

Welcome to the Indian River State College Child Development Center

The Indian River State College Child Development Center is designed for two purposes. First, to provide educational opportunities for IRSC child development students in all disciplines relating to the development of children and the occupation of child care. Second, to provide care for the children of students, faculty and staff of IRSC and the surrounding community. While meeting this specific purpose, total development of the whole child will be of the utmost importance in the operation of the Center's educational program. The IRSC Child Development Center is operated to meet the requirements of the Child Care Guidance, Services and Management program as specified by the Vocational Division, Florida State Department of Education. The school meets all state and local regulations concerning the operation of a child care facility and serves as a model for child care centers. IRSC Early Childhood Education program students utilize the Center for observation, specific classroom learning activities and seminar experiences. The Center is available for use by IRSC students in other disciplines for observation and other activities which instructors have planned and coordinated with Center personnel approval.

CENTER PROGRAMS

Infants and Toddlers Ages 3 months to 3 years

The Infant and Toddler Program serves our youngest students. The curriculum, the toys, the daily schedule, the food as well as all aspects of your child's environment is planned to provide the best opportunities for your child's maximum growth and development.

Preschool 3 and 4 year olds

The Preschool program provides care and education for children who are 3 or 4 by September 1 of the school year, **and** are toilet trained and able to work well in a preschool group setting of 15-20 children. The children are introduced to a balanced program of interaction with friends in both teacher-directed and child directed experiences. The daily schedule includes free choice of time spent in the learning centers, group times for creative movement, music, storytelling and dramatization. Field trips and on-site presentations are also part of the experiences provided for the children. Our program is child-centered and based upon the belief that play is the best way for children to learn. Each classroom is organized with areas for creative art, dramatic play, blocks, literacy, cognitive and small motor development. The environment is planned to stimulate imagination and creativity, socialization, exploration and discovery.

TUITION

IRSC Child Development Center offers options for the hours of daily care you are seeking for your child. The "school day" is from 8:30am-3:30pm and is covered by regular tuition. We offer "before care" from 7:30am-8:30am and is an additional \$10 per week. We also offer "after care" from 3:30pm-5:30pm for an additional charge of \$20 per week. Tuition covers ordinary operating expenses in the Center, including food and education materials provided for the child and staff salaries. Tuition is expected for ALL days of operation. You are not charged for the days that the College is officially closed.

Tuition may be paid weekly or monthly. **Monthly tuition is due on the first day of the month. Weekly tuition is due on the first day of the school week. If payment has not been received by close of business the first day, the account will be forwarded to the business office on the following business day. No child will be accepted if tuition is not up to date.** Payment of tuition can be taken at the Child Development Center on Mondays or the first day of the month. Otherwise, payment should be made to the business office in W building.

HOURS OF OPERATION

The Center will be open from 7:30 a.m. until 5:30 p.m., Monday through Friday during Fall and Spring semesters, following the IRSC faculty calendar for holidays. Children may arrive as early as 7:30am and we ask that children are in the center ready to start the day by 8:30am. Classroom instruction occurs between 8:30 a.m. and 3:30 p.m. There is no provision for pick-up after 5:30 p.m. All holidays observed by IRSC will be observed by the Center.

LATE PICK UP POLICY

The center day ends at 5:30 and there should be no children on the premises after that time. Parents are expected to arrive for their child's pick up a few minutes **before** closing time to allow for retrieving the child's property and signing them out. A charge will be assessed at the rate of **\$10.00 for any portion of the first five minutes beginning the minute the center closes at 5:30 pm and \$1.00 per minute per child thereafter.** Charges are assessed when incurred, due upon receipt, and payable to IRSC. If the child has not been picked up one hour after closing and parents or emergency contacts cannot be located, the IRSC campus security will be contacted for their assistance. This action will be taken only as a last resort. **Parents are responsible for all late fees for the entire period that staff must stay with the child.** The director will be apprised of families who are consistently late. The director will then contact the family for a conference to work out a solution.

