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**DEPARTMENT OF HUMAN SCIENCES
CHILD DEVELOPMENT LABORATORY CENTER**

I: CHILD CARE CENTER OVERVIEW

History:

The Child Development Laboratory Center was established in 1950 and has been licensed by the Mississippi Department of Health since June 23, 1980. It operates under the auspices of the Department of Human Sciences. The Department of Human Sciences has a long standing history of concern, commitment, and involvement in programs for young children and their parents. This commitment is exemplified through the university's land-grant mission of teaching, research, and outreach. University students observe and study the developmental characteristics of infants, toddlers, and young children (6 weeks to school-age entry) while, gaining practical experiences and an in-depth perspective of the early childhood industry as a career. Also, the Child Development Laboratory Center serves as a research site for other university academic units and provides continuous learning opportunities for community-based early childhood programs. In carrying out its commitment, the Child Development Laboratory Center has set forth the following goals:

Goals:

- *To provide a high-quality early childhood environment that will foster optimal growth, development, and early learning in young children;*
- *To provide a learning laboratory that permits university students to interact with young children as they study their physical, social, emotional and intellectual growth and development;*
- *To fulfill all childcare licensing standards set forth by the Mississippi Department of Health;*
- *To provide full-year, full-day child care services for parents and a parenting education program to help facilitate parents' role as teacher, learner, communicator, decision-maker, and collaborator; and*
- *To serve as an educational resource for community-based early childhood programs and other child-serving agencies.*

COMPONENT

The Child Development Laboratory Center consists of four classrooms; an Infant, Toddler, 3-Years-Old and Four-Years-Old classrooms. The program accepts children between the ages of six-weeks to five-years. Although children are grouped according to age, the specific age for each classroom may vary from semester to semester depending on Center enrollment. Children transition from one age-group to the other each school year, usually in August.

CURRICULUM

The Child Development Laboratory Center uses an age-appropriate, theory-based curriculum scientifically proven to support young children's growth, development and early learning. Children participate in a variety of learning activities throughout the day that allows for self-expression, creativity, active and quiet times. Child and teacher directed activities permit individualized and cooperative learning within a safe and secure environment. The center is currently using the Project Approach to Learning that promotes critical thinking and curriculum activities that focus on pre-literacy and pre-numeracy.

The entire center's teaching staff has a baccalaureate degree and several of the teachers have completed the state of Mississippi Child Care Directors Certification (CD) issued by the Office of Children and Youth Services licensing program. Each teacher completes 15 hours of training each program year according to licensing standards.

DAILY SCHEDULE

Although each classroom has its own specific schedule, each of the schedules has some common features. Breakfast is available from 8:30 A.M.-9:00 A.M. Lunch is served between 11:30 A.M -12:30 P.M. All children are provided a rest period from 12:30 P.M. - 3:00 P.M. A snack is provided at approximately 3:30 P.M. and all of the schedules incorporate alternating quiet/active times as well as provide for outdoor time. A daily schedule is posted in each classroom. All schedules are subject to change depending on weather and the children's needs.

LABORATORY PROCEDURE

The Child Development Laboratory Center is under the auspices of the Department of Human Sciences. As such, Human Sciences' and other university students enrolled in various courses are assigned to observe or participate in the center.

Also, research studies are occasionally conducted in the center by professionals in various academic fields. Such studies are carefully screened by Alcorn State University Internal Review Board (IRB), the Chair of the Department of Human Sciences and the center's staff. Parents will receive information as to the nature of any study to take place and parental permission or their child's participation will be required.

II. PROCEDURES AND GUIDELINES

ENROLLMENT POLICY

Before the center can assume responsibility of caring for a child, parents interested in enrolling their child in the Child Development Laboratory Center must:

1. **Complete an application form;**
2. **Show proof of immunization** signed by the child's physician;
3. **Have a certified copy of the child's birth certificate;** and
4. **Provide a copy of the child's social security card.**

Parents are required to keep the center informed of any changes that may occur that is related to their job, home address, telephone numbers, additional childhood immunizations, or other pertinent information as it arises. Once all forms are completed parents will be given a start date for childcare placement.

Classroom enrollment is based on availability of space, gender, age, race, and ethnicity to create a balance for student learning and research.

The Child Development Laboratory Center has four classrooms: (1) Infant (six weeks to 18 months); (2) Toddler (18 months to 36 months) (3) Three-Years Old; (4) Preschool (48 months to school-age). Although the children are grouped according to age, the specific age for each classroom may vary from semester to semester depending on center enrollment.

FEE

The Child Development Laboratory Center monthly fee is based on a sliding fee scale that has three tiers: Parents earning \$34,999 or below the fee is \$250 per month. Parents earning \$35,000 to \$49,999 the fee is \$300 per month. Parents earning \$50,000 or more, the fee is \$350 per month.

