

McLennan Community College Child Development Center Lab School

Accredited by the National Association for the Education of Young Children

Handbook for Families



**MCC Child Development Center
1400 College Drive
Waco, Texas 76708
254-299-8720**

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Contents

Philosophy.....	4
Lab School Purposes.....	4
Program.....	4
Curriculum	4
Social/Emotional Development	5
Guidance	5
Adult-Child Relationships	6
Challenging Behaviors.....	6
Enrollment.....	6
Applications for Care & Wait List Management.....	6
Following are the steps for enrollment:	7
Termination of Service	8
Tuition and Fees.....	8
Delinquent Accounts.....	9
Late Fee.....	9
Withdrawals	9
Hours/Days of Operation	9
Weather closing	10
Attendance	10
Continuity of Care.....	10
Health.....	11
Requirements prior to enrollment	11
Illness	11
Exclusion and re-admittance to the program	11
Medications.....	10
Third Hand Exposures	10
Allergies and Special Needs	10
Medical & Food Allergies	10
Special Needs & Food Substitutions.....	11
Nutrition & Meal Times.....	11
Meal Times	11
Menus.....	11
Outside Play	11

Celebrations	12
Clothing.....	12
Rest Time	13
Infants and Toddlers	13
SIDS Policy.....	13
Emergency Procedures.....	14
Open Door Policy	14
Address or Telephone Change	14
Social Networking/Photo Release.....	14
Communication.....	15
Parent Conferences	15
Release of Children.....	15
Parents/Guardians and Lab School Staff Relations	15
Complaint Procedures.....	16
Child Neglect/Abuse Policy.....	16
Gang-free Zones.....	17
Animals.....	17
Child Development References	17
Letter of Agreement.....	18

Child Development Center Lab School

Philosophy

Young children need a secure and nurturing environment during the first years of life if they are to grow into healthy, productive adults. Such an environment is provided by the McLennan Community College Child Development Center Lab School. Each child is treated as a unique individual. The staff and parents work cooperatively to plan developmentally appropriate activities reflecting children's interest areas and encouraging creative exploration and problem solving.

The child is the center of the program. This philosophy means we are concerned about the child's emotional, social, physical and cognitive development. Children are allowed to develop at their own pace. Knowledge of similarities in growth patterns and developmental needs is used to plan individual and group activities.

Lab School Purposes

1. To meet the developmental needs of children.
2. To provide quality group-care for young children in a positive and nurturing learning environment.
3. To provide care that recognizes needs of the child and the family.
4. To provide a setting in which students studying child development as a career may observe and participate with children in a model of quality child care.
5. To provide a center where instructors can coordinate laboratory activities with lecture and participate with children in a model of quality child care.
6. To provide a setting for students in which close professional supervision is provided to help achieve competencies and skills necessary for careers with young children.
7. To provide students with the opportunity to interact with children ages three months through five years.
8. To be a resource and influence in providing quality child care for the community.

Program

The program in the Child Development Center Lab School is designed to meet the needs of the young child. The program provides an environment that allows children to develop at their own rates. The groups include age spans of 6 to 18 months or more. This multi-age grouping plan helps assure that the individual child's growth needs are met. The grouping pattern allows time for establishing relationships with adults. Relationships are necessary for optimum development. It also provides opportunities for peer learning experiences. The child is moved to another group when developmentally ready and the move is a gradual process. Regular assessments are made to evaluate each child's growth.

There is rapid growth and change during the first years of life. The adult styles of communicating, both personal and emotional, are significant to the child. Schedules, routines, materials and equipment are utilized to help each child during these early years.

Curriculum

The program provides experiences that include:

- ▶ Promotion of physical growth, fine and gross motor development.
- ▶ Stimulation of intellectual development through language experiences, creative activities, sensory experiences and concept opportunities.
- ▶ Support of emotional growth through self-concept development, growth experiences in self-discipline and independence.
- ▶ Encouragement of social development through positive guidance, and support of home-family culture.

Environment and experiences are provided for the developmental levels of each child. Self-initiated, small group activities from a prepared learning environment provide the basis of the program. These activities are arranged in learning areas or centers to promote individual explorations or small group role-play and cooperative learning. Therefore, screen time is limited to offering age appropriate and educational computer games in the Older Preschool room only. Larger group activities are offered for children in recognition of similar growth needs. Group activities include: music, stories, mealtimes and adult-directed learning opportunities.