ATTENDANCE

Children shall be in attendance, except for illness, beginning at 8:30 a.m. during class sessions according to the College Calendar. Children shall adhere to the prearranged schedule for arriving and leaving between the hours of 7:30 a.m. and 5:30 p.m. Service

cannot be provided before 7:30 a.m. or after 5:30 p.m. The Center depends on each child's tuition to pay its current expenses, whether or not the child is in attendance.

No refunds, prorates or credit is given to accommodate individual family vacations, changes in family schedules, or absences due to illness or injury.

VPK

Children participating in the Florida Voluntary Pre-Kindergarten program are required to attend on a daily basis from 8:30 a.m. until 11:30 a.m. At the end of each month, VPK parents must complete a Parent Attendance Verification form. If a student is absent from the VPK program for five consecutive instructional days, the student is considered withdrawn from the program unless written documentation is provided by the parent or guardian describing the circumstances

CELL PHONES

The reception area and the classrooms are cell phone free zones. Please complete any calls prior to exiting your vehicle.

ARRIVAL

The Center opens each weekday for early care at 7:30 a.m. **All children must be escorted to and from the classroom by an adult, who is at least 18 years of age.** Under no circumstances shall a child be dropped off without a supervising adult present. Parents need to allow enough time to assist their children in putting away their lunch box, washing their hands and bringing them into the classroom. All children must be signed in with the adult's fingerprint or PIN. The school day begins at 8:30 a.m. daily.

DEPARTURE

The school day ends at 3:30 p.m. daily. Children remaining after 3:30 p.m. will join the after-care group. The Center closes at 5:30p.m., and this is strictly enforced. Children are to be picked up at the agreed time. Parents should make the staff aware that the child is leaving. If anyone other than the parent is to pick up the child, their name must be listed on the Emergency Card, and they must show their driver license before they are allowed to remove the child. All children must be signed out with the adult's fingerprint or PIN.

WITHDRAWAL

When withdrawing a child from the Child Development Center, **TWO WEEKS advance written notice to the director is required. If two weeks advance notice is not given, the parent will have to pay two weeks tuition from the date that the notice is given even if the child does not attend.** Please note that the two weeks starts when a letter is received by the front office.

CHILD RELEASE CUSTODY

There shall be on file in the Center's office, a completed form signed by the parent(s), legal guardian or custodian which designates the person or persons to whom the child shall be released. At no time shall the child be released to an unauthorized individual.

Should there be undetermined custody of the child, all parties involved must agree in writing to whom the child may be released. If legal custody has been determined, copies of the custody papers must be on file with the child's registration forms.

PARENT/TEACHER CONFERENCES

Conferences are scheduled to exchange information concerning the child's abilities, needs and progress. Conferences between parent(s), guardian or custodian and Center personnel will be scheduled biannually and either at the request of the parent(s) or Center.

HEALTH and SAFETY

Each child must have an original, completed physical examination form on file in the Center office from a licensed physician, authorized agent of a Florida County Health Department or an authorized health care facility attesting that the child is in good health, free of all communicable diseases and that the immunizations are current for the child's age. **Original medical and emergency information forms (*Children and Families Forms 3040/680*) must be on file before your child can enter school.** We are concerned about the health of every child in our program. In order to reduce the risk of easily transferring illnesses, pacifiers and bottles are not permitted at any time during the day in the 2, 3, or 4 year old classrooms.