Parents who work for Alcorn State University and have children enrolled in the center will have their childcare fees deducted from their monthly salary by the business department. Parents who do not work for the university and students are required to pay their childcare fees by the first (1st) of each month at the Director's Office in Eunice Powell Hall. After the first (1st) a late fee of \$25.00 will be assessed. Students that have not paid their child care fees will have a hold placed on your account with the Business Office. You will not be able to register or graduate with child are fees being owed to the Center. Parents will receive a receipt. All payments will be posted on your university account. If children are ill, parents are still expected to pay the regular monthly fees in order to hold their slot. Any parents that have child care vouchers are responsible for any payments that are not received from the childcare funding agency.

WAITING LIST POLICY

The Child Development Laboratory Center maintains a waiting list for each classroom for a period of one year. After a year, a child's name will be removed from the list. In most cases, the center will place children on a first-come-first serve basis provided a childcare slot is available in the child's age group. To place a child on the waiting list, parents need only to give the child's name, age and parent contact information. Once a childcare slot becomes available, parents will need to complete the required childcare forms.

HOURS OF OPERATIONS:

The Child Development Laboratory Center functions as a training institution for students and operates as a full-year, full-day program opening five days a week from 8:00AM to 5:00PM Monday through Thursday and 8:00AM to 4:00PM on Friday. The center is closed on major holidays that include Independence Day, Labor Day, Thanksgiving Break, Christmas Break, Martin Luther King, Jr. Day, Good Friday and Memorial Day. Occasionally and with advanced notice, the center will close sometimes to enable its teaching staff to participate in professional development training.

HOLIDAYS - VACATIONS

The Child Development Laboratory Center is closed for University observed holidays below and for inclement weather, and/or an announcement from ASU official administrators.

- Independence Day (July 4)
- Labor Day (First Monday in September)
- Thanksgiving Break (Third week in November)
- Christmas/New Year (December and January)
- Martin Luther King Day (January)
- Spring Break (Third week in March)
- Good Friday (Third week in March)
- Memorial Day Last week in May)

ARRIVALS/DEPARTURES

As previously stated, the center's hours of operation are from 8:00 A.M. to 5:00 P.M. Monday through Thursday and 8:00 A.M. to 4:00 P.M. Fridays. The center is prepared to accept children as early as 7:45 A.M. Parents arriving with their children must come into the building and sign the sign-in-and-out sheet located outside your child's classroom. The sign-in-and-out sheet is important, because the center uses this information to verify attendance for meals served in the center and for fire safety drills.

Parents should call the center no later than 9:00 A.M. if they are running late. Late arrivals can and do interfere with the childcare program's schedule. Children should be

at the center no later than 8:30 A.M. to experience the full benefit of the program. Breakfast service begins at 8:30 A.M. and ends around 9:00 A.M. Thus, if your child arrives after 9:00 A.M., he or she should have eaten breakfast at home. Also, most classes begin their circle time by 9:00 A.M. or 9:30 A.M. The morning circle time sets the academic tone of the day and is very important. Please make every effort to have your child present.

It is normal for some children to have difficulty separating from parents in the morning, or not wanting to leave when it's time to go home. Please be very brief (no more than 5 minutes is sufficient) during these transition times. The longer you prolong the departure the harder it gets for you and the child. A smile, cheerful good-bye kiss, and a reassuring word is all that is needed in the morning. Children are nearly always quick to get involved in play or activities as soon as parents are gone.

Children are expected to be picked-up no later than 5:15 P.M. The center staff will only release your child to you or someone else you designate. If someone else is to pick up your child, please notify the center ahead of time. A verbal notice is fine on that day if this person is on the list of people who are authorized to pick up your child. If the person is NOT on that list, the center must have written permission to release your child. Please inform emergency contacts, or people designated to pick up your child, that if the center staff does not know the person picking up your child, the teacher will need to ask for photo identification.

Parents should notify the center if they are running late. Children picked-up after 5:15 P.M. will pay a late fee of \$25.00. Every five minutes after 5:15 P.M. an additional \$5.00 will be added to the late fee. Children who are not picked-up by 6:00 P.M. and their parents cannot be located will be taken to campus police and reported to the Chairperson and the Department of Human Services. Payment of late fees should be paid the next working day at the Director's office or your child cannot attend until it is paid.

NAPS/QUIET TIME

Parents should refrain from dropping off and/or picking up their children during the center's daily quiet time. This is very disruptive for children. These times are between 12:30 p.m. and 3:00p.m.

All children (except infants who nap on their own schedules) must lie down in the afternoon for a quiet period of time. The children nap on cots with bedding supplied by the center. On rare occasions, the center may ask parents to bring additional linens and blankets to accommodate their child.

