Family Handbook



2017

Table of Contents

Admission Policies 2

Age Requirements 2

All About Us 1

Arrival and Departure 11

Asthma, Allergies and Food Restrictions 16

Authorized Pick Up 12

Birthdays 6

Biting 8

Bottles 7

Child Abuse & Neglect Reporting 17

Clothing & Outdoor Play 5

Contact Information 2

Daily Program 9

Daily Schedule – 2-5 Year Olds 14

Daily Schedule – Toddlers 13

Discipline 8

Enrollment 2

Fees 4

Food Program 7

Health Considerations 15

Helping Your Child Adjust 11

Immunizations 16

ISU Practicum Students 9

Medication 16

Mission 1

Parent Involvement 3

Parking 3

Safety Policy & Procedures 17

Screenings 6

Supplies Required 10

To check your child into the Center 12

To check your child out of the Center 12

Toys & Articles to Share 5

**All About Us**

The Early Childhood Education Center offers professional care and developmentally appropriate education for children from infancy through age five and support to families and community members in order to make a positive difference in the lives of children.

We are licensed by the State of Indiana and accreditated by the NAEYC Academy for Early Childhood Program Accreditation. The ECEC offers a full or part-time program designed for families with full day work or school obligations.

**Mission**

The mission of the ISU Early Childhood Education Center is to provide opportunities for teacher training, research and service to persons within the university setting and in the community at large. The ISU Early Childhood Education Center demonstrates quality early childhood education programs for young children and their parents with a commitment to cultural diversity.

**Philosophy and Curriculum**

The ECEC implements a developmentally appropriate curriculum based on the view that children learn best when they are actively exploring a carefully constructed environment in the company of loving, professionally prepared teachers.  Our curriculum follows the Indiana Department of Education’s Foundations for Young Children, which supports the use of hands on learning.

**Translations**

Please let us know if you need written or verbal translations, or if you would be willing to help us with translations.

1

PRESCHOOL CENTER OFFICE 812-237-2547

INFANT TODDLER CENTER OFFICE 812-237-3510

Infant Room 105 812-237-3498

Infant Room 106 812-237-3507

Toddler Room 107 812-237-3578

Toddler Room 108 812-237-3441

2/3’s Room 812-237-3049

North Preschool 812-237-2547

South Preschool 812-237-2547

FAX 812-237-8705

http://www.indstate.edu/ecec

**HOURS** 7:15-5:15 Monday-Friday

Annual program calendars are provided to families and may also be found on our website. In case of bad weather, the ECEC will be closed if ISU is closed. If in doubt call the University Information Line at 237-7777 or consult the media.

**Admission Policies**

The ECEC has been designed for children whose parents are absent from the home while attending classes or working. Priority in admission will be given to ISU families, and families who have other children enrolled in our program. We do not discriminate on the basis of race, sex, religion, national origin or disability. An attempt is made to achieve a balance of ages as well as the number of boys and girls in each group.

**Age Requirements**

For admission, children must be at least 6 weeks of age. Children may attend our program until they are old enough for kindergarten enrollment.

**Enrollment**

Upon enrollment, each child’s family will receive several forms which will need to be completed and on file at the center before the child begins attending our program. A physical examination form with record of up to date immunizations, signed by your physician is required within 30 days of enrollment. Additionally, please bring a copy of your child’s birth certificate to our office. A deposit of one week’s fee will be required upon acceptance.

2

**Parking**

Individuals picking children up from the Center may use the lots surrounding Units I and II. There are several 10-minute parking spots reserved for ECEC Families. ISU Public Safety Officers will ticket any cars not displaying an ISU hangtag. Non-university families will be provided a free visitor hangtag upon request. Please do not park in a way that will block University Apartment residents’ cars, or leave children unattended in vehicles. No idling, please.

**Parent Involvement**

Parent Conferences - Conferences are held throughout the year and help the parent and teacher communicate and share in the child’s progress and development. There need not be a concern for you to request a conference.

Home VisitsHome Visits - Home visits are offered each year to help build relationships between home and school.

Classroom Visits - Parents are welcome and encouraged to visit their child’s classroom at any time.

Parent MeetingsParent Meetings - Meetings are held throughout the year and are designed to share information about goals and objectives of the center as well as provide social interaction between parents and school staff. Parents are encouraged to help in developing topics of interest.

Parent Advisory CommitteeParent Advisory Committee - This committee consists of 5-8 parent representatives who volunteer to assist the director in planning parent meetings and social events, fundraisers, and assisting in other advisory capacities.