The daily schedule provides a balance of quiet and active periods, indoor and outdoor play as well as child-initiated and adult-directed activities. Positive guidance is provided by all adults to promote the child's sense of positive self-concept.

The center is a laboratory site for MCC students. Students observe and record activities and behavior of children and adults. The Child Development Center Lab School provides a setting in which students have the opportunity to put into practice principles and theories of child growth and development.

All Child Development Faculty collaborate when creating, reviewing, and revising the policies and procedures of the lab school.

Social/Emotional Development

1. Each child is treated as a unique person and given opportunities for creative expression.
2. Children are encouraged to think for themselves.
3. Children are given opportunities to make choices and promote independence.
4. Children are given reasons why things are done to establish an understanding of reasoning and decision making through the cause and effect of our decisions.
5. Teachers listen to and talk with children, reflecting their feelings and encouraging communication.

Guidance

MCC Child Development Center only uses positive forms of guidance. Teaching staff receive annual training on how to effectively use positive guidance within the classroom.

1. Guidance is always given in a positive manner.
2. Guidance and limits are consistent.
3. Suggestions rather than commands are used.
4. Limits, expectations, and consequences are made known.
5. Responses to guidance requests or suggestions are expected with teachers stating choices, giving encouragement, and aiding children in following through on their decisions. Logical

- consequences (consequences directly related to inappropriate behavior, given in a non-punitive manner, i.e., child picks up the toy he has thrown) are implemented when needed.
6. Children are allowed to settle their differences whenever possible with a teacher mediating.

Adult-Child Relationships

1. All children are given the same consideration and attention from adults.
2. Creative work is encouraged and accepted as children express their individuality.
3. There is constant awareness of children's needs.
4. Soft voices are used.
5. Children are allowed and encouraged to care for their own needs as developmentally appropriate.
6. Children are taught conflict resolution skills such as negotiation.
7. Environment, materials, activities and guidance are developmentally appropriate.
8. When choices are offered, the adults accept the child's decision.
9. Learning opportunities are planned including, emergent curriculum and every day routines.

Challenging Behaviors

Challenging behaviors may include, but are not limited to, willful destruction of property, physical aggression beyond what is considered developmentally normal, repeated disregard for authority, or other aggressive or non-aggressive acts towards other children and adults.

When working through challenging behaviors, the MCC Child Development Center will:

1. Assess and identify initial strategies.
2. Conference with family members and request collaboration.
3. Develop an individualized guidance plan.
4. Continually re-assess, as needed, with the classroom and with family members.

Collaboration between the center and family is a required piece in order for the center to provide continued care. Additionally, the program may conduct an assessment for determination of fit within the center if goals of the plan are not met or continuation of strategies cannot be reasonably managed. The program retains the right to dis-enroll or suspend children.

Enrollment

Applications for Care & Wait List Management

Applications for admission to the MCC Child Development Lab School are available at the lab school and at <http://www.mclennan.edu/child-development-center/>. A written application must be submitted for enrollment consideration.

Applications are considered based on the center needs/demographics, in the order received and in priority order for:

Priority 1: siblings of currently enrolled children, children of full-time Lab School employees;

Priority 2: MCC faculty/staff (full-time), MCC students;

Priority 3: MCC alumni (must have completed a Level 1 certificate or higher), immediate* relatives of full-time MCC faculty/staff or immediate* relatives of MCC retirees, part-time or adjunct faculty/staff;

Priority 4: community.

*The center uses the same definition as MCC's Human Resources office. The definition may be found in MCC's policy on sick leave under section 1c. <http://www.mclennan.edu/employees/policy-manual/docs/F-I-D5.pdf>

In order to keep the program accessible to all, Priority 3 and 4 applicants may bump up to Priority 2 after remaining on the wait list for at least a year if continued interest is expressed.

Additionally, all applications remaining on file after a year will be removed and considered expired. However, a parent/guardian may contact the MCC Child Development Center office to express interest in remaining on the wait list prior to the expiration date. This will maintain the original date of request and "renew" the application for another year before being considered expired (based on the date of expressed interest).