OPEN DOOR/VISITOR'S POLICY

The center maintains an open door policy for parents. We request that parents visit and volunteer often. The childcare visit should be done in the observation booth so that you may familiarize yourself with what is happening within specific classrooms. Parents

should avoid coming to the center until his or her children has adjusted to his/her new role. It should be noted that visitors (even parents) usually cause children to react in an excited manner that does not normally occur when the teacher is in his or her classroom alone with the children. The center staff recommends giving your child a minimum of two weeks to adjust to the center routine.

Any visitor who wishes to see someone at the Child Development Laboratory Center should:

- Sign in at the entrance;
- Provide identification; and
- Be courteous of the classroom schedule.

OBSERVATION:

A sound-proof, one-way viewing observation room is adjacent to the various classrooms. Parents may observe at any time. The various classroom schedules are posted in the observation room for your convenience.

The observation booth allows parents and college students to capture children's natural and regular behavior, and avoids the influence another adult may have on children when they enter the room to observe. The center teaching staff is comfortable with parents observing them, and is ready to answer any questions you may have about any thing that parents or students may have observed. Parents should address these questions to the teaching staff during a break in their schedule to avoid disruption of the class. Should parents observe illegal or unacceptable behavior by the teaching staff or college students in the room, they should report this immediately to the Director or Chairperson of the Human Sciences Department in the main office of Eunice Powell Hall.

Please note that while observing you will see things that other children do. Your observations are confidential and should not be discussed in public. Respect the rights and privacy of children and their families. Parents must sign the observation log in the observation room.

EXTENDED LEAVE

It is very common for parents to decide not to keep their children in childcare during the summer months. When this happens, parents are required to pay the full monthly fee although the child is not present. Licensed childcare facilities are allocated a specific number of childcare slots. When a childcare slot is reserved, no other child can be placed in that slot. Thus, it costs the center to reserve childcare slots without receiving compensation. Parents must provide us with documentation if their child is going to be absent for more than three (3) consecutive days that is not associated with an illness.

ABSENCES AND WITHDRAWAL

Parents should notify the center no later than 9:00 A.M. if their child will be absent, or inform the teacher a day before the scheduled absence. Excessive absences not associated with illness (14 days or more) may result in children being removed from the center. If a student is out three consecutive days, you will need to provide us with a written doctor's excuse before they can return.

To withdraw a child from the center, parents must write a letter notifying the center 30 days in advance of the withdrawal date. The student's last day should be at the end of the current month so that charges for the incoming month will not be assessed. Verbal notice of withdrawal will not suffice. If your child attends any days in the current month, you will be assessed the full charge for that month. There will be no proration of fees. In the absence of a written note, the full monthly fee will be assessed. (Example: We receive a written notice on March 31st notifying us that your child will no longer attend the center and their last day will be April 30th.)

Summer Withdrawal

Parents should notify the center 30 days in advance of the withdrawal date and know that there is no guarantee that a slot will be available when the new school year begins. In order to guarantee a slot, payment will have to continue for the summer months and a signed agreement will have to be completed. If a student will not be attending the center during the months of June and July, their last day should be the last operating day of May. Therefore, your withdrawal letter should be received by the end of April.

TERMINATION POLICY

The center reserves the right to terminate children for the following reasons (but not limited to):

- Lack of compliance with handbook regulations;
- Failure to pay;
- Failure to complete required forms;
- Lack of parental cooperation, Disrespect;
- Consistent absences or late arrivals disrupting routine;
- Continual or serious behavioral issues with the child;
- Physical or verbal abuse of any person or property;
- Failure to attend Mandatory Parent Meetings/Parent Teacher Conferences
- The center's inability to meet the child's needs; and
- Serious illness of child;

When terminating, the center will give two-week's written notice in person when there is a decision to terminate child care. The two weeks will be paid in full, regardless of whether or not children are in attendance. Termination notice will not be given while parents are on vacation. Once you have been terminated from the center, you cannot re-enroll any children into the ASU Child Development Laboratory Center.

DISCIPLINE POLICY

The Mississippi State Law forbids childcare staff from using forms of discipline that incorporates biting, jerking, slapping, kicking, spanking, shaking, labeling and any form of corporal (physical) punishment on the childcare premises by anyone, including parents. The Child Development Laboratory Center enforces and supports the Mississippi State Child Abuse and Neglect Law.

The center uses the word discipline to mean guiding a child's behavior, to help them gain self-regulation (control of themselves) and to interact with others in an appropriate manner. Our primary goal is to guide children in a non-judgmental and positive way in order to preserve their integrity and self-esteem.

The center staff uses age-appropriate disciplinary strategies to teach children, not to punish them. The center achieves this through love, consistency, and firmness. Children are explained the rules of the center frequently, so they are all familiar with the guidelines. Two main patterns of behavior are stressed: (1) respect for other people and (2) respect for property.