Parent Resources - Books, pamphlets, articles, and videos are available for checkout.

Grievances – In the case of problematic situations or grievances, parents are encouraged to speak first with the classroom teacher, then the Director. Unresolved issues may be discussed with the Chairperson of the Department of Elementary, Early and Special Childhood Education.

3

### Fees

* A deposit equivalent to one week’s tuition is required before your child will be admitted to the program. As it is assumed that children will be enrolled for the entire semester, the deposit is non-refundable, and will be applied to the last week of our semester. If your child is withdrawn from the program during or before the last week of our semester, your deposit will be forfeited.
* A non-refundable materials fee will be charged each semester.
* Weekly fees are due each Monday morning of the current week. Checks should be made payable to: **ISU ECEC**. If paying by cash, please make your payment directly to our office where a receipt will be provided at the time of payment.
* Payroll deduction is offered for all ISU faculty and staff on ISU payroll.
* Voucher payments are accepted from outside agencies offering assistance.
* Children enrolled in our program during the fall, spring, and summer semesters will be charged their full fee each week the center is open, whether or not the child attends. This policy applies to children enrolled either part time or full time.
* Each family will receive a detailed explanation of our fee policy at the time of enrollment.
* Withdrawal: Parents are expected to give two weeks written notice prior to the child’s withdrawal from the program.

4

**Clothing & Outdoor Play Clothing and Outdoor Play**

Children should wear clothing and shoes that allow for easy movement. We spend time painting, cooking, and working in sand and water, so washable clothing is advised. Shoes should be sturdy and soft soled and socks should be worn at all times.

 No sandals, slick soled, plastic shoes or crocs should be worn.

Outdoor play is essential in building physical fitness and developing group play. Children play outdoors every day unless it is raining or very cold, (less than 25°), and should be dressed appropriately for the weather. Please have all outerwear marked for identification and be sure boots are easy for your child to get on and off.

For safety reasons, infants and toddlers should only wear earrings that are not removable by the child and necklaces are also not allowed. In our infant classroom; walking children need to remove shoes when entering the classroom, and need to have a change of shoes or suitable slippers to change into when indoors.

Children will not play outdoors any day we receive advisement of unsafe air quality.

**Toys & Articles to Share Toys and Articles to Share**

Frequently, children want to bring toys to school. For several reasons, we discourage this practice. Activities are planned for children and toys from home tend to get in the way of children participating in school experiences. Sometimes, items are lost or broken and this is disappointing to the child. We do plan special days for sharing special toys such as “book day” or “teddy bear day.” Similarly, we ask that children not bring dvd’s to school.

5

**Screenings**

In order to identify children with developmental delays, special needs, and to plan curriculum for all children’s individual needs, teachers screen all children within 30 days of enrollment, using the Ages and Stages Curriculum for Infants, Toddlers, and Two’s, and the DIAL for 3, 4 and 5 year olds.

Teachers suspecting developmental delays inform the director and decisions are made as a team to plan for parent conferences, intervention, and support from outside agencies.

Our program consults with Covered Bridge Special Education District, First Steps for Infants and Toddlers, as well as CASY when needed, and after families have signed release forms for sharing of information with these organizations.

3 - 5 year olds also receive annual speech, hearing, and language screening from the ISU Speech and Language Department.

Lead screening will be offered each year by the Vigo County Board of Health.

Vision screening is provided each year by the Lions organization.

**Birthdays**

Birthdays

Each child’s birthday, which takes place during the school year, will be quietly celebrated at school. Our cook will prepare a nutritious birthday snack. Snacks are generally served during PM snack around 3:00 pm. Parents are welcome to join their child for lunch and/or snack time. (Be sure to make arrangements with your child’s teacher).

If you wish to plan a party for your child outside of school, we want to be sure to avoid hurt feelings that occur when not all children are invited to a party. Since many families choose to keep their parties small, and are not able to invite all the children in the classroom, please send invitations through U.S. mail. Please put invitations in the center’s parent pockets only if you plan to invite all the children in the classroom.