If an application for care is waitlisted, the center will notify parents when a slot becomes available for enrollment. If the child is unable to enroll on the offered start date, the parent(s) may elect to pay for the slot starting on the offered enrollment date so the child may start when ready.

Following are the steps for enrollment:

1. Completion of application.
2. Interview between center director and child's parent(s)/ guardian(s) (if deemed by director).
3. Pay non-refundable application fee at Business Office and election of fee payment schedule. Fees may be paid monthly or twice monthly. Materials fee may be paid at time of payment for application fee or may be deferred to first month's tuition.
4. Parent(s)/guardian(s) given *Guidelines for Parents of Infants and Toddler* Guide discussed. Director documents parent(s)/guardian(s)' receipt of guide.
5. Parent(s)/guardian(s) given McLennan Community College Center *Handbook*. *Handbook* is discussed. Parent(s)/guardian(s) reads entire handbook, signs and returns "Letter of Agreement."
6. Completion of registration forms.
7. Completion of physical examination and immunizations.
8. Completion of picture permission form and photos of child and all authorized individuals for the ProCare check-in system.
9. Completion of child assessment: ASQ-3 & ASQ-SE (see Assessment Procedures)
11. New Parent Orientation.
12. Families must enroll themselves for MyAlert (Campus Alert System) at <https://www.mclennan.edu/myalert/>.
13. Transition into the program.

Enrollment is completed when all documentation and Parent Orientation has been completed.

When parents choose to enroll at the lab school, they agree to subscribe to its mission, follow its rules and abide by its decisions. Importantly, parents should remain informed about their child's development and about important events. We enter this relationship with families with an expectation of mutual courtesy and respect.

The college reserves the right to select children for the lab school and to approve their continued enrollment.

Admission will be made without regard to race, color, creed, religion, national origin, sex, disability, or other factors, which cannot be lawfully the basis for admission.

Termination of Service

The college may require removal of a child from the lab school for the following reasons:

- ▶ Non-payment of tuition or lack of adherence to tuition payment policies.
- ▶ Parents do not agree or do not follow and comply with the policies set forth in this handbook.
- ▶ Lack of parental cooperation to support children with challenging behaviors and/or if an assessment for determination of fit concludes that continuation of strategies cannot be reasonably managed.
- ▶ Inappropriate or abusive behaviors and/or verbal abuse or threats by parents, relatives, guardians or other parties toward the staff, students, other parents or children.

Tuition and Fees

A non-refundable registration fee is paid within two weeks of accepting slot. If copy of paid receipt is not provided to center office within two weeks, the family acknowledges the slot is resigned. An annual supply fee is added to first month's tuition of each school year or upon enrollment.

Tuition is calculated on an annual basis by a predetermined rate (based on age group) and is divided into 12 equal monthly or 24 bimonthly payments. No tuition is assessed for days that the Lab School is closed. See payment schedule for these days.

Parents are provided Payment Schedules during the enrollment conference with the lab school director. Tuition payments are made in the MCC Business Office and are due on or before the first or fifteenth of each month. Payments can be made to the business office, continuing education office, online, or via electronic deduction. All billing inquiries should be directed to the business office. Business office 254-299-8627

Your signed Payment Schedule is a binding contract between you and the business office. It is your responsibility to ensure that your payments are current. The business office does not bill you for lab school tuition.

Refunds for absence are not given.

Delinquent Accounts

Payments that are made once each month are delinquent after the 5th of the month, and payments that are made twice each month are delinquent after the 5th and 20th. Services will be terminated for nonpayment of tuition. Any amount owed on or after the 20th of the month is delinquent. Your child will automatically be dis-enrolled within 2 business days after the 20th. It is your responsibility to fill out a new waiting list form if you wish the opportunity to re-enroll your child. Failure to pay tuition on or before the due date results in the account being delinquent. If a delinquent account is not paid in full within the *first two operating days* after the account becomes delinquent and your child has been dis-enrolled the child will be accepted into the lab school *only* with a paid-in-full receipt from the Business Office. Reinstatement must be authorized by the Division Chair of Human Services and Education and the Dean of Education and Learning Services after the third day of delinquency.

