On behalf of the teachers at UCLC, we welcome you. We hope you enjoy your time at UCLC and learn about Early Childhood Education while you are with us.
Location

- You will find the University Children’s Learning Center at 525 Stanford Road.
- We are on the South (towards campus) side of the Housing Office.
- You will know you are at the right place when you see our Outdoor Classroom (some folks call it a “playground” but ours is an extension of our classrooms).
- Come on in and experience the learning!
Security

- UCLC is a secure building, in two spots.
- The first door you encounter that is locked, has an entry system to your right. Push the button and we will unlock the door for you.

- The second door has a door bell. Just ring and we will welcome you into the Learning Center.
The Mission of UCLC

- To provide quality educational childcare in keeping with the best practices in the field of Early Childhood Development; to provide interactive, experiential learning opportunities for UND’s students; to provide a research site that will increase national knowledge about families and young children; to contribute to a vibrant campus climate by supporting cultural diversity, by offering a summer program that brings school-age children to the UND campus, and by supporting the recruitment and retention of faculty, students, and international scholars.
The Philosophy of UCLC

- Provide quality childcare in an educational environment
- Provide early childhood student teachers (and UND students from other disciplines) with an environment in which they can acquire learning experiences in Early Childhood Education
How do we Teach?

We believe that children learn through play. This child has built a line of blocks and a block tower on it. As he does this he is learning about cause and effect, balance, one-to-one correspondence, and is also building his self-esteem.

Notice the car. He is going to knock the tower down.
Activity Plans (lesson plans) are written using a method called Emergent Curriculum.

The curriculum is “emerging” with activities developed based on individual or group interests that teachers observe while young children are playing. The plans are very purposefully planned based on what teachers see and hear the children doing in the classroom.

The environment is also purposefully prepared and organized based on close observation of children’ interests and the teacher’s professional knowledge of Early Childhood Education.

Activity Plans are posted in each classroom.
## Typical Daily Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00</td>
<td>Arrival and Center Time</td>
</tr>
<tr>
<td>8:30</td>
<td>Breakfast, Circle Time</td>
</tr>
<tr>
<td>9:30</td>
<td>Family Time</td>
</tr>
<tr>
<td>10:15</td>
<td>Outdoor Play</td>
</tr>
<tr>
<td>11:00</td>
<td>Lunch</td>
</tr>
<tr>
<td>11:30</td>
<td>Quiet Moments</td>
</tr>
<tr>
<td>12:00</td>
<td>Rest Time or Nap Time</td>
</tr>
<tr>
<td>1:00</td>
<td>Center Time</td>
</tr>
<tr>
<td>3:00</td>
<td>Snack, Circle Time</td>
</tr>
<tr>
<td>3:30</td>
<td>Family Time</td>
</tr>
<tr>
<td>4:00</td>
<td>Outdoor Play</td>
</tr>
<tr>
<td>5:00</td>
<td>Center Time/Departure</td>
</tr>
<tr>
<td>5:30</td>
<td>Center Closes</td>
</tr>
</tbody>
</table>

The schedule does vary in each classroom based on the needs of the children and the individual projects that are occurring.
Diversity at UCLC

The University Children’s Learning Center values and respects diversity. The Learning Center makes a point to incorporate diversity by having educational toys, games, dress-up items, markers, crayons, and books that reflect a variety of cultural and ethnic groups and individuals with special needs.
What about Holiday Celebrations?

We do not celebrate holidays. Why? We would have to celebrate holidays from the culture of every child represented in the classroom. And we do not have the knowledge or expertise to accomplish that. Parents are the child’s expert when it comes to individual holiday customs and beliefs.
Three Basic Rules (for everyone)

• **Show Respect for Other People!** Hurting any person (child, parent, volunteer, visitor, student, teacher, caregiver, or any other individual visiting the Learning Center) is **unacceptable**.

• **Show Respect for the Indoor and Outdoor Environment.** Hurting, damaging, destroying, carelessly, or destructively using toys, equipment, or our building is **unacceptable**.

• **Everyone** (teachers, caregivers, volunteers, guests, children, and parents) **must work together to ensure the safety** (physical and emotional) of **everyone** (teachers, caregivers, volunteers, guests, children, and parents).
Other General Guidelines

- All adults are responsible for the safety of all children.
  - If a child wanders out of a classroom, please help them return.

- Teachers are responsible for guidance (discipline) of young children’s behaviors.
  - If children are exhibiting behaviors that you believe are inappropriate, let a teacher know and then watch how they handle the situation. Of course, if one child is going to hit another child with a block or in some other way hurt another child, please stop them and then alert the teacher!
The UCLC Teachers and Caregivers

- UCLC employs highly qualified teachers.
  - All have a degree in ECE or a related field or have a minor in ECE with many years of experience.
- UCLC employs students to assist in the classroom and kitchen (check out the UND Career Services page).
The Purple Family has 17-20 children ages 3 to 5 years with 2 teachers.