*Please remember not to bring any party favors such as, candy, birthday hats, streamers, etc.*

*We have found it is much too exciting for school*

6

**Food Program**

* The center’s food program is developed according to the requirements set by the Indiana State Division of Family and Children’s Services and the USDA Child and Adult Food Program. These dietary needs are based on each child’s age and the length of the child’s daily attendance. Food is prepared at the center, and may not be brought from home.
* Food may not be brought from home unless approved by the director, and for medical requirements that our kitchen cannot accommodate.
* Each month’s menu will be posted at the center and on our website, and a lunch menu will be sent home. If your child has any food allergies or other restrictions, state law requires a note from the child’s doctor specifying the allergy and required substitution to meet meal pattern guidelines. Information about allergies are posted in both the kitchen and classrooms.
* Breakfast is served at 9:00 a.m. (8:30 for toddlers), lunch at 11:30 a.m., and a p.m. snack after rest time. An early morning snack will be served at 7:15 a.m. for any child whose parents indicate that he/she has not had breakfast at home.
* Infant feeding schedules and dietary needs are determined on an individual basis. During bottle feedings, infants are held in a quiet, relaxed environment. Baby bottles are not propped nor is any child put to bed with a bottle. Infant menus are posted in the classroom and kitchen. If your child will be receiving breast milk, please speak to the staff to discuss procedures to transport the milk safely.

**Bottles**

 TodTio

Toddlers, 2’s and pre-school children use cups, rather than bottles.

7

7

**Discipline**

**Discipline**

Discipline policies in our program have been established to encourage and strengthen positive behavior through opportunities for the children to interact with people and materials. One of the primary goals of the program is to maximize the learning of appropriate social skills including safety and respect for one’s self and others.

Guidance is non-punitive. Positive techniques include redirection, anticipation and elimination of potential problems and encouragement, rather than competition, comparison, or criticism. Limits are set for children, and the environment is arranged so that a minimum number of “no’s” are necessary. Clear consistent rules are explained to the children.

When children exhibit challenging behaviors, (including physical or verbal aggression to staff or children and disruptive behaviors) the following steps will be followed:

1. The problematic behavior will be studied and documented.
2. The classroom teacher will consult with the director to discuss ways to work with the child and improve the problematic behaviors.
3. Our staff will request a meeting with parents to discuss and consider solutions and establish a timeline. Parents may be asked to agree to a consultation with an outside specialist.

If minor changes to the routine, environment, or behavior plan do not seem to be effective, or if the parents are unwilling to work with an outside specialist, the child may be withdrawn from the program. At any time in this process if the child’s aggression seems dangerous to themselves, other students, or staff, the child will be withdrawn from the program.

**Biting**

**Biting**

Biting is a behavior that is prevalent with 1 and 2 year old children. Because children of this age have very limited language ability, biting can become a way of expressing their feelings. We have methods of helping stop this kind of behavior and we will conference with parents should this type of behavior occur.

8

**ISU Practicum Students**

As part of the ISU Department of Elementary, Early and Special Education, and the Bayh College of Education, the center is a frequent site for university class practicums. Students visit our classrooms on a regular basis as part of their student teaching assignment or classes dealing with curriculum, child development, parent-teacher relations, special needs programming, etc. Nursing, Psychology and Physical Education students also participate in our classrooms at times. Students are well supervised by our staff, and are expected to conduct themselves as professionals. We feel that the children enrolled in our program benefit greatly from the college students’ presence in our classrooms.

**Daily Program**

Our staff plan daily activities designed to foster development in the areas of social, emotional, physical, and intellectual growth. There will be a choice of various learning centers, such as art, science, dramatic play, language arts, and others. A small portion of the day is set aside for group activities such as music and story telling, but for the most part the children are given the opportunity to interact with their friends and teachers individually and in small groups. We offer a variety of “hands-on” experiences in which the children learn by doing. We are committed to providing an anti-biased, multi-cultural curriculum. The children’s developmental needs and interests form the basis for classroom learning centers and projects.

In the event a head teacher is absent, families will be informed by a posting in the classroom. Teacher’s aides or our permanent substitute will be assigned as needed. Parents are encouraged to find alternative care from a family member or friend (back-up care) in the event the center is closed.

9

**Supplies Required**

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On the first day of school, your child will need the following:

* One box of soft facial tissues **(also supplied at the beginning of each semester)**
* One box of baby wipes (for quick clean ups) **(also supplied at the beginning of each semester)**
* One plastic bag with an extra set of clothes (shirt, pants, sock, and underwear) all marked with your child’s name. Infants and Toddlers will need 2 sets. Please be sure your child has an appropriate change of clothes at all times that is in accordance with the season.
* One small blanket to use at rest time and a small crib-size or travel sized pillow, if desired. Infants need a sleep sack – no comforters are allowed for safety reasons. Blankets and pillows are sent home each Friday to be laundered, and returned on each Monday.
* One package of diapers for infants and toddlers, and children not potty trained. Teachers will communicate with parents when their supply is getting low. Parents are responsible for checking on their child’s supply. If a child runs out of diapers, parents are charged $0.50 per diaper supplied by the Center .
* During cold weather, please be sure to send a warm coat, hat, and gloves with your child each day.