Methods of discipline most often used by the center staff includes:

- Encouraging children to solve problems themselves and use intervention, discussion, re-direction to another play area; loss of privileges, logical consequences and timeout;
- Informing the parent of their children's chronic behavioral issue that needs attention, so that parents and staff members are handling the behavioral issue the same way at home and at the center, to establish continuity in discipline strategies. Chronic behaviors might include such things as biting, the use of profanity, hitting, etc; and
- Calling parents to remove children who behaviors prevent the teacher from being able to properly care for other children in the classroom. If the problem continues, other arrangements for the care of the child will have to be made, for the safety and well being of all.

CHILD ABUSE AND NEGLECT:

If the center staff suspects a child has been abused or mistreated, the center is required to report it within 48 hours to the Mississippi Department of Human Services and/or to a law enforcement agency

MEALS

The Child Development Laboratory Center participates in the Mississippi Child and Adult Care Food Program. Nutritious meals are served at no extra cost to parents. Parents will have to supply formula, cereal, baby food, and juice.

Parents are responsible for feeding their children when they arrive at the center past mealtime. The center meal times are 8:30 A.M to 9:00 A.M. for breakfast and 11:00 A.M. to 11:30 A.M. for lunch. Mealtimes may vary somewhat, but the center makes every attempt to stay on schedule. Snacks are provided once a day for toddlers and preschool students at 3:00 P.M. Infants are always fed on demand.

Except for special occasions and when requested, please do not send any food, drink, or candy with your child with the exception of infants or children with food or liquid allergies.

Children are offered a variety of foods but are not forced to eat. Children are encouraged to try one or two bites of everything, and they must eat or try a little of everything before given seconds of anything. Sometimes children are surprised by what they like! If a child refuses to eat, there will be no food served until the next designated meal/snack time.

BIRTHDAYS AND HOLIDAY ACTIVITIES

Each child's birthday is his/her Special Day. The center encourages parents to celebrate the children's birthday in age-appropriate ways. We ask that the birthday celebration, however, is kept simple and child-centered. All parties will have to be given at 3:00 p.m.

Parents may supply a special food treat such as cake, cupcakes or cookies for all the children on their child's special day. Food brought from home must be approved for sharing. Food items should be store purchased and labeled with ingredients. These will be served during the afternoon snack and parents are welcome to join the children. It is the discretion of the parents to schedule and supply birthday items for the celebration. However, the child's birthday observance at the center is not intended to take the place of each family's special observance at home.

The center, also, have holiday parties occasionally throughout the year. Sign-up sheets will be posted at the front door for your assistance with these days as needed on a voluntary basis. On Halloween, the center allows children to wear or dress-up in their costumes, but this is the parent's choice.

BELONGINGS -- SUPPLIES

Do not send toys with your children except on designated days such as show-and-tell. Children may bring a blanket or favorite stuffed animal, to be kept at child care, for quiet/nap time.

Parents are responsible for supplying diaper pull-ups (for potty training children) potty chair, a minimum of one full change of clothing (including socks and underwear) appropriate for the weather, bathing suits or swim diapers (for children who are not fully potty trained) for summer, and appropriate outerwear as requested for the cold season. All items need to be labeled with your child's name or initials. When soiled clothing is sent home, a clean spare change of clothes should be brought back the next day. It is

the parent's responsibility to maintain these items at all times. Keep in mind that if parents do not supply a needed item, their children may not be able to participate in an activity or it may prevent all of the children from enjoying an activity.

TRANSPORTATION:

The Child Development Laboratory Center does not provide transportation to or from the facility. Excursions off campus are also part of the program. You will be informed in advance of the date, time, and place of all off-campus excursions, and you must sign a separate permission slip for your child to participate. All children will be secured in approved car seats provided by parents.

Off-campus field trips usually involve the use of state vans or buses. All drivers are required to have a current Mississippi Driver's License and proof of insurance.

FIELD TRIPS AND EXCURSIONS

Field trips and excursions away from school for specific events or activities are part of the enrichment program for children. They should be age-appropriate for the child and there should be consideration of travel time. The Child Development Laboratory Center will not take infants on trips. Toddlers are allowed to travel no more than 30 to 40 minutes away from the center one-way. Three and four years old may travel to a distance not greater than two hours or less from the center. Please remember that a family trip with infants and young children are quite different than a field trip taken by a childcare facility.

When a field trip is planned, parents are encouraged to participate, but their attendance is not mandatory. Parents will receive information about the trip, its scheduled routes and stops, and itinerary. All children must have signed permission slips to participate in field trips. These slips will accompany the teacher, because they will have emergency contact information for that day. Parents may be requested to provide a car seat, or to pay any fees associated with the trip. In the event of an emergency away from the center, children will be cared for and parents will be notified. Should parents decide not to have their children participate in the field trip, their regular fee is due like for any absence, and it is the parent's responsibility to obtain alternate care for the day.