The Yellow Family has 17-20 children ages 3 to 5 years with 2 teachers.

The Blue Family has 17-20 children ages 3 to 5 years with 2 teachers.

The Green Family has 17-20 children ages 3 to 5 years with 2 teachers.

The Red Family has 10 children ages 18 months to 3 years old and 2 Teachers.

The number of children in the Preschool classrooms depends on the ages of the children enrolled.
Where do I do my field experience?

- Your name will be printed in **RED, PURPLE, YELLOW, BLUE, or GREEN** on the sign in sheet.
- Whatever color your name is… that is the color family you will do your assignment in.
Guidelines for Students

- **Attendance** - each student observing/doing field experience/volunteer is expected to be present each day for his/her agreed upon hours. If you are unable to attend you must notify the Center, at least two hours before your scheduled arrival.

- **Attitude** – you are expected to have and present a positive attitude.

- **Questions** – you are expected and encouraged to ask questions
Guidelines for Students

- All students must present a UND issued ID when they arrive. UCLC will provide a photo ID holder for your use while at the Learning Center. This will let parents and other guests know that you're in the classroom for a specific purpose.

- Professional attitude and tone is absolutely necessary. You are going to be surrounded by young children. They do not need to hear you speaking to another adult about what you did this week. They also do not need to hear foul language. Keep it all “G-rated.”
Guidelines for Students

- Only water (it may be a flavored water) in a clearly identifiable water bottle is allowed in the classroom.

- Gum, candy and other foods from outside the center are not allowed in the classrooms. There is a teacher’s break room where you may eat something if you need to.

- Smoking is prohibited in or near the building. Remember UND is a smoke free campus.
Guidelines for Students

- Common sense, good sound judgement and good taste should dictate your decision when it comes to personal attire. It is important to wear functional clothing because you will be sitting on low chairs or the floor. UCLC teachers and student employees do not wear jeans, except on official UND Denim days (in which we each donate $1 to charity on those specific days in exchange for wearing jeans) because we are professionals in the field of early childhood education and we represent ourselves as professionals. You are expected to wear clothes that are clean, free of holes, and appropriately cover your body. In other words, you may not wear tops that expose your mid-riff or are exceptionally low cut and your pants must fully cover your backside. You may not wear pajama pants, active wear/yoga pants or clothing that has images that portray slang or derogatory messages (i.e., images of weapons, skulls, references to alcohol or tobacco, etc.). Shorts and skirts must be fingertip length when the arms are extended downward at the side of your body. Hats may be worn outdoors for protection from heat and cold, if necessary. Leggings may be worn, only if your top is long enough to completely cover your backside when standing. You will be sent home if you are dressed inappropriately. Remember, you are entering a professional early childhood educational setting and we expect you to present yourself accordingly.

Remember: Keep it G-Rated!
Guidelines for Students

- The children at the Learning Center go outdoors on a regular basis. The only exception is extreme weather conditions. Therefore, it is important that you dress accordingly for the weather. There is a strong possibility you will be going outdoors for some or all of your observation time.

- Cellular Phone Policy - Cellular phone use is prohibited in the classroom unless approved by the director. Without the director’s permission, all cellular phones must be turned off.

- It is strongly suggested that cellular phones be stored in a secure location. The University Children’s Learning Center will not be held liable for the loss, theft, or damage of personal cellular phones brought into the work place.
Guidelines for Students

Confidentiality:
Using the Department of Teaching And Learning Student Teaching Handbook as a guide, UCLC has adopted a confidentiality policy.

Confidentiality Expectations:
- Students are responsible for maintaining confidentiality regarding children, teachers and UCLC information/issues.
- Students will not disclose confidential information about individuals, in accordance to state and federal laws. The only exception is when a compelling professional purpose is served or required by law.
Coats and Backpacks

When you arrive at UCLC your backpack and coat may be placed in the multipurpose room on the coat rack located next to the pop machine. There is limited space in the classroom to accommodate any personal items.

Please leave all valuables at home or in the trunk of your vehicle.
Signing In

- As you enter UCLC, you will find a colorful rectangular rug featuring images of children from around the world. Located near the rug is a shelf with white binders. This is the sign-in shelf.

- Look for the binder with the title of your class. The color of your name is the Color Area you go to (Red, Purple, Yellow, Blue, and Green Family).

If you do not sign in... you do not get credit for being here!
THANKS!!

- We look forward to you spending time in our classrooms and learning from our teachers. If you still have questions about UCLC please contact us at 701-777-3947 or uclc@und.edu

- Remember to complete the Verification Form when you are finished with the online orientation. You will not be allowed to complete your assignment if you have not completed the orientation.