



Child Development Lab

"BUILDING BRIGHTER FUTURES"

Parent Handbook 2023-2024

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A Warm Welcome Awaits You at NSU!

Dear Parents:

We are pleased to provide you with a copy of the Norfolk State University Child Development Laboratory (CDL) Parent Handbook. Our program is contained within the Department of Early Childhood/Elementary and Special Education. We are a full service, full-time program serving children ages 3 through 5 years old.

Strong communication between the home and school is very critical in securing needed support for every child to be successful in their educational pursuits. We have included important information regarding your child's school life. These policies and regulations govern the operation of the program. Please take time to become familiar with the guidelines along with our mission, philosophy, goals, and curriculum.

If you have any questions or concerns about the information included in the Parent Handbook, please feel free to stop by or call at (757) 823-8111. We welcome your thoughts and comments about the handbook and hope that this academic year will be very successful. Keeping the lines of communication open is the first critical step in ensuring student success.

Also, we welcome your active involvement in daily school functions and activities which are designed to enhance the learning experiences of the children. Research across the nation is clear; schools that have strong parent support and involvement have higher levels of student achievement. Again, we wish you and your child a very successful school year and we will do our best to ensure success for each child.

**Sincerely,
The NSU Child Development Lab Team**



The Staff

Our staff and teachers are highly qualified and trained professionals. Their education and experience attest to evidence of the University's commitment to provide the highest quality service to young children and their families. Some senior level and graduate students from the Department of Early Childhood/Elementary and Special Education fulfill their student teaching or practicum experiences at the program.

PROGRAM DIRECTOR

Dr. Ula Lyons: PhD Early Childhood Leadership and Advocacy

ASSISTANT ASSISTANT/OFFICE SPECIALIST

Mrs. Shirley Hoskins: A.S. Early Childhood Education/20+ years in Office Administration

TEACHER/TA-Preschool

Miss Daeja Godette: B.A. Psychology/Certificate in Special Education K-12

Mrs. Katrina Hines: B.S. Office Administration/14 + years in Education

TEACHER/TA – Pre-K

Mrs. Alicia Wiggins: B.S. Elementary Education/Certificate in Pre-K-6

Mrs. Jewel Holliman: A.S. Social Science and A.A.S. Occupational Therapy Assistant

The School Program

Mission Statement

The mission of NSU Child Development Lab is to build brighter futures for children by promoting high quality early education and care while maximizing their highest potential and creating lifelong learners.

Philosophy

The Child Development Laboratory at Norfolk State University is committed to supporting developmentally appropriate practices to meet the needs of young children. It is the school's philosophy that children:

- **Learn through concrete and sensory experiences that are tangible and child focused.**
- **Need and deserve a creative and stimulating atmosphere and environment conducive for learning.**
- **Need a nurturing staff who understands and promotes activities that meet their social, emotional, physical, psychological, and intellectual needs.**
- **Need developmentally appropriate materials and supplies to nurture a variety of learning styles.**
- **Need research based and developmentally appropriate experiences that are stimulating and child focused.**
- **Need activities that are geared to the individual ages and learning styles of each child.**

In general, the school assures through this philosophy that learning experiences will be hands-on and children will be exposed to the child-focused learning experiences described in the above statement.

Goals

It is the goal of the Child Development Laboratory at Norfolk State University to assist each child in developing:

- **A sense of self-worth.**
- **Individual learning styles.**
- **A sense of independence.**
- **The “whole” self.**
- **An awareness and appreciation of their own and the cultures/lifestyles of others.**

Objectives

The Child Development Laboratory at Norfolk State University will assist children to be successful with the following:

- **Making choices, solving problems, and listening with understanding.**
- **Initiating and carrying through with a variety of learning experiences.**
- **Participating independently in daily activities.**
- **Participating socially with other children.**
- **Developing habits and attitudes that promote and maintain an interest in learning.**
- **Developing good language skills through stories, games, songs and positive communication with peers and adults and gain competence in their home language as well as in a second language.**
- **Have learning/play experiences with sizes, shapes, measuring, comparing, one- to-one correspondence, and rote and rational counting.**
- **Developing fine motor skills through manipulating small objects, table puzzles, blocks, pegs, and art activities.**
- **Developing gross motor skills through activities and equipment that includes pulling, climbing, pushing, throwing, running and riding.**
- **Developing creative expression and appreciation for art and music through a variety of art, music, building blocks, sand and water activities, creative dramatics, computer, and technology.**