FIRE SAFETY

The center has a written fire and disaster evacuation plan, and practices these drills with the children at least once each month in the presence of Alcorn State University's Fire Chief. In addition, teachers incorporate a fire safety curriculum within their classroom occasionally. The center is inspected regularly for fire safety.

Emergency Evacuation Procedure

In the event of an emergency in which the Alcorn State University Child Development Laboratory Center is forced to close and relocate to another building on campus, the

center staff and students will relocate to Bowles Hall. Bowles Hall is adjacent to Eunice Powell Hall and is within walking distance of the center.

In the event of an emergency in which the Alcorn State University Child Development Laboratory Center is forced to close and relocate to another building off campus, the center staff and students will relocate by the university vans/bus to the Wesley Foundation Chapel Community Center. The community center is located approximately 1 mile outside of the university, and approximately 3 miles from the Child Development Laboratory Center.

****Parents will be notified of locations and directions during the time of emergency****

III: HEALTH AND SAFETY – REGULATION REGARDING SICK CHILDREN

ILLNESS POLICY

The health and well being of all of the children here at the Child Development Laboratory Center is very important. It is for the protection of the children that the teaching staff will maintain strict adherence to the center's illness policy.

MEDICATION POLICY

Prescription medications, ointments, and creams can be given to children, if needed. Parents are required to fill out the proper forms, and to supply all medications in their original containers. All written instructions shall be valid for six months unless a shorter time period is designated by the physician, dentist, or parent. These must be labeled with the child's name. Teachers will not exceed the manufacturer's recommended dosage unless there is a written physician's note giving instructions when to administer nonprescription medication. The center will not administer nonprescription oral medication, topical ointments, creams, or lotions. Any non-prescription medicine will have to be administered by a parent.

SYMPTOMS REQUIRING REMOVAL OF CHILD FROM CHILD CARE (no exceptions)

- **Communicable Diseases**: Not permitted by law in child care. Some of those illnesses are, but not limited to: Infectious Conjunctivitis (pink eye), Impetigo, Hepatitis A, Scabies, Ringworm, Infectious Diarrhea, Chicken Pox, Scarlet Fever, Lice, Strep Throat. If a child is thought to have a communicable disease, parents will be notified and asked to pick up their child. A child may return to care when he or she is no longer contagious and have a note from his or her physician indicating that the child may return to childcare and all signs of illness are gone. All other parents, who have children in the classroom of the infected child will be notified of the possibility of a communicable disease and what symptoms to watch for.
- **Fever**: Not permitted. A child needs to be fever free for a minimum of 24 hours before returning to child care without the aid of any fever reducing substance.

- **Diarrhea**: Not permitted. Infants and toddlers with fevers and/or diarrhea pertaining to teething will only be accepted into care with a doctor's note stating that these symptoms are due to teething.
- **Vomiting**: Not permitted. If a child vomits while at child care, his or her parent will be expected to come within the hour to pick up the child. The child must stay home until 24 hours have passed with no vomiting episodes.
- **Runny Nose & Cough**: Children may be brought to the center if they have a common cold (slight occasional cough, clear runny nose, occasional sneezing). Discharge of any color other than clear is not acceptable in child care. A constant runny nose which needs wiping continually is not acceptable in child care regardless of the color. Children who have a clear runny nose which lasts longer than a week and parents suspect it may be due to allergies may continue to bring their children to childcare.
- **Rashes**: Not permitted. Any rash that produces puss or liquids, other than a mild diaper rash, must accompany the child to child care with a note from the doctor stating it is not contagious and the rash is not noticeable. Rashes have to be completely gone.
- **Runny and/or Crusty Eyes**: Not permitted. Watery, matted, and/or red/pink eyes are not acceptable in child care under any circumstances.
- **Excessive Crankiness**: If your child is irritable, excessively whining or crying, wants to be constantly held, or requires more attention than the teacher can give, or disrupts the routine of the other children in the classroom may need to be kept home regardless of the presence of other symptoms. If this occurs during child care hours, you will be called to pick up your child.
- **Lice**: Not permitted back to child care until after the second hair treatment and no nits are present. Children will be inspected by the center teaching staff upon arrival at the center before parents leave.
- **24-hour Rule**: Children must be free from any of the previous symptoms for a minimum of 24 hours before parents can return children to center.

Please take the above rules seriously. Parents are encouraged to call the center, and ask if they are unsure whether or not they should bring their children. Parents should have a back up plan available in the event their children are ill and they feel they cannot miss work.