ILLNESS POLICY

Should your child become ill while at the center, they will be removed from contact with other children and the staff will call you to take your child out of the center. **It is expected that the child will be on his way home within an hour of calling the parents. This is to protect the health of not only your child, but also his or her classmates and teachers.** If the parents cannot be reached, the center director will call the emergency contacts listed on the release form. It is important that emergency contacts are local ones. It is a good idea to think about and have a plan for care on those days when your child is ill since he or she will not be able to be at the center. Let your child's teacher know if you have noted a change that may indicate the beginning signs of illness so the teacher can be especially watchful that day. You will be called if:

- fever of 100 degrees Fahrenheit or more
- inflammation of the eyes
- vomiting
- diarrhea, as evidenced by 2 loose stools within a day
- **any** discharge from eyes, ears or nose
- persistent and frequent cough
- pain (ear ache, cramps, head ache, etc.)
- unknown rash
- communicable disease (chicken pox, head lice, pinworms, etc.)
- any other sign or symptom of illness as determined by the staff.

If a child exhibits any of these symptoms at school, we will call the parent to pick up the child. **Contagious diseases must be reported to the school by the parent as soon**

as the illness has been diagnosed, so that other parents may be notified of the exposure. When a potentially contagious illness occurs, notes will be sent home to parents of children who may have been exposed. After your child has been ill, it is important to adhere to the following guidelines when determining whether or not your child is ready to return to school:

- 24 hours after fever is gone **without fever reducers**
- 24 hours after antibiotics have been administered, **48 hours in the case of strep**
- 24 hours after insecticidal shampoo has been applied in the case of lice
- Eye or eyes completely clear after pink eye
- frequent coughing, excessive nasal discharge resolved
- pain (earache, cramps, headache, etc.) resolved
- No discharge, no fever and all sores scabbed over in chicken pox
- Five days after rash in measles
- No fever and 9 days after swelling began with mumps
- Mood, appetite, behavior and activity are again normal

IRSC Child Development Center reserved the right to request that any child who appears too ill to participate fully in the program or who may place other children at risk or exposure to illness to remain out of the school until fully recovered.

MEDICATION

The Center will only be responsible for the administration of prescribed medication. Only prescribed medication in the original containers with the prescriber's name clearly visible on the label will be administered. All medication must be brought in by the parent. No over-the-counter (non-prescription) medication will be given.

INJURY/EMERGENCY

Minor injuries will be treated with soap, water, ice pack and Band-Aids. Should there be a serious accident, parents or other persons listed on the emergency form will be contacted. An accident form will be filled out on all injuries and kept on file in the Center office. Serious accidents will be reported to the Student Affairs Office.

CLOTHING

Children should wear clothing that is comfortable, durable, washable and free from complicated fastenings. Be sure all articles of clothing are labeled with your child's name (jackets, sweaters, etc.). This is very important for the teachers in determining ownership of these items. It is also important in helping a child learn to take care of his/her belongings. Each child needs to have an extra set of clothing at school (pants, shirt, underwear, socks). Please put clothes in a large ziploc bag with your child's name on the outside. Shoes with open toe are not recommended for the child's safety. No boots, flip-flops, sandals or shoes with elevated heels are permitted. No tattoos, washable or otherwise, makeup or other body art are allowed. Loose jewelry worn by children can be a hazard when playing. For this reason, jewelry should be kept to a minimum.

INFANT/TODDLER SNACKS AND LUNCHES

Since diets are so individualized during the Infant and Toddler years, parents are asked to provide any snacks as well as lunches for their child.

PRE-SCHOOL SNACK

The children will be provided with a mid-morning and mid-afternoon snack. Foods will be prepared by Center personnel and students enrolled in the Child Development program as part of the training program. Menus will be posted weekly and all food service regulations of Florida and County Health Department will be met. Costs of snacks are covered by tuition.

PRE-SCHOOL LUNCH

Parents are responsible for bringing their child's lunch. We ask that all foods are prepared, in child-size portions, cut-up/sliced/peeled and in non-breakable containers for easy and safe eating. All lunch boxes require an ice pack inside to keep the food fresh. Please remember to label the lunch box/thermos or sippy cup, with your child's name. Children will be encouraged to eat their "grow foods" before eating their treats. Treats which are "excessive" may be limited by the teacher and will be up to his/her discretion. Children will not be allowed to share lunches. Please **do not send candy or soda** in your child's lunch box.