Curriculum and Instruction

Curriculum and instruction at the early childhood level reflect a developmental approach that is centered on concepts, skills, and processes in individual subject areas. Each child is viewed as a unique person with an individual pattern and timing of growth. Curriculum and instruction are responsive to individual differences in ability and interests. Different levels of ability, development and learning styles are expected, accepted, and used to plan and design appropriate learning experiences for each child.

The curriculum is based on STEAMin3, The Virginia Standards of Learning, Virginia Department of Education, Virginia Building Blocks to Success, and NAEYC guidelines to provide the framework for what is to be taught at each level. The curricula used emphasize basic skills and is rich in informational facts, along with problem solving and decision-making techniques. Our eclectic curriculum provides meaningful, child-centered experiences that are geared to children's interests, as well as their developmental, and cultural needs. With this approach, teachers use "children's themes" as the basis of curriculum planning. They provide materials and interactions to simulate the emergence of children's ideas and understandings. As the children engage with the materials provided, the teachers observe, offer guidance, and use data to individualize instruction.

Accreditation and Licensing

The NSU Child Development Laboratory is accredited by the National Association for the Education of Young Children (NAEYC) – the nation’s leading organization for early childhood professionals. The NAEYC’s effort is to improve the quality of early childhood education programs.

Our program is licensed by the Virginia Department of Education (VDOE) for child day center program. Licensing assures parents that program provides sound supervision, protection, and well-being of children.

Standards for licensed child day centers require the program to meet all applicable guidelines for operation. Compliance with standards is determined by an inspection report produced by the licensing inspector within the VDOE.

Our program also participates in Virginia’s Star Quality Initiative (VSQI).

Operating Hours

The school is open from 7:30 a.m. to 5:30 p.m. We encourage that your child arrives by 9:00 a.m. to receive full benefit of the program.

School closes at 5:30 p.m. and children must be picked up before the closing time. There is a late pick-up charge of \$5.00 for the first ten minutes after 5:30 p.m. and \$1 for each additional minute after 5:40 p.m. The charge is due on the next school day.

If your child is picked up late more than five times over the course of the fiscal year, the school reserves the right to terminate your child from the program.

In the event a child is still at the school at 6 p.m. and we are unable to contact the parent or authorized emergency contacts, the child will be released to the NSU Campus Police Department on campus.

Child will be released to only authorized individuals listed on the authorized to pick-up list on the Emergency Form.

Daily Schedule

7:30 – 8:30	Arrival/Interactive Center Play
8:30 – 9:00	Morning Meeting/Music Movement
9:00 – 9:30	Wash hands/Morning Snacks
9:30 – 10:00	SREAMin3 Lesson (Whole/Small groups)
10:30 – 11:15	Outside/Gross Motor Skills
11:15 – 11:45	Resources (Mon - Library; Tues – Music; Wed – Art Thurs – Spanish Fri – Career Day
11:45 – 12:15	STREAMin3 continues (Whole/Small groups)
12:15 – 1:15	Wash hands/Lunch
1:15 – 3:15	Nap Time
3:15 – 3:45	Bathroom/Afternoon Snack
3:45 – 4:45	Center Play
4:45 – 5:15	Center Activity
4:30 – 4:45	Outside/Gross Motor Activities
5:15 – 5:30	Quiet Activity/Tablet Time & Dismissal
5:15 – 5:30	Quiet activity/Dismissal

 *Daily routines/schedule are subject to change*

Regulations and Procedures

Admission/Placement

Admission to the program is open to faculty, staff, students, and community families. Parents who are interested in enrolling their child in the Child Development Lab should complete the forms in the registration packet and send to Child Development Lab. The registration fee of \$100.00 must be submitted with the completed enrollment packet. Admissions are based on availability of spaces, age, and developmental readiness for the placement. Parents will be contacted when a space is available for their child and will be given a 72-hour window to accept or decline the acceptance to admission.