MEDICAL EMERGENCIES

It is the policy of the ASU Child Development Laboratory Center to take whatever steps necessary to obtain emergency medical care for all children. The center's first concern is getting the child stabilized and the help he or she needs. The steps the center will take in an emergency include, but not limited to the following:

- Attempt to contact parent and guardian;
- Attempt to contact the child's physician;
- Attempt to contact the parent through any of the persons listed on the emergency medical form by the parent; and

- In the event the first three attempts are unsuccessful, the center will (1) call another physician, (2) call the paramedics, (3) transport the child to the nearest hospital.

The ASU Child Development Laboratory Center staff is trained in Infant/Child/Adult CPR and First Aid and in the case of an emergency the teaching staff will administer the necessary first aid required. All costs involved in emergency treatment and/or the cost of an ambulance is the parent's responsibility. The ASU Child Development Laboratory Center operating under the auspices of Alcorn State University Department of Human Sciences will not be held liable for any sickness/injury of either parent/guardian, family member, or child while on the center premises, or while the child is in the company of a teaching staff during field trips or outings.

IV: Classrooms

INFANT CLASS

“Learning as We Grow”



Our goal is to provide a warm, nurturing environment where your infant feels safe and secure to explore, learn, and grow confidently. Our program renders a curriculum that is designed to support the infant’s social, emotional, cognitive, and physical needs. We believe that each child develops at his or her own pace with definite interest—likes and dislikes. Therefore, we surround them with age-appropriate toys and equipment that helps build skills to optimize their overall development.

Our Class:

- Provides visual/audio stimulation;
- Encourages language development;
- Engages in physical activities to develop gross motor skills;
- Includes teacher and child-directed activities to promote skill development;
- Assists infants in developing social/emotional and self-help skills; and
- Supports infants in using problem solving strategies.

Much of what we do with children is designed to facilitate the development of self confidence and trust that prepares them for life-long learning and future academic success.

Infants

- We only enroll infants in our center who are at least 6 weeks of age;
- Our infant room has a separate, safe play area for infants;
- We will provide a single level crib for each child to nap;
- Bedding will be provided by the center for each child;
- Staff in the center will wash bedding at least weekly. Washing will be done more often, if needed; and
- Toys and equipment is sterilized to prevent the transmission of diseases.

Infant Feeding

During infancy one of the most important things an adult can do is to give an infant a feeling of trust. The adult's caring for an infant should provide a consistent response to the infant's needs. One way we believe this can be done is by feeding on demand. Therefore, our policy is to feed infants when they are hungry unless parent(s) tell the Director/Infant Caregiver differently.

When feeding an infant we watch for cues to know when the infant has had enough. These cues include: infant no longer sucking on nipple, lengthy pauses or turning head away from the bottle.

We use care when handling infant formula and food to prevent food-borne illness. Dehydration caused by food poisoning can be life threatening in a very short time to infants.

To provide safe nutritious food we practice the following.

All breast milk and formula are labeled with:

- a. Child's name
- b. Date
- c. Time of preparation
- d. Supply formula and baby food for special diets.

All breast milk and formula is refrigerated after mixing, feeding or immediately upon arrival at the center.

- When parents provide infant foods, we ask that all food be labeled with the child's name and date.
- No egg whites or honey will be given to infants less than 12 months of age.
- No medication will be added to breast milk or formula.
- Before preparing formula or food, our staff washes their hands and clean and disinfect preparation surfaces. A separate food preparation sink is provided, away from diaper changing/hand washing area.
- Powdered formula in cans will be dated when opened, stored in a cool, dark place and if not all used, discarded or sent home 1 month after opening. This is done due to the number of times formula is opened, touched, etc., in a childcare setting.
- Bottles will not be prepared at the center. They must be already mixed.
- Used bottles and warmed unused formula will be discarded after 1 hour to prevent bacterial growth. Unconsumed portions of formula will be discarded at the end of each day.
- Frozen breast milk will be thawed overnight in a refrigerator warmed in lukewarm water, just prior to feeding. Frozen breast milk which has been stored for more than 3 months or that is not dated will not be accepted.

Thawed breast milk will be refrigerated and used within 3 hours. Thawed breast milk will not be refrozen.

- We do not heat formula, breast milk or baby food in a microwavable oven, as there is the possibility of a bottle exploding or of "hot spots", which could result in burning a child's mouth. Microwaving also destroys the essential components in breast milk.
- Chopped safe table foods are encouraged after 10 months of age.
- Cups and spoons are encouraged around 9-10 months of age.
- Whole milk is not recommended for children under 12 months of age. Whole milk is encouraged for children aged 12 months through 23 months. Parents requesting 2% milk must do so in writing.
- A note from the child's health care provider will be required if an infant is to be on limited food/formula intake, diluted formula, Pedialyte, or any type of elimination (allergy) diet.
- Bottles and nipples are supplied and cleaned by parents.
- Infants will be held when fed until they are able to hold a bottle or drink from a cup. Bottles will not be propped.
- Bottle feeding will be discouraged after 18 months of age.
- Children will not be allowed to walk around with bottles.
- Changing food textures is necessary to meet an infant's developmental and nutritional needs. Around 1 year of age formula is replaced with whole milk basically when an infant can drink from a cup.