BIRTHDAYS

If a birthday is to be celebrated away from school and the entire class is not invited, please mail the invitations. If the entire class is invited, please feel free to bring the invitations to school. Please be considerate of our children's feelings and comply with this request.

Children are invited to celebrate their birthdays at school. If parents choose to bring a birthday treat, we prefer a treat which is nutritious and healthy. Treats sent in for birthdays must be commercially bought and prepared. The teachers can help you with suggestions. If you plan to bring in a treat, please notify the teacher ahead of time so we can plan the morning snack around it. We will also inform you as to how many children to plan for. Parents are always welcome at their child's birthday celebration.

SOCIAL MEDIA

Parents love to document their child's milestones during infancy and preschool. We applaud your interest, however, must request that any in school pictures you choose to post on Facebook, You Tube or any other website include only your child's picture. No other child, staff member or college reference may be pictured in the post. Thank you for helping to protect others privacy.

NAP TIME

Each child is required by state standards to have a rest period each day. Rest time is from 12:00-2:00 each day, dependent upon the child's age and class. Each child will be provided with a mat for rest. Send a small blanket or large towel for your child's comfort. Blanket/towels will be sent home every Friday to be laundered. Items should be clearly labeled with the child's name. All children are required to rest quietly.

PRE SCHOOL TOILET TRAINING

Children in the 3 & 4 year old classes must be toilet-trained before enrolling in the Center. Occasionally accidents will happen; however, if your child still has frequent urine and/or bowel accidents or wears pull ups, then he/she is not quite "toilet trained." **Toilet Trained** is defined as two weeks in regular under ware with no accidents. It will probably be just a matter of time before he/she will be ready for school, and it is best not to push. Even if your child is potty trained, please keep a change of clothes in your child's cubby should the need arise. Your child's teacher will work with you to determine your child's toileting status.

TOYS FROM HOME

Leave your child's toys at home or in the car. If an item is brought to the Center, the Center cannot be responsible for it. Sometime during the year, children may bring favorite toys, books or records that fit into the program. If you are asked to bring an item, please mark your child's name on it. Show and tell (sharing) will be scheduled at the teacher's discretion. Play guns, weapons and other toys that encourage aggressive play are inappropriate and forbidden in the Center.

SPECIAL NEEDS OF CHILD

Any special need, including allergies, diet, physical limitations, etc., of the child should be reported to Center personnel in writing by the parent(s), guardian or custodian and will be on record in the Center office.

DISCIPLINE AND GUIDANCE

All discipline will be based on positive reinforcement. We reinforce the behaviors that we encourage. Catch them being good! The term "guidance" is used for several reasons. It is a positive term and implies working with the child to develop internal control of her/his behavior. This involves learning to make responsible choices and accepting the consequences of such choices.

Guidance includes:

Redirection - Often, interesting a child in another activity can eliminate a potential difficulty. A child may be sent to a different area in which to work.

Positive Reminder - The child will be told what we want them to do, rather than using "no" or "don't."

Quiet Time - Occasionally a child needs to be removed from the situation for a brief time allowing them to consider alternate behavior.

Inappropriate behavior shall be viewed as exactly that. Children shall never be referred to as naughty or bad. We always address the behavior as the problem, not the child. Any ongoing situations will be discussed with the child's parents to ensure a cooperative, appropriate approach. Feel free to discuss any questions or concerns.

CHRONIC DISRUPTIVE BEHAVIOR

We will make every effort to work with the parents of children having difficulties in the Center. We are here to serve and protect all of our children. Children displaying chronic disruptive behavior which has been determined to be upsetting to the physical or emotional well-being of another child may require the following actions:

Initial Consultation

The Director may require the parent(s) of any child who attends the IRSC Child Development Center to meet for a conference. The problem will be defined on paper. Goals will be established and the parent will be involved in creating approaches towards solving the problem.