Enrollment Requirement

Immunizations must remain current, and the medical form must be renewed each year.

- All required documents in the registration packet must be completed prior to admission. All other necessary forms will be given to the parents during the orientation to complete.
- Submit a one-time non-refundable registration fee of \$100.00 with registration form.
- Fully toilet trained.
- Enrollment ages 3 to 5 (Children who will be turning 5, should be 4 ½ by the beginning of academic school year in September).
- Proof of required immunizations.
- Provide an original copy of the birth certificate.
- A copy of a School Entrance Physical form completed by physician not earlier than twelve months prior to enrollment.
- In-person meet/greet and orientation with the Program Director to ease the transition and review all documents pertaining to school.

Waiting List Policy

The purpose of the Waiting List Policy is to ensure that a fair process is followed and communicated to all involved. When the CDL receives an application for admission, CDL administration files the application on the waiting list.

The waitlist is organized using the following information:

- A. Registration date
- B. Space Required date
- C. Age group
 - 1) Preschooler (3 yrs.)

- 2) Pre-K (4 years onwards)

D. Priority group

- 1) Children already enrolled (e.g. part time waiting for full time)
- 2) Siblings of children already enrolled
- 3) Children of staff working at NSU
- 4) Children not affiliated with NSU

When a space becomes available within the CDL, administration assigns the space to the first child on the waiting list. **NOTE: The CDL Program Director reserves the right to manage the waitlist in the best interest of program.**

To help us keep the waiting list up to date, we request a \$10.00 waiting list fee. The application date is effective on the date we receive the fee. The waiting list fee is non-refundable. The \$10.00 fee must be submitted with enrollment waiting List Form and will be applied to your registration fee during your child's enrollment.

Waiting Times:

It is impossible for us to predict how quickly our waiting list will progress. Therefore, we *cannot* give an approximate entry date.

When a space is available, every effort will be made to contact the parent through telephone or email. Telephone or email notification must be returned within 5 business days. After which we will contact the next family on the list. Parents who decline a space or do not return notification within 5 business days, will be removed from the waiting list.

It is vital that the parents ensure all information is current. If the offered space (required date or days) does not meet your criteria and you subsequently decline, you will remain on the waitlist list as is. Please let us know if you find alternative care and would like your name removed from our list.

Returning Parents:

Returning parents will not be given priority. Current parents who withdraw their child/children from the program for an unspecified period, must re-apply for admission.

During the month of May, all current parents will have the opportunity to enroll their children for the summer program (June and July) and the upcoming school year.

Orientation

The Child Development Lab aims to foster a smooth transition from home to school. Orientation is an important process for children, parents, and staff. It enables the children to become familiar and comfortable with their environment and gives an opportunity for parents to meet the staff and ask questions. It also allows the staff to develop relationships with the children and gain information regarding children and their families. We recommend that all new children become acquainted with their environment, teachers, and staff before their first day of school.

Tuition and Fees Policy

The Norfolk State University Child Development Laboratory operates primarily from the funds generated by the tuition paid by the children enrolled. It is therefore imperative that all fees be paid in full and on time. The program operates for 11 months, from September through July, which includes the summer session during the months of June and July.