Late Fee

The official closing time for the MCC Child Development Center Lab School is 5:15 p.m. We know that some parents may pick up their child at a time later than the 5:15 closing time due to reasons that may or may not be under their control. However, picking up your child late increases the cost of the operations of the lab school.

Therefore, a late fee will be assessed if you fail to pick up your child by the official closing time, and the fee will be calculated at \$1.00 per minute (any part of a minute counts as a full minute) per child. The official time will be kept on the ProCare Check-In screen located next to the security door. The fee will be assessed on your next bill and is payable to the MCC Business Office.

Withdrawals

A written notice to the lab school director is required ten operating days in advance of withdrawal of a child. Payment of fees during this ten day period is required.

Hours/Days of Operation

The lab school is open on all days that MCC is in session. The lab school is open Monday through Friday and **will start receiving children beginning at 7:15 a.m. and will close promptly at 5:15 p.m.** Dates that the lab school will be closed are listed on the payment schedule.

Please call the lab school if the child must be absent or if the child cannot arrive by 9 a.m. in order for daily planning to occur.

The child must be accompanied into the lab school by the parent/guardian to be received by the child's teacher. Parents/guardians are welcome to stay with their child for a short time until they feel s/he is ready for them to leave. Assure the child in a kind, yet firm, voice that you are leaving but will return. You may want to use the observation area to observe your child after you leave. Rest assured that we will call you if there is any problem.

Please do not leave children unattended at any time during drop-off and or pick-up. We ask that you keep siblings and other visiting children with you at all times when entering and departing from the lab school.

Weather closing will be in accord with college policy. Information about closing will be on local radio and television stations beginning at 6:00 a.m.

MCC utilizes the MyAlert emergency notification system to text and/or email families and staff in any event that concerns the Campus.

Attendance

Children must be healthy and well rested to participate fully in the program. A child who is not able to comfortably participate in classroom activities and/or participate in outdoor play must stay home.

The parent/guardian must sign their child/ren in on the parent computer touch screen in the lobby upon arrival and departure. All authorized individuals will receive their own user I.D. and password. If you are unavoidably detained and unable to pick up your child at the designated time, please call the Child Development Center Lab School. The lab school closes promptly at 5:15 p.m. All children must be picked up from each room by 5:15.

Please walk your child to and from their room. All under age children must be accompanied and supervised by an adult. To ensure infant safety all older children must be delivered to their room first before taking an infant to the infant room. When you arrive to pick up your children please be sure to pick your infant up first before the older children.

Regular attendance is important to your child in developing attachments with teachers and peers and for a sense of security that enables him/her to grow and develop in a stable environment.

We encourage you to bring your child five days a week and at the same time each day unless the child is ill, out of town or you are on vacation. Please remember to call the office by 9:00 am if your child will be late or not attending for the day.

Continuity of Care

The lab school promotes continuity of care. Classroom/child transitions occur between August and September of each year. The goal is for one or both of the Infant teachers to transition with the children to the toddler classroom and one or both of the Younger Preschool teachers to transition with the children to Middle Preschool.

Health

Requirements prior to enrollment

1. Physical examination done within the past 12 months, showing evidence that child is physically able to take part in the lab school program. **An annual medical examination is required each year thereafter.**
2. Immunizations (completed up-to-date) or immunization exemption is on file.

Illness

When a child develops a contagious disease, it is important that the parent immediately notify the lab school director of the physician's diagnosis. In a like manner, in the event the child is exposed to a communicable disease at the lab school, parents will be notified via an exposure letter that will be posted in the classroom.

Always notify the lab school as to the nature of any illness and the approximate period of absence.

Simple first aid for minor injuries will be administered by the child's teacher. An accident report form will be completed on all accidents. You will receive a copy of the report and will be asked to sign the report. We will contact you immediately in the unlikely event that your child sustains a more serious injury or is put at risk in any way. Child Care Licensing rules require us to complete a written report on serious injuries and incidents. If it is an emergency and parents cannot be reached, 911 will be called.

Exclusion and re-admittance to the program

Each day the child must be in good health to participate in the lab school program. If the child becomes ill during the day, the parent will be notified to come pick-up the child immediately. When a parent cannot be reached by telephone, or can't be here to pick up sick children within 30 minutes of a call, the next individual on the emergency list will be contacted to pick up the child.