Second Consultation

If the initial plan for helping the child fails, the parent(s) will again be required to meet with the Director. Another attempt will be made to identify the problem, outline new approaches to the problem and discuss the consequences if progress is not apparent.

Referral to Appropriate Agency

If necessary, the center will contact the parents to arrange referral to the appropriate agency that may help diagnose and remediate the behavior in question.

Request for Withdrawal

Occasionally there will be a child whose behavior is excessively disruptive to the classroom environment or who is harmful to themselves or others. If a child becomes a threat to his/her own safety, other children's safety or staff safety, a teacher will gently hold the child until the child is able to gain control and feel safe and calm.

If a child has frequent episodes in which he or she is a threat to others' safety the teacher, director and the parents/guardian will work together to plan an intervention that will prevent/eliminate the negative behavior. If the behavior persists and the center is unable to meet the child's needs, the family will be asked to remove the child from the center. A request for withdrawal will be the last option after all other options have been exhausted.

DISCHARGE REGULATION

The IRSC Child Development Center reserves the right to cancel the enrollment of a child for the following reasons:

- non-payment or excessive late payments of fees
- not observing the rules of the Center as outlined in IRSC's Family Handbook
- child has special needs which we cannot adequately meet with our current staffing patterns
- physical and/or verbal abuse of staff or children by parent or child
- child's disruptive behavior stops teacher from carrying out normal classroom activities

FIELD TRIPS

Field trips may be provided throughout the year as a part of the child's learning experience and as training for the IRSC Early Childhood Education program students. Children enrolled in the two and three-year-old classes may participate in on-campus field trips only. Children enrolled in four-year-old classes may participate in on-campus and off-campus field trips approximately every other month. Parents will be required to sign permission forms for each trip allowing the child to participate. Parents are invited to serve as chaperones. All transportation for field trips will be provided by College designated vehicles driven by IRSC employees.

EMERGENCY SITUATIONS

IRSC's Child Development Center follows the procedures defined in the "Quick Reference Guide" published for the college. If evacuation is required (tornadoes or a necessary lock down of the facility due to an outside threat) children will be locked down in ES 121 (the two year old room) for shelter-in-place or if building ES must be evacuated children will reside in building EN (immediately north) unless otherwise instructed. In case of an area emergency tune to the IRSC radio station at WQCS, 88.9 FM for information.

STUDENT INTERNS

IRSC student interns will be participating in all Center activities throughout the year. Students will be under the direction of the Center's Director and/or Center's classroom teacher. Interns will abide by all Center regulations as well as those established specifically for the internship.

CENTER PERSONNEL

The Center is under the direction of the Center Director and is staffed with trained early childhood instructors. The staff ratio follows Children & Families directives. IRSC student interns will be working with the Center as part of their internship. Other Early Childhood Education program students will be involved in observation and participation as required by course objectives. Work study students will be utilized as available and according to their capabilities in the Center operation. For more information, contact:

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Love me, but...

DON'T SPOIL ME.

*I know quite well that I ought to not to have all that I ask for.
I'm only testing you.*

DON'T LET ME FORM BAD HABITS.

I have to rely on you to detect them in the early stages.

DON'T CORRECT ME IN FRONT OF PEOPLE IF YOU CAN HELP IT.

I'll take much more notice if you talk quietly with me in private.

DON'T PROTECT ME FROM CONSEQUENCES.

I need to learn the painful way, sometimes.

DON'T FORGET THAT I CANNOT EXPLAIN MYSELF AS WELL AS I SHOULD LIKE.

This is why I'm not always very accurate.

DON'T BE INCONSISTENT.

That completely confuses me and makes me lose faith in you.

DON'T PUT ME OFF WHEN I ASK QUESTIONS.

If you do, you will find that I stop asking and seek information elsewhere.

DON'T FORGET THAT I CAN'T THRIVE WITHOUT LOTS OF UNDERSTANDING AND LOVE—BUT I DON'T NEED TO TELL YOU, DO I?

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2012-2013 Parent Handbook