1. The tuition for each school year is assessed on an annual basis. It is payable in eleven (11) payments of \$600.00 for full time and \$400.00 for part time each month. Each monthly payment can be paid twice a month with authorization from the Program Director. **The payment cannot be broken down more than twice a month and postdated checks are not accepted.**
2. The \$400.00 per month part time care service is consist of:
 - Child is allowed to attend up to 25 hours per week included snacks and lunches.
 - Three full days per week (Monday, Wednesday, and Friday) or
 - Half days (8 am – 1 pm) five days a week.
3. Monthly tuition fee must be paid on the first school day of each month.
 - A. Once a month payment:
 - The full month's payment must be submitted within five days of the due date.
 - The late charge of \$35.00 will be applied to the tuition after the five days grace period.
 - Children will not be admitted to the program if the payment has not been submitted after the five days grace period.
 - B. Twice a month payment:
 - The parent who submits payment twice a month must submit the first payment on the first school day of the month.
 - The second payment must be submitted within two weeks from the first payment due date.
 - There will be no five days grace period for the second payment.
 - The late fee of \$35.00 will be applied to the second payment the day after second payment is due.
 - Child will not be admitted to the program if the second payment has not been submitted on the due date.
4. Tuition deduction of \$50.00 a month for the second child for the multiple children enrollment.

5. The payments are to be made on-line. No financial transitions will be conducted on the premises.
6. A non-refundable registration fee of \$100.00 is required at the time of enrollment for each child.
7. An activity fee of \$85.00 for the fall and spring semester is due in September.
8. A summer activity fee of \$95.00 is due in May for each child enrolled in the summer session.
9. Activity fees will cover all admission charges for the field trips and scheduled/unscheduled special activity costs.
10. Referral Incentive:
The New Student Referral Incentive Program is for parents or guardians who are currently paying tuition to our program.
 - a. \$50.00 incentive credit towards one month of tuition payment for each new family who commits to enroll for the entire year with all fees current.
 - b. The current family refers by filling out and submitting the referral form. Upon receipt of the form NSU Child Development Lab will contact the prospective family.
 - c. The prospective family must enroll in the NSU Child Development Lab for incentives to be granted to the referring family.
 - d. Tuition referral credit consideration is limited to the referral of new families never enrolled at the NSU Child Development Lab.

Communication with Parents and Guardians

Open House, Parent Group meetings, school newsletters, e-mails and brief notes or telephone calls are important components of the communication system. Additionally, the “Home to School” connectivity board outside the CDL contains vital information. Parents/Guardians and teachers exchange useful information through these procedures. In many instances, a quick phone call or short note can alert the teacher or parent to a possible problem or clarify some misunderstanding. Informal reporting practices strengthen the bonds between home and school.

Open Door Policy/Visitation

The Child Development Lab promotes an “OPEN DOOR POLICY”.

Parents/guardians may visit their children any time they wish. We do ask parents/guardians who plan to visit their children to follow the classroom routine, to avoid disturbing classroom schedules and activities. If you wish to meet with the Director or a staff member, please make an appointment so that arrangements can be made. Parent/Guardians are not only welcomed, but also highly encouraged to volunteer and become involved in the program.

We welcome brief visitation from previous enrolled children. We want children to continue the relationship and connect with their teachers. However, the visitation cannot be longer than 30 minutes to prevent interference with the class schedule and to meet our licensing requirement. Parents/Guardians must remain with their child during the visit. The lab is licensed preschool/prekindergarten aged children and can only provide the care for the children who are currently enrolled.

Attendance and Tardiness

Regular and prompt attendance is necessary for your child to maintain satisfactory progress. Illnesses of the child, death in the family, exposure to contagious disease or religious holidays are reasonable absences. Please notify the classroom teacher at (757) 823-8111 if your child is absent.

Our instructional day begins at 9:00 a.m. and we encourage children to be on time to receive instructions for morning activities. Excessive tardiness or absenteeism may result in dismissal of the child.

Change of Information

Any change of information (name, address, telephone numbers – home, business, cell, emergency contact persons, job, persons authorized to pick child up) during the school year should be given to the administrative office. Parents enrolled in NSU are asked to provide a copy of their current class schedule and to notify the school of any changes. Emergency cards must be maintained with current information.

Evaluations and Assessments

Age-appropriate evaluations and assessments are given by each child’s teacher to establish developmental progress. Some assessments are designed to identify specific areas in which children may need additional assistance. The assessments are administered three times per year.