If a child leaves the lab school with an illness listed below, s/he should remain *home for 24 hours* before returning.

Please remember, when your child is ill s/he will be more comfortable at home. A child should be kept at home when any of the following exist:

1. Fever (101 or higher)
2. Sore throat
3. Vomiting and/or diarrhea
4. Ear infections with discomfort and fever
5. Croup/Cough
6. Lice
7. Any unexplained rash
8. Any skin infection – boils, ringworm, impetigo
9. Conjunctivitis (pink eye) or other eye infections
10. Any symptom of unusual childhood diseases.

Medications

Since storing prescription medications at the lab school presents a safety risk to all children and dispensing medication poses a liability, families are asked to schedule a child's medication in a way that eliminates the need for dispensing medication during the hours the child is in attendance. Families are welcome to visit the lab school if the medication schedule cannot be adjusted to accommodate the child's hours in care, and dispense the medication to their child.

Medications will not be stored at the lab school. Over the counter creams, ointments, sunscreens, insect repellent, and chap sticks will be applied with the parent's signed authorization form completely and correctly filled out.

For more comprehensive information regarding the center's health and immunization guidelines, please refer to the McLennan Child Development Center Health & Immunization Policy.

Third Hand Exposures

Young children are particularly susceptible to the dangers of third hand exposures, as are adults with allergies, asthma, or respiratory problems or those who are susceptible to migraines. Thus all individuals utilizing the lab school will be free from smells of cigarette smoke, wood smoke, and scented lotions and/or perfumes.

Allergies and Special Needs

Special diets must be provided by the parent/guardian and must meet the child's dietary guideline. Substitution items may not include sugary items, must replace the meal component being substituted, and either be commercially purchased or brought in a manner that may be prepared within the kitchen.

Due to allergies and sensitivities the lab school does not serve items with nuts. Additionally, no food from the outside, other than special dietary substitutions, may be brought in to the center.

By signing either the action plan, a parent understands that the center is required to notify the classroom teachers of said plan, a copy of the plan will be kept on file in the classroom, and a list of each child's allergies will be posted in an accessible location.

Medical & Food Allergies

Any medical or food allergies affecting the care provided to your child must be documented on an allergy action plan. The allergy action plan is to be filled out and signed by both the parent/guardian and child's physician. Allergy action plans are required to be updated annually.

Please note that the center does not administer medications, such as epi-pens, Benadryl, etc. In order to develop a plan that appropriately meets your child's needs, please see the Facility Director.

Special Needs & Food Substitutions

While a child may not have a true allergy, sometimes physicians recommend a change in diet to manage other concerns. For this, a special needs plan must be completed and signed by your child's physician annually or as needed.

Nutrition & Meal Times

Parents/guardians must provide formula and/or bottles of milk and any baby food for their child until s/he is ready for table foods. Parents are encouraged to bring nutritious baby food, avoiding sugary dessert-type baby food. Parents are also welcome to breast feed in the family room. Resources on breast feeding are available within the classroom and at the front desk.

Written feeding instructions are required for all infants 12 months and under. These instructions must be updated as changes occur. The lab school provides table food when your child is ready. We encourage mothers to nurse their babies and have arranged a quiet space in the family room for that purpose. Any expressed milk, or formula, must be labeled and have been stored accordingly.

All bottle-fed children are held when fed and are *never* put to sleep with a bottle. Holding babies avoids possible choking, ear infections and tooth decay, and provides the adult contact and nurturing that babies need.

Meal Times

Two nutritious snacks are served to children each day, mid-morning at 830am and mid-afternoon around 245pm.

A well-balanced meal is served to the children at lunch each day around 1130am. Your child must arrive at *least* 30 minutes, preferably an hour, before lunch time to be included in our lunch count, and therefore, to eat lunch with his/her class.

Please allow your child to finish his/her breakfast before coming into the lab school each day.

Menus

For your convenience, the menu is posted weekly in the lobby and online at the McLennan Child Development Center website. If a substitution for the day is made, it will be of the same component and posted in the lobby.

For more comprehensive information regarding nutrition and feeding, please refer to the McLennan Child Development Center Feeding Infants and Young Children Policy.