10

**Helping Your Child Adjust**

We encourage you to visit our program with your child prior to his/her enrollment. Parents of non-English speaking children are encouraged to spend at least a portion of the child’s first day at the center to help explain our daily routines, and answer their child’s questions. This will help the child get off to a secure start at the center. If the parent is unable to do so, relative or neighbor capable of speaking the child’s language may act on the parent’s behalf.

Some children have difficulty separating from their parents in the morning. We have found that parting comments such as, “I’ll pick you up right after nap time” or “You can tell me about your day tonight,” are more desirable than “Mommy doesn’t want to leave you, but I just have to go to work!” Please feel free at any time to call the center if you have a concern about your child.

It has been our experience that parents who have mixed or negative feelings about enrolling their child in a program such as ours, sometimes communicates (often nonverbally) these feelings to the child, resulting in problems of separation anxiety and adjustment. Please speak to your child’s teacher about these feelings, and try to convey a positive, “matter of fact” attitude about the daily separation.

**Arrival and Departures**

Each 2-5 year old child should arrive at the center before 9:00 a.m., unless previous arrangements have been made. Parents of infants and toddlers should discuss their child’s arrival times with the head teachers upon enrollment. This policy has been developed so that your child will receive the maximum benefits from the program. Quiet times for rest will be between 12:30-2:30. Please do not come for your child during this time, except in an emergency or if prior arrangements have been made.

While dropping off, or picking your child up from the center, please remember to never leave your car idling, or leave children unattended.

A late fee will be charged any time a child is picked up late. You will be charged $5.00 for each quarter of an hour you are late. For example 5 minutes to 15 minutes late is $5.00, 20 minutes late would be $10.00, and so on. This fee must be paid before the child returns to school. If there is an emergency and you must be late, please call the center so that arrangements can be made to care for your child.

11

**To check your child into the center:**

Each day, the parent should...

* Escort the child into the center
* Assist the child in hanging up his/her coat, and putting belongings away
* Notify a member of the teaching staff of the child’s presence
* Ensure the child’s comfort
* Fill out the sign in sheet

Please remember that we cannot be responsible for any child who is not properly checked into the center.

**To check your child out of the center:**

* Upon arrival to pick up your child, please assist them with putting on their coat, and collecting belongings
* Notify teaching staff that you are taking your child
* Record the time the child leaves the center on the sign out sheet

Mailboxes are located in each classroom. Please check your mailbox daily for receipts, notices, and daily reports that contain information on your child’s day.

**Authorized Pick Up**

* No child will be released to a person not authorized by a parent to pick up the child. We must have written or verbal authorization, and will expect you to contact us if any changes are to be made on your list of authorized persons.
* For your child’s protection, we will ask unfamiliar adults to show us a photo identification.

12

**Daily Schedule - Toddlers**  (This schedule is very flexible!)

|  |  |
| --- | --- |
| **7:15-9:00** | We sign in, say goodbye to families, and hello to friends and teachers |
| **9:00** | Hand washing and breakfast |
| **9:20** | Activity/center time. Fine motor, pretend play, cognitive, language and art experiences are provided |
| **10:30** | Outdoor play and activities |
| **11:15** | Music time |
| **11:30** | Hand washing and lunch |
| **12:00** | Clean up and prepare for nap. Wash, change, potty. |
| **12:30-2:30** | Nap time |
| **2:30** | Change diapers and potty; quiet activities |
| **3:00** | Snack time |
| **3:30** | Outside or inside play and learning centers |
| **4:30** | Quiet activities; parents and staff share information. |
| **5:15** | CCC closes – time to go home |
| \*Diapers are changed as needed throughout the day.This is a typical day’s schedule and often varies slightly from day to day. |

