
HRG-UCLCC NEWS



Phone: (715) 346-4370

September 2008

WELCOME BACK!!!

Welcome back to the Helen R. Godfrey University Child Learning and Care Center! We hope your summer was enjoyable and we are looking forward to this upcoming semester with anticipation. All of our teachers have many fun activities and projects planned for the children.

If you ever have questions, concerns, or comments, please feel free to stop in the office anytime or use the information below to contact us. Once again, welcome back, and we wish you luck for this semester!!



Themes and Snacks:

September

- 2-5** Welcome to School
- 8-12** Look at Me!
- 15-19** Our Happy Classroom
- 22-26** My Family, My Home
- 29-Oct.3** Hello Neighbor!

SNACKS: applesauce & grahams baked French fries, bread sticks, cereal mix, fruit, peanut butter crackers, pizza, spaghetti, special baked goods, quesadillas, variety crackers, veggies & dip.

Center Information:

Office Phone: (715) 346-4370

Classroom Phone: (2-6yrs) (715) 346-4370

Infant Room Phone: (6mns-2yrs) (715) 346-3441

E-mail: ssprouse@uwsp.edu

Web Page: www.uwsp.edu/childcare

Campus Security: (715) 346-3456



FALL 2008 TEACHING STAFF:

We are very happy to announce two new staff members: Alicia Utke and Jenny Knade, both with the Playhouse group. The rest of our staff remains the same. These individuals are all experienced and very good teachers. We are fortunate to have them!!! ☺

Susie Sprouse: Director

Karey Bayba: Program Assistant/ Infant and Bunny Teacher

Kari Stetler: Infant/Toddler Lead Teacher

Marge Andersen: Rainbow Lead Teacher

Mary Talbot: Bunny Lead Teacher

Lisa Morgan: Bunny Assistant Teacher

Alicia Utke: Playhouse Lead Teacher

Jenny Knade: Playhouse Assistant Teacher

Ashley Flease: Rainbow Assistant Teacher

Staff Hours:

Susie S. 9:15-5:15

Karey B. 8-12 (infants), 12-4 (office)

Kari S. 9:10-5:10

Marge A. 8:30-3:15

Mary T. 7:15-3:00

Lisa M. 9:00-1:00

Alicia U. 9:00-5:15



Tips and Reminders:

- Label everything! Lunch boxes, nap blankets, extra clothes, jackets, etc.
- Sign in and out daily.
- Pack a nutritional lunch. Limit lunches that need to be warmed up to two times per week.
- Play clothes are appreciated. Dress for outside daily. Wear safe shoes for outdoors and climbing play. Tennis shoes are best!
- Ask your child about their day ☺

What to Bring:

- Lunch and beverage, if scheduled, between 11:30 and 12:15. (Please put lunch boxes for Playhouse and Bunnies in the refrigerator in the kitchen. Rainbow lunches go in the refrigerator in the Rainbow Room).
- Change of clothes.
- Sheet and blanket for Playhouse and Bunnies.
- Diapers and wipes if necessary.
- Kari S. will inform parents of what to bring for infant/toddlers.

Extra Clothes:

- Please make sure your child has an extra set of clothing in their cubby box. (Rainbow's extra clothes will be in the Rainbow bathroom area). We do a lot of water play and "messy art." Thank you! ☺



Important Dates:

SEMESTER I

Back to School Night:

Tuesday, September 23rd
6-7 p.m.

Thanksgiving Break

November 27-28

First Semester Ends:

Friday, December 19th

Center re-opens for Winterim:

Monday, January 5th
(Note: We will not be open on Friday, January 2nd).

SEMESTER II

Semester II Starts:

Tuesday, January 20th
(Note: We will be closed on Martin Luther King Day-Monday, January 19th).

Illness at HRG-UCLCC:

To comply with state regulations and protect the health of all the children, the parent must keep his/her child at home if he/she has any of the following symptoms: cold, sore throat, inflammation of the eyes, fever, rash, vomiting, diarrhea, or other signs of illness. PLEASE PLAN AN ALTERNATIVE ARRANGEMENT FOR YOUR CHILD BEFORE HE/SHE BECOMES ILL.

It is a state code...if a family does not call in an absence, we are required to call your home. Please call or e-mail the Center if you will NOT be in.

ssprouse@uwsp.edu
(715) 346-4370



Parking – Drop Off/ Pick Up

When bringing a child to and from the HRG-UCLCC, please use the spaces in Lot Z near the child care playground in back of Delzell Hall (spaces without meters). Lot Z is a permit lot for faculty/staff, therefore when dropping off your child you must have your flashers or headlights on. You can use flashers up to 20 minutes before being eligible for a parking ticket.

BACK TO SCHOOL NIGHT
WILL BE ON TUESDAY,
SEPTEMBER 23 FROM 6-7
P.M.



Schedule Change Form at HRG-UCLCC:

All schedule changes must be submitted on a green schedule change form, and be okayed by Susie or Karey B. **NO EXCEPTIONS!!** The schedule change form is located above the mailboxes. Please note on the top half of the form, the right hand of the form is for temporary changes (extra care, days not attending, etc.); the left hand side is for permanent semester changes. If you decide to drop hours after the first two weeks of the semester, you need a two-week notice before changes are reduced. Extra temporary hours are posted on your next billing. Schedule changes cannot be approved unless submitted on one of the specific schedule change forms. This is for accounting purposes.

Please note that 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. We still have a waiting list. If you have any questions, please stop in the office and ask, OR call/e-mail. Thank you for understanding!! ☺

Monthly Billing:

The HRG-UCLCC has a monthly billing system. With this system, your family will have the option to make two payments. Payment due dates for September are **September 15th and September 29th**. At least half of the monthly bill is due by September 15th. If you have any questions please see Susie in the office.

The office is located in Room 08 – Just beyond the Rainbow Room.

Best of luck in the new semester!