A Child Observation Record (COR) is the tool used for comprehensive, curriculum – linked assessment. The COR assesses the foundations of literacy, language, mathematics, science, creative representation, initiative/social relations, and music/movement. Data to develop the COR is gathered through consistent observation and recorded in an anecdotal

record book for each child. The COR identifies the full range of children's developmental abilities. The COR is completed three times per year and a Family Report is created for parents about their child and discussed at parent conferences.

Other evaluations and assessments are administered throughout the year based on children's needs, interests, and progress. Evaluations/assessments may include, but are not limited to work samples, projects, checklists, home activities, and observations.

PALS (Phonological Awareness Literacy Screening) is given to all Pre-K children in the fall and spring semester. This screening provides meaningful information to teachers aimed at planning for emergent reading and writing instruction.

Interim progress reports are designed to inform parents of their child's academic and developmental progress. Interim progress reports are distributed between evaluations and COR reports.

All teaching staff who will be assessing children will receive training on procedures for implementing assessments.

Parent-Teacher Conference

Parent-Teacher conferences are scheduled in November and May. November conference is to discuss initial assessment of the children. May conference will provide an opportunity for parents and teachers to discuss children's progress throughout the year. Parents are encouraged to participate in scheduled conferences and parents also may request the conference anytime to discuss concerns and questions about their child. Conferences should be scheduled at a time mutually agreed upon by the parents and the teacher and should not interfere with instruction of the class. Parents may send an e-mail to the child's teacher to schedule a conference. At various times during the school year, your child's teacher may ask you to come in to discuss your child's progress and concerns.

Confidentiality

Our program stresses the importance of protecting the rights and privacy of children, families, and staff. The practice of maintaining the confidentiality of verbal information and written records is a basic policy of our program. It is program policy that staff and participating students should not repeat or share private information received from the children.

It is also the program's policy that families must not share or post other children's information or photos on social media without an authorization from the school or children's parents.

All children's information is kept confidential and locked. Information is accessible to authorized program staff only. The CDL personnel will only release the child's information to those individuals, agencies, schools, or facilities authorized by the child's parent/guardian.

Family Activity Pack/Homework

Teachers will assign additional work to be done outside of school to reinforce skills and concepts. Family Activity Pack (Homework) is viewed as one part of the teaching/learning process. When used effectively, it helps students use what they have learned, develop responsibly, and demonstrate commitment to learning. The Homework/Family Activity Pack provides an opportunity for students and families to spend quality learning time to foster the child's early education.

Field Trips

As an extension of the learning environment field trips are scheduled on- and off-campus. Parents will be informed and sign approval forms for off-campus field trips/events. All field trips/events will be posted on the Home to School Connection board, prior to the field trip. For all off-campus field trips transportation will be provided by qualified experienced drivers from the University Motor Pool Department in the Physical Facility.

Withdrawal Procedures

Thirty days written notice is required prior to withdrawing your child from the program. Please include the reason for withdrawal, final day of attendance and what your family's next arrangement will be (other center, public school, home daycare, etc.). This information will allow us to help your child make a smooth transition.

Inappropriate Parent Conduct

Families must be aware that adults serve as role models for children. Additionally, the CDL is responsible for protecting the children in our care and for providing a safe workplace for staff members. Therefore, it is critical that while on program property and during field trips, families always conduct themselves in a professional and rational manner. The CDL reserves the right to immediately terminate the enrollment agreement if a family member behaves inappropriately. The following actions are grounds for immediate dismissal (please note, however, that this is not an exhaustive list of inappropriate behaviors):

1. Acts of violence, including assault and battery
2. Harassment of or threats against the staff, other parents, or children
3. Possession of illegal substances or firearms
4. Verbal or physical abuse of any child
5. Profanity or indecent exposure

Parent Group

The Norfolk State University Child Development Laboratory and families work closely in partnership to ensure high quality care and education for children. Parents are welcome to visit and are encouraged to be involved in the program.

Our Parent Group plays an important role in the decision-making process as it pertains to school improvement. Our Parent Group consists of elected officers: President, Vice President, Treasurer and Secretary. The Parent Group participates in various University programs and special events. The Parent Group also conducts several fundraising projects to enhance the Educational Philosophy of the Laboratory program. We are very proud of our Parent Group and their involvement and commitment to quality education.

