HRG-UCLCC NEWS

910 Delzell Hall | September 2, 2025

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.

As we transition back in to the school year, keep an eye out for weekly emails from your child's teacher with classroom information and reminders as well as the weekly newsletter highlighting what the group covered over the week and how those activities help in meeting each child's developmental milestones. The newsletters are also special to share with your children at home!!

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 2025 Teaching Staff & Classroom Phone Numbers

UCLCC Administration
Becky Helf – Director
Kara Breitbach – Assistant Director

Starlight Room: 715-346-3441
Kari Stetler – Starlight Lead Teacher
Stacy Opper – Starlight Teacher

Bunny Room: 715-346-2199
Maggie Miller – Bunny Lead Teacher
Erin Hansen – Bunny Teacher

Playhouse Room: 715-346-2661
Becca Abhold – Playhouse Lead Teacher
Isabella Osborn – Playhouse Teacher

Rainbow Room: 715-346-2690
Elsie Griffin – Rainbow Lead Teacher
Laurie VanPutten – Rainbow Teacher

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 - Teacher 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 ucoming events, special happening, classroomhappenings, 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 kindly 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 small enough 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** wipes
- Change of clothes (especially pants/underwear/socks LABELED)
- Diapers and wipes if needed
- 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

***Friday, September 5:** Early Release Day (3pm)

***Wednesday, September 10:** Back 2 School Social at Seramur Park. This is an informal, come & go as you like social event for UCLCC families & staff, 5pm-???. Bring your own family picnic if you choose & get to know more people from our school family. Rain date of Sept. 9th.

***Friday, October 3:** Early Release Day (3pm)

***Friday, October 10:** UCLCC Closed

***Tuesday, October 14:** Picture Day

***Friday, November 7:** Early Release Day (3pm)

**** Monday, November 17:** 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 26:** No 4K

***Thursday, November 27 & Friday, November 28:** CLOSED -Thanksgiving Break

***Thursday, December 4:** UCLCC Winter Celebration 5:30pm-6:30pm

***Friday, December 5:** Early Release Day (3pm)

**** December 15–19:** UWSP Fall Semester Exam Wk.

***December 22 - January 4:** UCLCC CLOSED - Winter Holiday Break

***Monday, January 5:** UCLCC reopens

***Monday, January 19:** UCLCC Closed – MLK Day

For a full-year listing of closure dates, please visit our website @ 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 UCLCC Admin. NO EXCEPTIONS! The green schedule change form is located below the sign in iPad. 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 UCLCC office administration to set up a payment schedule. **Payments are to be made by check or money order**. With our new child care software, we are also able to offer the option for families to make ACH payments. If you wish to be set up with ACH payment, please stop in & speak with UCLCC admin. or email kbreitba@uwsp.edu
The main office is located in Room 11. All billing/scheduling questions are handled here.

NO CELL PHONE Policy

Cell phone usage: Unless it is an emergency, please finish your phone call prior to coming into the center/playground area 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 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:

Baby Food Jar Lids

Family Board Area

In the same area as our Materials Collection Cart is the Family Board Area. This area contains items 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 guidelines.

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 iPad is not working, or you question if your sign/in out was recorded accurately, you can write your child's in/out times 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.

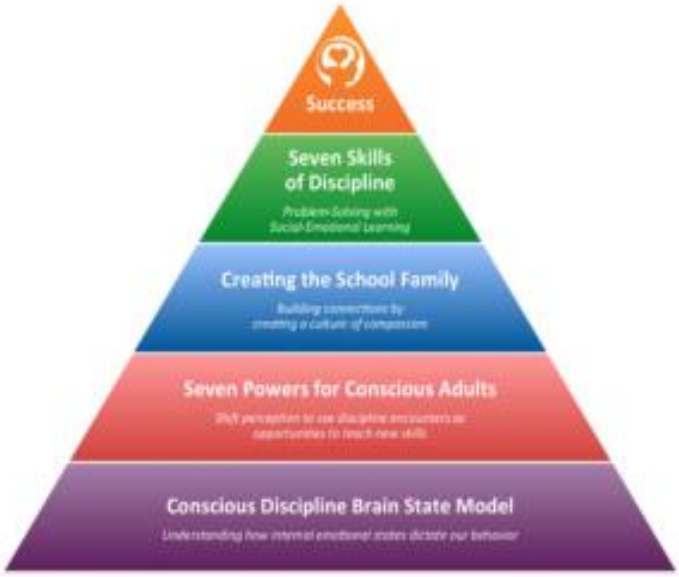
When using the elevator, please enforce **adults be the only people pressing elevator buttons**. If multiple buttons are pressed at the same time, the elevator freezes up and it takes about 30 minutes to fully reset itself. If you choose to allow your child to press the buttons, please monitor this. 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 school began implementing Conscious Discipline roughly 7 years ago. Conscious Discipline is an adult first, neuroscience informed approach to wellness and higher learning. Components of this you may have seen in the classroom or heard in conversations 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/

Each month, the center newsletter will aim to include a helpful Conscious Discipline component which families may find of interest/use at home.



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 the following:

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

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