Outside Play

We *do* go outside when it is cold so it is important to bring appropriate outerwear for your child; coat, hat, gloves, etc., as all children are expected to go outside. In the summer months the teachers may limit outside play and make certain that children are getting adequate supplies of

water. *Please be sure that your child is healthy enough to go outside when returning to the Lab School from being ill.*

This lab school does not utilize wading pools.

Two age appropriate playgrounds are provided for children. Designated age groups are required for each group, therefore preschoolers are not permitted on the infant/toddler equipment and infant/toddlers are not permitted on preschool equipment. We ask parents to respect the age groups of each designated play area.

We do not participate in field trips. Children may occasionally take walks across the MCC campus.

Celebrations

Birthdays are an opportunity to recognize an important milestone in children's lives. Each teacher has special ways of honoring the child, however, due to allergies and sensitivity we encourage you to celebrate birthdays during family time. Parents are welcome to bring invitations to birthday parties planned for elsewhere and we will distribute to all children in a room.

Holidays are not celebrated at the lab school, however, we do recognize diversity by introducing the children to family customs and traditions between cultures. Parents are welcome to share developmentally appropriate activities (cooking, story, demonstration) that illustrates a tradition from their family's culture. Please prearrange a time for this activity with your child's teacher.

Clothing

Children should come to school dressed in comfortable, washable play clothes. Remember that play is a child's work and that much of play is dirty. The children will paint, dig in dirt, roll down hills, play in mud, play with bugs, crawl on the floor, cook, mash playdough, and more. We have smocks for the children, but the paint often finds a way to get on clothes.

The right clothing will contribute to your child's safety at the lab school. Select shoes for your child that can be tied or buckled securely to your child's foot and have rubber sole. Sandals, dress shoes, and boots can contribute to playground injuries from slips and falls. Select clothing that allows your child to run and climb safely.

An extra set of clothes should be brought to the lab school and placed in the child's storage area in case a change of clothes is needed. In all seasons, please send items for your child's comfort; mittens, gloves, a hat for the cold and a change of clothes that are in season should always be available. Please mark these items with permanent markings with the child's name.

Please check your child's backpack regularly to ensure that items that pose a risk to young children are not left at the lab school. The only items that should be in a child's backpack should be extra clothing.

Rest Time

For sleeping or rest times, each child is provided a crib or cot. Children will nap or rest quietly for developmentally appropriate periods each day. Children in the infant area will nap as needed and older children will nap or rest after lunch. Soft music is played and a teacher is in the room with the sleeping and resting children. If your child desires, s/he **may bring a small child size blanket, small pillow and/or one small soft-stuffed animal or small doll for rest time**. All rest items must be laundered weekly. (Action figures and interactive toys are inappropriate.) Also, make sure these items are labeled with your child's name.

Please do not allow your child to bring toys, money, masks, or costumes from home as they can become a safety and/or guidance issue.

Infants and Toddlers

- ▶ Commercial diapers are accepted and enough supply should be brought each day to meet your child's needs or parents may bring a weekly supply.
- ▶ For families who choose to use cloth diapers, the diaper has an absorbent inner lining completely contained within an outer covering made of waterproof material that prevents the escape of feces and urine. Both the diaper and the outer covering are changed as a unit. Cloth diapers (and clothing) that are soiled by urine or feces are immediately placed in a plastic bag (without rinsing or avoidable handling) and sent home that day for laundering. NAEYC, 5.A.08
- ▶ All baby food must be commercially packaged, labeled, dated, and unopened.
- ▶ Feeding instructions must be completed by the parent/guardian each day. These forms are available from your child's teacher.
- ▶ Bring extra clothing and *please* label.
- ▶ Table food will be served to children in the toddler room. Children drink from cups at mealtime. (No bottles are given to children during rest time.)
- ▶ For those two- to three-year-olds whose parents are ready to start toilet learning, we want to be supportive. It is *very* important that training be consistent at home and at the lab school. Therefore, we will postpone training at the lab school until you begin at home. Please be sure to inform us as you begin.

SIDS Policy

The Child Development Center follows the American Academy of Pediatrics' recommendations to prevent Sudden Infant Death Syndrome. Parents are required to adhere to these standards when in the classroom.