Health/Medication

The health of each child is of paramount interest and concern to our staff. The following policies are designed to promote the wellbeing of children. Parents are responsible for bringing their children to the program in good health and capable of participating in all activities. Outside play is an integral part of a healthy day at the program. If children are well enough to come to the program, they are well enough to play outside. Please do not ask that your child be kept inside.

Parents should call the program's office or teacher if a child is absent due to an illness.

Accident and Medical Treatment

Parents/Guardians must sign Emergency Medical Care permission and provide current health insurance coverage information which allows the child to receive medical treatment at the nearest hospital in the event of an incident or accident requiring professional medical treatment. Parents/Guardians will be notified and are expected to meet child/staff at the hospital. The steps for receiving emergency medical care may include but are not limited to the following;

1. Attempt to contact the parent(s).
2. Attempt to contact the physician.
3. Attempt to contact the persons listed on the emergency contact list.
4. If all contacts fail, the school will do any or all of the following:
 - Call another physician
 - Call an ambulance
 - Have a child taken to the emergency facility by NSU campus police or emergency services

Communicable Diseases and Conditions

Any child with a suspected communicable disease, including ringworm, impetigo, lice, or conjunctivitis (pink eye), will be excluded from school. To return to school, the Program Director or teacher must receive a written notice from the physician that a child has received treatment.

Parents/Guardians are required to notify the school within 24 hours or the next business day after a child or immediate family member has been exposed to or has experienced a contagious disease.

Parents/Guardians will be notified when other children at the school have experienced or been exposed to contagious or communicable diseases.

Illness

If your child becomes ill during the school day (i.e. fever, throwing up etc.) he/she will be isolated to a waiting area in the lab within sight and sound of the teachers and an attempt will be made to reach the parent/guardian by phone.

Parents/guardian or authorized person must pick up a child within one hour of notification. Parents are expected to keep children at home who have a fever, bad colds, or diarrhea at least 24 hours from onset of symptoms. Please, do not bring your child to program if he/she has the following symptoms:

- **Temperature of more than 100 degrees in the last 24 hours (child must be fever free for 24 hours without the benefit of medication)**
- **Intestinal disturbance accompanied by diarrhea or vomiting**
- **Any undiagnosed rash**
- **Persistent cough**
- **Sore or discharging eyes, ears or throat**
- **Any contagious childhood ailments such as ringworm, pink eye, impetigo**

Screening for Illness:

The program staff will conduct a daily health check on all children when they enter the program in the morning or during the greeting time. Children, staff, and students shall be sent home or denied admission if one or more of the following conditions exist:

- **Shows signs of an illness that prevents him/her from participating in activities**
- **Illness results in greater care needed than the staff can provide without compromising the health and safety of the other children**
- **Has a temperature greater than 100°F**
- **Symptoms and signs of possible severe illness (such as unusual lethargy, uncontrolled coughing, irritability, persistent crying, difficult breathing, wheezing, or other unusual signs)**
- **Uncontrolled diarrhea**

- Vomiting illness: two or more episodes
- Rash with fever or joint pain
- Purulent conjunctivitis (defined as pink or red conjunctive with a yellow discharge) is noticed. Children cannot return until 24 hours after treatment has been initiated.
- Scabies, head lice, or other infestations are noticed - cannot return to school until 24 hours after treatment has been initiated
- Tuberculosis - cannot return until a health care provider or health official states that the child can return to the program
- Impetigo - cannot return until 24 hours after treatment has been initiated
- Homophiles influenza type B (HIB) and meningococcal infection - cannot return until approved by health care provider
- Strep throat or other streptococcal infection - cannot return until 24 hours after initial antibiotic treatment and cessation of fever
- Chicken pox - cannot return until at least 6 days after onset of rash, but in any event not until all sores have dried and crusted
- Pertussis - cannot return until 5 days of appropriated antibiotic treatment has been received
- Mumps - cannot return until 9 days after onset of parotid gland swelling
- Hepatitis A virus - directed by the appropriate health official
- Measles - cannot return until 6 days after onset of rash
- Rubella - cannot return until 6 days after onset of rash

Parents or individuals specified by parents shall be notified to pick up the ill child immediately. Child shall be isolated until leaving the school and shall not return until sufficient time/treatment has elapsed.