Infant/Toddler Diaper Changing Policy

On arrival staff will ask parents when was child's last diaper change. Our staff is asked to check diapers at least hourly, or as needed and to change the diapers. The parents provide diapers and diaper wipes.

1. Diapers will not be rinsed, or laundered at our childcare center.
2. All diaper pails at our center have covers and are plastic lined.

Diapering Procedure:

- Wash hands.
- Gather necessary materials, i.e. clean diaper, wipes, clean clothing, if needed.
- Put on disposable gloves
- Place single use cover on table.
- Child is gently placed on table. Soiled diaper is removed and deposited in a plastic-lined and covered waste receptacle (foot pedal type is best).
- The child's diaper (per anal) area is cleaned from front to back with a clean, damp wipe for each stroke.
- Wash hands.
- Topical cream/ointment/lotion is applied only when the infant room staff has received a parent's written request.
- Put on clean diaper. Child is dressed.

- Child's hands are washed. Infant or child can now return to other children.
- Single-use cover is put in covered waste receptacle.
- Disinfect and dry diaper changing table. Remove gloves, if used.
- Wash hands.

TODDLER CLASSROOM

CLASS MOTTO: "WE ARE THE TERRIFIC TWO'S"



We believe that every child can learn best through play, and engaging in natural interactions with each other and their environments. We support this learning by:

- Designing the classroom environment and curriculum around the needs and interest of children;
- Carefully selecting classroom materials in order to give children the best developmental appropriate learning opportunities to support and enhance children's cognitive, social, emotional, and physical development;
- Encouraging participants in both large and small group experiences, also having alternative choices available;
- Believes that partnering with families is essential for quality care;
- Welcoming parents in the classroom to share talents or interests;
- Communicating daily with parents through conversations at drop off and pick up times as well as conferences as needed; and
- Respecting parents as their child's first and most important teacher, and will work closely with families to ensure a continuity of care

Social/Emotional Development:

- Teachers encourages cooperative play with others using effective guidance techniques to properly guide toddlers from such behaviors as biting, temper tantrums, and aggression;
- At this age toddlers want to become more independent and to learn proper hand washing skills. They will begin toilet training as a way of taking care of personal care skills;

Physical/Emotional Development:

- Toddlers will strengthen their small motor skills (e.g. fingers) by using different manipulative to put together or take apart; and
- Activities and sing along songs with outdoor play will help to develop large muscles (running, jumping, climbing, and rolling over).

Cognitive Development:

Toddlers will:

- Learn how to engage in pretend play;
- Begin to understand uses and functions of a variety of objects; and
- Be exposed to beginning concepts of cause and effect, and how to group different things.

TODDLER TOILET TRAINING

Children generally achieve toilet training between the ages of 2 1/2 to 3 years old. Potty training began when the child is ready, is often quick and easy, and can be achieved within a week or two. Some signs to look for include appropriate language skills to communicate the need to use the potty, staying dry for long periods of time, the ability to dress and undress self, and an interest in staying dry or clean. The center takes a pro-active attitude towards potty training. Scheduled and prescribed times (after meals, before and after nap, going and returning from playground, etc) for potty use is established. Children are encouraged to sit on the potty at these times for a short period and are able to get up when they are finished. Children are not forced to sit on the potty for long periods of time. Please realize that potty training should be your child's accomplishment, and not the teacher's or parents'. Children should not be compared to how others are doing. Children train easily when they are ready.

Parents must begin the toileting process at home while potty training is taking place at the center. During this time the center requires that children wear pull-ups for health and safety reasons. Please keep in mind that the activity level at the center can distract children from responding to an urge to use the potty, more so than at your home. Therefore, the center will continue to use pull-ups until children can and will announce that they must use the bathroom (not just at home, but at the center as well), and can control their bladder and bowels for a few minutes beyond that announcement. It will be at the teacher's discretion when parents may bring their children in big girl or big boy underpants to child care. While children are learning to use the potty a second set of spare clothing is required.

TODDLER CLASSROOM

CLASS MOTTO: "YES WE CAN" (Barack Obama)



Being a 3-year-old is the beginning of a huge transformation. They are transitioning from the 'toddler' stage to the 'preschool' stage. Therefore, we encourage our children to exercise their cognitive developments, such as reasoning and thinking, their physical developments, such as fine motor and gross motor skills; their language development, such as phonemic awareness and socialization. Our main focus is to get them prepared for the next level by way of teacher initiated and child initiated activities. We have, also, incorporated Spanish into our daily routines. Our class offers a model of co-teaching that allows children to have greater opportunities for individual teacher-child interaction, and to experience individualized instruction.