For more comprehensive information regarding Sudden Infant Death Syndrome, please refer to the McLennan Child Development Center Sudden Infant Death Syndrome Policy.

Emergency Procedures

The MCC Child Development Center designates three meeting locations for evacuations. If evacuating the building, the center will meet in the MCC Child Development Center parking lot before being transported to the second location of the Emergency Service Education Center at 7601 Steinbeck Bend Rd. This location contains emergency supplies as well as restrooms and drinking water.

If children need to be transported, MCC will provide a driver and busses via the Athletics department. For children under the age of 24 months, if parents wish, car seats may be left in the car seat room on a daily basis to be used in case of emergency. Otherwise, children under the age of 24 months will be seated on an adult's lap. Designated staff are in place to assist children with special needs requiring additional assistance in evacuating/transportation.

The third location, classroom CSC-D108, is used for tornado emergencies. In case of emergency, parents may reach a center representative on the center cell phone at 254-717-8932.

Emergency procedures are posted on the bulletin board in the lobby and on the lab school's web site <http://www.mclennan.edu/child-development-center/>. You may request a copy of the full policy from the lab school office.

Open Door Policy

Visiting and observation is always welcome at any time with the exception of rest time. The hours between 12:30 and 2:30 are the times when the teaching staff are assisting children for quiet time and they use this time to meet to plan and discuss confidential information such as child progress. Please refrain from visiting during this time.

Address or Telephone Change

*Please notify the lab school and business office immediately of any change in the address or telephone number where you may be reached. **This is extremely important. We must know where you can be reached at all times.*** If someone is not in the office to take your information, you may use a parent communication form, located on the counter in the lobby, to either write down the changes or request someone to contact you the next day and slide it under the door.

We also require you to up-date your registration information annually.

Social Networking/Photo Release

In an effort to respect the privacy rights of lab school participants, we request that you do not share information that is confidential about the lab school on Social Media. This includes information about activities, or children and families, students, or employees. Photos, videos and/or audio recordings are prohibited.

Specifically, parents may wish to take photos, videos or audio recordings of their children during family events. If other children's faces may be viewed or heard, and the media is shared on

social networking without those parents' permission, you may be subject to legal action taken by those families.

All children are required to have a photo release statement signed and on file.

Communication

Parent notifications can be found via memos, ProCare messaging system, notes, Parent Communication forms, email, and the lab school web site.

Parent Communication forms are provided for families to communicate daily with the lab school staff. These forms are located in the front lobby as well as in the classrooms.

Infant, younger toddler and older toddler classrooms receive daily reports from their classroom teachers. All preschool classrooms receive a weekly report.

The center does have a policy in regards to parent notification of accidents and incidents. For more specific information of when the center notifies, please refer to it.

Parent Conferences

Conferences are scheduled twice a year to discuss the progress of each child. As part of our NAEYC (National Association for the Education of Young Children) accreditation, parents are required to attend these conferences. Additional conferences may be on request of the parent/guardian, lab school director or teacher. No children will be in attendance during a conference of parents/guardians and lab school staff. *Please refrain from discussing your child's behavior in his/her presence. Schedule a conference time where you can openly discuss your concerns.*

Release of Children

- ▶ No children can be released from the premises to any person other than those listed on the current information card. Any parent/guardian wishing to release their child to a person other than those on the designated form must notify the lab school.
- ▶ The person designated by the child's parent/guardian must show his/her driver's license to the teacher before the child will be released.
- ▶ Verification of information will be required when calling the lab school to inform the staff that unlisted individuals will pick children up in the event that a parent or authorized individual is unable to.

Parents/Guardians and Lab School Staff Relations

This is a cell phone free lab school. We ask all visitors to take their calls outside.

MCC Child Development Staff believe that your child will derive benefit from attendance at the Child Development Center Lab School in direct proportion to the quality of understanding that exists between the home and the lab school. A close and harmonious relationship between

parents and staff is one of the lab school objectives, for it is the means by which the lab school program becomes a rich, meaningful experience in your child's life.