The ill child will be placed in the designated waiting area and a staff member will provide supervision and comfort until the child has been picked up by parent or guardian.

Emergency medical care and ambulance telephone numbers shall be posted in a conspicuous place near the telephone.

Whenever exposure to a communicable disease has occurred, the school's designated person (Administrator) will notify parents and contact local health authority for recommendations regarding control measures.

Parents of all children shall be notified when children have been exposed to the following:

- Bacterial meningitis (H flu)
- Neisseria meningitis
- Pertussis
- Streptococcal infections
- Scarlet fever
- Chicken pox
- Lice or scabies
- Giardia lamblia diarrhea
- Hepatitis A virus infections

Medication

Parents/Guardians must complete Medication Authorization Form for prescription and non-prescriptions and ointments. All medications and ointments must be in original containers (including medication administration tools) marked with the child's first and last name, dosage, and the hours to be given. Medication and ointments must be given to the staff and may not be left in a child's backpack or cubby.

For short term medication the Medication Authorization Form must be completed every 10 working days. For long-term medication and "As Needed" medication, the Medication Authorization Form must be completed every 6 months.

Parents must notify staff when medication is given to the child prior to arrival at school.

Smoking/Vaping

Smoking and vaping are prohibited inside the building, playground, and presence of children.

Special Needs

The goal of the Child Development Lab is to provide services to children of all needs. Documentation of special care instructions from a physician must be provided for any child who requires special medical attention such as asthma, allergies, or chronic illness. Parents of children who require special diets for family religion, preference, etc... must provide documentation. The parent must also complete the Permission to Post Child's Information form for the special needs.

When the staff perceives that a child has a developmental delay, serious behavior problems or other special needs, the program will ensure that communication with the family is in a sensitive, supportive, and confidential manner. Parents will be provided with documentation and explanation of concerns, action plan and resources for obtaining additional information, services, and support.

Managing Food Allergies

To the extent possible, children with food allergies and intolerances will eat foods similar to those served to other children. Classrooms will be identified with private indicators recognizing such students. It is a community effort to protect our children who have these potential deadly allergies.

Parents of children with allergies must provide the following:

- Documentation of allergies and medical concerns by a physician.
- An Allergy Management Plan that includes:
 - A detailed description of items which state your child is allergic
 - Symptoms of a reaction
 - Emergency actions
 - Emergency contacts and phone numbers
- Epinephrine (Epipen Jr.) and/or Benadryl or other required medications along with a completed doctor and parent authorization form
- Parents should also
 - Educate child about symptoms
 - Have ways to avoid exposure
 - When/who to tell if symptoms appear

All parents are expected to:

- Take an active role in helping to keep our school safe for children who have potentially fatal allergies.
- Contact administration or your child's teacher for guidance in selecting foods to be used for classroom celebrations.
- Avoid bringing anything into the classroom that contains the deadly allergen.
- Wash hands thoroughly and immediately after entering the classroom.
- Monitor the child to thoroughly wash hands immediately after entering the classroom.

Asthma

The Child Development Lab recognizes the importance of keeping all children safe. Parents of children diagnosed with asthma must provide the following:

- Documentation by a physician
- A completed written asthma action plan
- Medication to be kept at school (if applicable)
- Proper authorization forms completed by pediatrician and parent to administer medication
- Must meet with your child's teacher to review and demonstrate equipment use/medication administration

Children with Disabilities

The Americans with Disabilities Act (ADA) requires childcare programs to make their programs as physically accessible as possible and to make modifications in their policies, practices, and procedures to assure that they do not discriminate against people with disabilities.

The Norfolk State University Child Development Lab does not discriminate against children with disabilities. We assess each potential student and decide on a case-by-case basis the appropriate placement. We will make every effort to accommodate any child with a disability who applies for admission without fundamentally altering the operation of the program.