PRESCHOOL CLASS

Class Motto: "Learning Has No Limit"



The preschool classroom teachers embrace a shared vision with the children that "Learning Has No Limit". In accordance with state educational standards we offer a multitude of concrete learning activities that cover every domain of early learning and development. Teachers use a variety of research-based techniques for instruction including The Project Learning Approach and Creative Curriculum Assessments that promotes concepts of critical thinking. To ensure that children are receiving the best educational opportunities possible, classroom instruction includes both children initiated and teacher initiated activities. Classroom design incorporates nine learning activity centers which include blocks and building, music and movement, math and manipulative, dramatic play, writing, science and discovery, listening, reading and language development and creative art. In addition to daily learning instruction, the preschool class offers the opportunity to develop Spanish as a second language. Spanish instructions are given weekly on Monday, Wednesday, and Friday. Teachers and assistants are committed to ensuring that all children are "ready to learn", and have all the tools needed to successfully enter into kindergarten.

Transition

Transition from the Infant Classroom to the Toddler Classroom: 1 to 2 years

Children:

- Sit at tables to eat- using eating utensils;
- No longer use sippie cups;
- Begins potty training;
- Use pacifier only at nap times;
- Sleep on mats;
- Begin serving themselves; and
- Begin age-appropriate negative behavior and say no, hit, grab toys, have tantrums and scream when frustrated or disappointed.

Transition from Toddler Classroom to Preschool Classrooms 3-5years

- Children serve themselves;
- Engage in more group activities that enhance social skills;
- Learn the power of words;
- Value friendships;
- Know and learn boundaries;
- Work on kindergarten readiness skills;
- Learn to control negative behaviors children take rest on cots and may not sleep;
- Participate in "show and tell",
- Use the buddy system for walks; and
- Practice age-appropriate negative behaviors such as aggression and very physical, using "bathroom words" or "swear words" and may try to stretch the truth.

Clothing and Supplies

Please send adequate clothing for your child. Please, also, have a change of clothing in your child's cubby at all times in case of an accident. Label all coats and clothes brought to the child care center. This will help us send the same clothes back home to you. We are not responsible for hair bows, headbands, barrettes, jewelry, etc.

Parents should:

- Supply disposable diapers, cloth diapers, and pull-ups are not acceptable at the center;
- Label all items with your child's first name and the first letter of the last name. This includes clothes, diaper bags, diapers, pacifiers, etc;
- Closed toe shoes must be provided for mobile infants/toddlers to go outside and play;
- Do not bring valuable or sentimental items to the classroom;
- Provide several changes of clothes and a cap must be provided for when the infant's clothes become soiled and/or the weather changes. In order to maintain a

healthy environment for the staff and children, soiled clothes will be cleaned at the Center;

- Furnish supplies in a timely manner for your child when the Center's staff requests them; and
- Supply food items for special diets.

Parents are an integral part of a child's education- the quality of a childcare facility is related in part to the degree of parental involvement.

Kinder-Bound Program

The *Kinder-Bound Program* within the Child Development Laboratory Center is a bridging and transition program for children who will be entering a kindergarten program in the fall. Kindergarten is a landmark year in the lives of children and their families. It is the first year of formal schooling and often defines future school outcomes for children. Understanding the importance of kindergarten readiness, the Child Development Laboratory Center has developed a program that focuses on preparing young children for their transition to kindergarten. The second half of the school year *kinder-bound* children begin reading, writing and math activities that will help them be successful in kindergarten. The preschool teacher helps *kinder-bound* students strengthen their ability to ask questions, make friends, develop interest in academic subjects such as science, and they spend time addressing each child's special needs. By focusing on essential aspects of kinder-bound children's lives, the center is seeking to help each child succeed in school. We will partner with local elementary schools to help make a better transition for each child that will be entering kindergarten.

Parents: School/Home Connection

Parent Organization:

We encourage you to join the Parenting Organization. Its primary function is to support, and provide input on the policies of the childcare center. Funding for this board is generated by parent sponsored fundraisers. The funds are used to increase the quality of the center and replenish educational supplies. The Director of the Laboratory Center serves as the advisor to the board. Board officers and meeting times are determined at the beginning of the fall semester.

Parent Conference and Meetings:

Parent-Teacher Conferences will be scheduled by lead teacher, or when requested by the parent or director. All Parents Meetings will be mandatory in order for your child to remain enrolled in the center.

Parent Education:

Educational materials are available in the Parent Resource Center or in the Director's office for parents seeking parenting information. Please contact the Director for available resources.

REVISIONS TO HANDBOOK & CONTRACT

There will be occasional revisions to this handbook. The Child Development Laboratory Center reserves the right to make changes in policy as deemed necessary and to meet state licensing standards. All parents will be notified, in writing, of any changes to the Parent Handbook and policies.

****NOTES****