The Child Development Center Lab School Staff believe that in the following ways this relationship will be established:

- ▶ The entire staff wishes to contribute toward the care of your child. You are cordially invited to visit frequently and confer with the lab school staff. Please make arrangements through the director for all conferences, evaluation or any special assistance you need from the staff.
- ▶ Visit and observe your child with his/her teacher – it is best to let the director or teacher know when you plan a lengthy observation since we often have students and other visitors. Parents and grandparents are always welcome to come and observe in the observation areas.
- ▶ Parent/Guardian Advisory Committee plans parent/guardian meetings in close cooperation with the lab school director. The committee is composed of two representatives from each classroom. Parents/guardians are expected to attend at least two parent meetings each year.
- ▶ Staff schedule semi-annual conferences with parents/guardians to discuss the development of his/her child. Please remember, when the teachers are in the classroom, they will not be able to talk with you about your child, but you may schedule a conference.
- ▶ Parent suggestions are welcomed at all times concerning the program so the MCC Child Development Center Lab School can better serve your child.

Complaint Procedures

Parents are encouraged to discuss any problems with the teachers. Communication is vital. If however, you feel that you are not getting the satisfaction that you need in any matter, please feel free to contact the lab school director and set up an appointment for a meeting with the teacher and the lab school director or a private meeting with the lab school director only. Many issues that may be a great concern to you as a parent can probably be handled with a united effort to do what is best for the child.

Parents have the right to contact TDFPS at 254/501-4225, 405 E. Elm, Killeen, Texas 76542 if they have complaints about violations of Minimum Standards for licensed child care facilities or allegations of child abuse. Parents may also view a copy of the Minimum Standards and recent licensing reports on the bulletin board located in the lab school lobby or at www.txchildcaresearch.org.

Child Neglect/Abuse Policy

Texas State Law requires the staff of this child-care facility to report any suspected abuse or neglect of a child to the Texas Department of Family and Protective Services (Child Abuse Hotline 800-252-5400) or a law enforcement agency.

As outlined in the NAEYC Code of Ethical Conduct, staff is oriented and trained regarding symptoms of child abuse and reporting policies and procedures. When staff has reasonable cause to suspect child abuse or neglect they are required to report to Child Protective Services. Reports by the center are made anonymously. All information pertaining to the report and the subsequent investigation is considered confidential by TDFPS. At the request of CPS, parents or guardians are not informed when a report is made, in order not to impede the investigation. If

appropriate, parent or guardians may be notified after the investigation at the discretion of the director.

For more information see the center's comprehensive Child Abuse Policy.

Gang-free Zones

Childcare centers in the state of Texas are designated as gang free zones, which means gang-related criminal activity or engaging in organized criminal activity within 1000 feet of a center is subject to increased penalty under state law.

Animals

Animals are prohibited on the premises with the exception of service animals.

Child Development References

Developmentally Appropriate Practices in Early Childhood Programs Serving Children From Birth through Age 8. Expanded edition. National Association for the Education of Young Children, Third Edition 2009.

Healthy Childcare America Safe Sleep Campaign www.healthychildcare.org

Evaluating Children's Progress: ASQ-3 & ASQ-SE www.agesandstages.com

Accreditation Criteria For National Association for the Education of Young Children, 2014.

CDA Competency Standards

- a. The Child Development Associate National Credentialing Program. Infant-Toddler Edition, March 2013.
- b. The Child Development Associate National Credentialing Program. Preschool Edition, March 2013.

Parent's Guide to Day Care. Texas Department of Human Services, 1985.
www.dfps.state.tx.us/child_care

American Academy of Pediatrics www.healthychildren.org

MCC provides equal opportunities to all individuals and does not discriminate against any individual regardless of race, color, religion, national or ethnic origin, gender, disability, age, veteran status, genetic information, sexual orientation, gender identity, pregnancy, or other legally protected category in its educational programs, activities, or employment. <http://www.mclennan.edu/employees/policy-manual/docs/E-XXXIV.pdf>

**McLennan Community College
Letter of Agreement**

I have read, understand, and agree with the philosophy and purposes of the McLennan Community College Child Development Program as outlined in the *Handbook* and subsequent policies.

I agree to comply with the rules and regulations of the MCC Child Development Center Lab School and support the lab school's program.

I further agree to notify the lab school in writing at least ten operating days in advance of withdrawal of my child (children).

Child's Name (Please Print)

Parent / Guardian Name (Please Print)

Parent / Guardian Signature

Date