13

**Daily Schedule - 2-5 Year Olds**

|  |  |
| --- | --- |
| **7:15** | Center opens; teacher and aides greet families and children. Fee choice learning centers are available. |
| **9:00** | After washing their hands, the children eat breakfast. |
| **9:20** | Group times (movement, music, stories, discussion of the day’s activities) |
| **9:30-10:45**  | Learning Centers. Children choose from a variety of activities and projects planned by the staff and children. These learning centers typically include art, writing, math manipulatives, dramatic play, science, music, blocks and language. |
| **10:45-11:15**  | Outdoor play and activities. |
| **11:15**  | Short group time or games and preparation for lunch. |
| **11:30**  | Lunch is served family style. |
| **12:30-2:30** | Rest time for 2-5 year olds. Staff help make children comfortable, pat backs and help children rest. Non-sleepers are offered quiet activities after 30 minutes. |
| **3:00** | Snack Time. Children use restroom and wash hands before eating. |
| **3-5:15** | Free play, outdoor play, individual activities, teachers and assistants converse with parents as children are picked up. |
| This is a typical day’s schedule and often varies slightly from day to day.14 |

**Health Considerations**

Indiana licensing standards prohibit children from attending the program during contagious illness. It is also our belief that children need the quiet, individualized attention of a special adult when they are ill or just not feeling well. Thus, children will be observed daily upon arrival for illness symptoms and will not be admitted if they might infect others. In general, use the following guidelines.

|  |  |
| --- | --- |
| Symptom | Keep Child Home |
| **FEVER** | Fever registers above 100˚  |
| **RASH /DRAINING SORES** | Unexplained rash especially with a fever or itching. |
| **CHICKEN POX** | Child may return when all sores are crusted over and child is fever free.. |
| **EYE INFECTION** | Red, mucus or puss draining from eye. |
| **UPSET STOMACH, DIARRHEA, AND/OR VOMITING** | Child should be symptom free for 24 hours before returning to school. |
| **HEAD LICE** | Director or Head Teacher examines head and determines your child is free of nits. |

* If a child becomes ill while at the center, the parent or other authorized adult will be contacted immediately and the child will be kept as comfortable as possible under supervised isolation until the parent arrives. Please notify the center if your child will be kept home because of illness.
* If, at times, this causes some inconvenience we ask your tolerance in our effort to protect ALL the children and maintain a safe environment for them.
* A signed physician’s release is required before a child can return to the center after experiencing any of the following: Impetigo, scabies, pink eye, ringworm, and trench mouth.
* At times, communicable diseases are present in the classroom. In such an event, you will be notified of this in order that you may be on the lookout for symptoms in your child.

15

**Medication**

The Indiana Board of Health has instructed us as follows: there are only 2 types of medications, which may be legally given by the child care staff:

* Those specifically ordered by a physician for the individual child in a prescription container, and
* Those medications for which you have a written order from a physician for the individual child.

**Please do not ask us to administer non-prescription medications or cream without a written order from your physician.**

The most common types of medications we are asked to administer are decongestants and cough medicines. Please ask your physician to prescribe a prescription form of these and other medications to be used at school, or give you a written order stating what your child is being treated for, how often, and how much of the non-prescription medicine your child is to be given.

**Immunizations**

All children at the center must have up to date immunizations. Please check with your physician prior to the start of school to make sure your child’s immunizations are up to date. Please notify us when your child receives additional immunizations.

**Asthma, Allergies and Food Restrictions**

Please notify us if your child has asthma or any food allergies. Your physician’s written instructions concerning medications and specific allergies (eliminations and substitutions) must be on file at the center. Please notify us in writing if your child has any food restrictions due to religious beliefs. The office will provide an ASTHMA and/or ALLERGY FORM and we will make a copy for your child's classroom.

16

**Safety Policy & Procedures**

Emergency procedures for fires and tornadoes are posted in each classroom. Practice drills are conducted on a regular basis. Our office is equipped with an emergency weather radio that will alert us to any emergency weather situation.

 Our staff members are all trained in first aide procedures, and there is always at least one staff member trained in infant and child CPR on duty at all times.

In case of fire, the ECEC is connected to the central ISU alarm system. Children will be evacuated, and assemble on the playground outside the building. In the event of a tornado warning, Infant & Toddler groups will gather in their hallways, and the Main Center children will gather in the basement tornado room until they receive an “all clear” call from ISU Public Safety.

Environmental Safety- Our pest control company uses an integrated pest management (IPM) program. This means that the center is monitored but not sprayed on a regular basis. If needed, spraying is done at a time when children are not present in the center or on the playground.

**Child Abuse and Neglect Reporting Responsibilities**

In the event there is a suspicion of child abuse or neglect among any enrolled children, staff members are required to report this to the Director. The Director or staff member will in turn report the findings to Child Protective Services.

If an intoxicated or impaired person insists on removing children from the center, the center shall immediately report the incident to the local police agency.

Please let us know if you need us to provide forms

and written materials in a language other than English.

17

Notes: