may pay for the entire semester with Financial Aid reimbursement funds by requesting an estimated cost of care from the SPC director. Additional account charges or credits will be balanced at the end of the semester.

6. STAFF/PRACTICUM STUDENTS

The Student Parent Center employs qualified staff for their full time teacher positions. Most teacher assistants are majoring in child or family-related fields at the University. We uphold the legal ratio requirements of one teacher to four infants/toddlers and one teacher to ten pre-schoolers. Each staff member undergoes child abuse and neglect screenings upon hiring and every 2 years, as required by state licensing. Staff are also subject to University criminal background screenings upon hiring.
In an effort to support student learning, the Student Parent Center may serve practicum students majoring in child or family related fields. These students are supervised by SPC staff at all times.

If you have concerns about any staff member or practicum student, please report your concern to the SPC Director immediately.

7. ATTENDANCE

Children are expected to attend school regularly. Ideally, we would like your child to attend from at least 9:00 a.m. to 3:00 p.m. on the days that they are enrolled. If your child is ill or you will be arriving later than 9:00 a.m., please notify your classroom teacher. When attendance is low, classrooms may be combined and additional staff may be sent home. Arriving later than 9:00 a.m. may not be possible unless you have notified the center. Additionally, please notify us if you are running late for pick up. If you have not made contact with the SPC by 5:45 p.m. and we are unable to reach a guardian, Missouri University Police Department (MUPD) will be contacted. If you are routinely late in picking up your child/ren, your child/ren’s enrollment is at risk. See Late Fees.

8. ARRIVAL/DEPARTURE

Parking is available only when you are at the SPC. Infants and Toddlers should use the east (main) entrance. Preschool children should use the west entrance. State and federal programming guidelines require that parents or guardians sign children in and out each day.

To ensure the safety of our students, parents should bring their child into the classroom and talk to a teacher at drop off and pick up. Please do not leave your child unattended. Remember to provide the staff information about any transportation arrangements that may arise. By talking to teachers, we can inform you of any accidents, achievements or happenings in your child’s day.

Note: No child will be released from the Center into the care of a friend or relative without written notification (email) and parental consent. SPC is working towards installation of a swipe entry system and electronic sign in/out to aid in monitoring attendance, building access and release of children.

9. FOOD

The SPC participates in the Child and Adult Care Food Program (CACFP) through the State of Missouri. The program reimburses the SPC for food that is served to your child (no matter what income level) and will help to keep SPC fees as low as possible. Snacks and meals are provided through Campus Dining Services when the University is in session. All meals meet United States Daily Allowances (USDA) requirements for infants, toddlers and preschool children. Intersession food is provided by the SPC. Meals and snacks are served at approximately 9:00 a.m., 11:30 a.m. and at 2:30 p.m. Children who are not present at snack or meal time will not be fed until the next meal.
The SPC uses Parent Choice Infant Formula with Iron and Lipids and Gerber brand cereal, fruits, veggies and meat. These will be provided for your child. If you choose to use another brand, you may bring your own formula and food. Mothers may bring breast milk or are welcome to breastfeed in our classrooms. Upon enrollment, parents must complete an infant feeding/meal preference form.

If your child has dietary restrictions, some menu alternatives may be available. If your child has more severe food allergies, parents may be asked to provide their own food. The CACFP requires a physician’s notice on file for any child with special dietary needs that requires a food item be omitted or substituted. A section of the Medical Examination Report has been reserved for this purpose.

Outside food may not be brought into the SPC without prior approval from the SPC Director or a Lead Teacher.

10. CLOTHING/WEATHER

Children should come to school in clothing that can get dirty. A child’s day always involves self-feeding skills, dirt and grass play, sand adventures and water play. These activities are a natural state of childhood and are fun! Please bring an extra change of clothes the first day of school; this change of should be maintained throughout the year, particularly as your child grows. Please label all items with a permanent marker.

Your child should come to school dressed as the season demands. When the weather is cool, be sure child/ren have hats, mittens, boots and slippers for non-walkers. We will go outside in cold temperatures and use the following website to judge weather conditions: http://health.mo.gov/living/families/schoolhealth/pdf/weatherwatch.pdf

11. DIAPERS / POTTY TRAINING

Cloth diapers should be brought in and taken home daily. Disposable diapers and diaper wipes should be brought in as needed. When the supply runs low, a note will be attached to your child’s cubby. Diaper cream will not be applied without a medication form on file.

We are happy to cooperate with potty training when the time is right. Children should be sent to school in appropriate clothing once potty training has begun. This means no onesies, union suits (long john suits), “pull-ups”, overalls or multiple layers once training has begun. Please bring extra underwear and extra clothes as accidents occur frequently in the beginning.

12. DISCIPLINE

Infant and toddler discipline consists of redirecting or distracting their attention. Older toddlers and two year-olds will be told, redirected, reminded and, if needed, warned before removing them from the group or activity for some quiet reflection time. Every attempt is made to positively guide behavior in order to prevent problems. If difficult problems arise and persist, the teachers will make
every effort to work with parents in dealing with the situation. The SPC reserves the right to refuse care for any child who endangers other children, repeatedly physically harms teachers or disrupts the classroom in such a way that proper care and supervision of others is in jeopardy.

13. HEALTH POLICIES

The SPC strives to provide a healthy environment for our children and staff, so it is very important that parents cooperate by following the Health Policies. If you are not able to leave work or classes, please have an alternative means of childcare identified. A health exam / physical with up-to-date immunizations is required upon enrollment and must be renewed every two years. Immunizations must be updated as they are received. You may complete a religious or philosophical exemption if your child does not receive immunizations. However, in the event of an outbreak of an immunizable disease, your child may not attend for the duration of the outbreak and contagious period.

For the maintenance of a healthy school environment, we ask that our parents cooperate with all health policies. State of Missouri day care regulations require that:

- The parent of a child who becomes ill at school shall immediately be notified and that the child will be picked up at once. Immediate pick-up is expected in order to decrease the spread of illness.
- If your child is sent home due to illness, he or she may not return to the SPC the next day.
- If your child has any one of these symptoms, he or she may not attend the SPC:
  - Fever: 101 degrees (F) or greater (100* underarm)
  - Cough: excessive cough, croupy or hoarse sounding cough
  - Diarrhea (3-4 loose stools)
  - Bloodshot, red or swollen eyes/eyelids
  - Discharge from eyes—this is a sign of pink eye
  - Head lice
  - Rash
  - Sore throat
  - Vomiting

Please do not bring your child to school until all of these symptoms have disappeared for 24 hours without the aid of Tylenol.

- Please do not offer Tylenol to your child before school hours in order to mask a fever. As the Tylenol wears off, the fever inevitably returns. This practice only exposes other children and staff to the germs and helps to continue the cycle of illness.
- If a child is prescribed medication due to illness, the child may return to school after receiving three doses of the medication or having been on the medication for 24 hours and all symptoms have disappeared.
- If medication is required, a “medication authorization” form must be filled out. Without the form, medication will not be administered. We will not give medicine that contains a fever reducer (Tylenol, acetaminophen, Advil or ibuprofen or cough/cold medicines that contain these products).
• If your child is well enough to attend the SPC, he or she is expected to participate in both indoor and outdoor activities. Fresh air is healthy and does not cause colds. Germs reproduce and spread more quickly in warm, non-circulated air.

14. LEARNING/DEVELOPMENT

Our philosophy is that children learn, grow and develop through play, exploration and experimentation. Teachers will use knowledge of overall development (physical, social, emotional, cognitive and creative), temperament and personality to support individual learning.

The SPC uses creative curriculum, a play-based curriculum that introduces children to a variety of theme units, topics and concepts that allows teachers to develop activities that fosters growth of natural curiosity and individual developmental skills. Creative curriculum is standards-based and aligns with Missouri Early Learning Standards.

Developmental abilities will be evaluated in the early fall to help use plan appropriately for your child. However, we may not see the same behaviors in the classroom that a parent might see at home. Therefore, good communication between parents and teachers is essential.

In 2004, the SPC was awarded best practice in Inclusionary Early Care and Education from Columbia Public Schools for aiding in the identification and early intervention for children with development or behavior concerns. While it’s difficult for a parent to acknowledge that their child may be facing some challenges, addressing the concerns early makes correcting the areas of concern easier, faster, and less stigmatizing for the child. Ultimately, your child’s care, happiness and lifelong success are in mind when we face developmental concerns with a child. Copies of the assessment may be sent to your child’s physician when there are delays in development as stated in the Parent Agreement.

15. COMMUNICATION

We spend a great deal of time with your child/ren and feel a strong connection with each of the children and families in our care. Our teachers have the experience to offer personalized guidance for your child as your child moves through various developmental stages. We hope that we can build a partnership in the care and well-being of your child.

Our staff makes every effort to maintain involvement with families. Parents might expect any of the following:
• Phone call, note or email regarding a specific issue, incident, concern
• Documentation of injury, illness or administration of medication
• Email regarding important SPC reminders
• Open invitation to share culture, skill or knowledge with classrooms
• Open invitation for conference with teacher, director or both
• Daily care information for children charted on individual clipboard
• Posted weekly activities, menus, and staff schedules
• SPC FB page detailing theme units, special events, and campus or community opportunities
• Monthly newsletter regarding curriculum theme units
Parents are welcome to call the SPC and email teachers directly. Parent can also access forms on the SPC website to notify us of absences, changes in transportation arrangements and medications or to request a conference with your child’s teacher. Texting and direct messaging is discouraged so that our staff may give their full attention to the children.

16. EMERGENCY OPERATIONS

Emergency plans, including evacuation sites, will be made available at the time of enrollment. During emergency events, SPC staff will not be able to personally call each parent, as our focus will be keeping your children safe and calm. We ask that parents sign up for emergency notifications through MUAlerts. We expect parents or authorized guardians to pick up their child/ren as soon as it is safe to do so.

Connecting with families during an emergent event may be difficult. Therefore we ask the following:

- Check phone messages frequently- especially if you silence your phone through class.
- If you forget you phone at home, please let us know.
- Please save the SPC email and phone numbers in your phone.
  
  spc@missouri.edu and 882-4224 (office) or 882-9161 (all classrooms)
- Always update the SPC office and MUAlerts if your contact/cell numbers change
- If you receive a call/message or email from SPC, please respond to let us know you’ve seen it and are on your way.

17. SCHOOL CLOSINGS

The SPC will be closed in the event that University classes are canceled. However, University classes are rarely canceled due to inclement weather. Every effort will be made to maintain operation of the center.

If parking is inaccessible due to weather, the SPC may open later usual. As a guideline, when Columbia Public Schools (CPS) are CLOSED, we will open at 9:00 a.m. This allows staff extra time to get to the center and Campus Facilities time to clear walkways to the center. Listen or watch for CPS closings on a LOCAL TV or radio program or check our website.

18. ADJUSTMENT PERIOD

All children, whether previously in a child care setting or not, go through an adjustment period. There will be many new faces to learn as well as the rules of a new environment. Most children adapt to the new arrangement in about a month. During this period, parents can help their child adjust by having a positive attitude. The following information comes from Parents as Teachers, Parent Center News and Circle of Care Parent Center, Kansas City, Missouri:

“Saying good-bye to your child can be very hard. Tears and clinging do not make leaving very easy. Each time you leave your child, it is important to say good-bye. Slipping out unseen might
be easier for you, but it is harder on your child. She/he will worry that you may leave many times when he/she doesn’t know it, thus interfering with building trust. Even though a child’s tears are hard for mom and dad to disregard, and are hard for a provider to handle, those tears do help the child release anxiety and frustration of having to watch you go without him/her. Once these feelings are released, the child is free to go about their business. Lingering too long causes doubts: Maybe Mom isn’t sure I can handle this; maybe Dad isn’t sure I’ll be okay; maybe Mom isn’t sure she’ll be back. So say good-bye, give a hug, assure your child that you’ll be back and let them know that they’ll be just fine…then leave.”

We invite parents to call during the first weeks to check on their child. (However, please do not call from Noon to 2:30 p.m., as this is when we feed lunch and take naps). When stopping by for a visit, keep in mind that it is often more difficult for a child to go through the anxiety of separation again. Each child will adjust differently. If you have concerns or questions about your child’s adjustment, please speak with their lead teacher.

19. ENGLISH AS A SECOND LANGUAGE

Children who enter day care without English often take slightly longer to adjust to the SPC than the English-speaking child. SPC teachers help children learn English words and phrases as they adjust to the routine of the center. Parents are encouraged to begin using simple English phrases at home (sit down, time to eat, time to potty, get your coat/shoes, wash your hands, clean up, etc.).

It is often painful for parents to leave children in a strange environment with a limited or no English language vocabulary. However, whether parents remain for twenty minutes or two hours, children will cry when you leave. Thus, it’s best to say goodbye confidently and quickly. Most children do well once mom or dad has left. This transition may take up to two weeks. Attendance and routine is the most important even if your child cries or pleads to stay home. When picking up your child in the afternoon, take time to talk to the teacher or ask your child to show you around the classroom. Show your child that you are comfortable in the classroom and interested in his school. Talk about the child’s day with him. Always have a positive attitude and be encouraging. Being introduced to a new culture and language can be stressful for you and your child but with time, patience and consistency adjustment comes for everyone.

20. PARENTING PARTNERSHIP

SPC maintains a Parent Partnership that meets periodically to involve parents in planning and discussions occurring with administration. Through the transparent provision of information regarding service and business operation, families have an opportunity to advocate for themselves and their children’s best interest.

Other parenting groups include:
- Association of Parenting Students on FB
- ParentLink’s-Project Student Parent Success- www.studentparent.ning.com
- ParentLink’s- CubHub on FB
- www.familyfriendly.missouri.edu
21. INFORMATION STORAGE

The SPC utilizes child information systems to maintain up to date data. This includes child demographics, individualized care instructions, daily care needs and incidents related to illness, transportation changes, medication and injury. Parenting student demographics are collected for strengthening the program, developing future programs and evaluating center effectiveness.

In compliance with HIPAA and FERPA regulations for administration of health-related care and personal student information, the SPC uses secure servers to house all parent and child data and records. To ensure your child’s care and safety, some information that is related to the care of your child will be made available to SPC staff. Other information, such as account information, is housed securely and is only accessible with permission of SPC administration. Personal confidentiality is always maintained and protected.