- **Parents must complete the program's Individual Health Care Plan for a child with special needs.**
- **The education of children with disabilities is based on a complete and individual evaluation and assessment of the specific and unique needs of each child.**
- **An Individualized Education Program (IEP) is designed for every child found eligible for special education or early intervention services.**
- **All children with disabilities are educated in the regular education environment to the maximum extent possible.**
- **Parents have the right to participate in every decision related to the identification, evaluation, and placement of their children.**
- **There must be parental consent for any initial evaluation, assessment, or placement. Parents must be notified of any change in placement that occurs.**
- **Parents have the right to confidentiality of information. No one can see a child's records unless the parents give their written permission. The exception to this is school personnel with legitimate educational interests.**

Safety

The Norfolk State University Child Development Lab takes great strides to ensure the safety of each child. The following policies have been established to promote our statement of "Safety First".

Authorization for Pick-Up

All parents/guardians must log their name and time when children are dropped off and picked up. The children should be escorted to the classroom each morning. NEVER allow your child to come into the building unattended. Be sure that a teacher is aware of your child's presence. Always turn off your engine and secure belongings in your vehicle. Drive no faster than 5 miles per hour. Leave and exit in a U-shaped formation on the outskirts of the parking lot to avoid potential accidents of any kind.

Parents/Guardians must notify the school if anyone other than the parent/guardian is picking up the child. Persons authorized to pick up your child must be on the emergency form and identifiable under the authorization to pick up list. If you are planning to have your child picked up by someone not listed on the pick-up list, please notify the school in advance and inform the person picking up the child that he/she will be asked to present identification. If an authorized person picks up a

child for the first time, he/she will be asked to present identification (driver's license or other picture identification).

Intoxicated/Impaired Policy

If any staff believes that an adult who is picking up a child is impaired and not in a condition to drive or adequately care of the child's safety, the staff will not release the child to the adult until the child's safety is assured. Staff will offer to call a taxi at the adult's expense or call another authorized adult to assist in picking up the child. Determining whether to release a child in this situation is difficult for the staff member. However, our primary obligation is to protect the safety and well-being of the child. The Campus Police will be on standby to assist if necessary.

Dress Code

Children should wear washable play clothes to allow them the freedom to play without restrictions. Our equipment and material are designed for children's discovery and exploration. Children will be given the opportunity to experiment with water, sand, paints, move freely, walk, run, climb, jump, roll, and sit on carpet/grassy areas, etc...

Children must wear closed-toe shoes during school hours. *Exception:* Children may bring sandals/water shoes on designated Water Days during warm months.

Outdoor Activity

It is mandated by the program's licensing and accreditation that children must have one hour of outside activity daily. As per class schedule, this is broken up into two 30 minutes segments in the morning and in the afternoon. When the outdoor temperature is below 32 degrees, the children will remain indoors, and large motor activities will be provided. Before allowing the children to go outdoors, various weather factors will be considered by the staff for the outdoor activity. This includes air quality, temperature, wind chill factor, and other weather elements. Staff will ensure that all children are appropriately dressed and protected according to the weather before taking children outdoors. Please send in weather appropriate clothing and update as needed.

Emergency Preparedness

The school will retain the responsibility of all children on premises (campus) until they are released to a parent/guardian, other designated person, or until they have been transported to an official evacuation center. In which case university officials will remain with children until all have been united with their families.

In an actual case of an Emergency Evacuation during school hours, the program will follow Norfolk State University's emergency procedures.

All employees will remain on the premises with children as designated by law. Staff may not leave the premises until the assigned person in charge gives them official permission to do so.

Parents/Guardians should not telephone the school. They should listen to the NSU radio station WNSB 91.1 FM for progress reports during the emergency event. When it is safe for parents to travel and safe to release children from the premises, the school will contact parents/guardians or authorized person to pick up children.

Food Policy

Meals and Snacks

Children are served USDA approved meals and snacks. The morning snack will be served at 9:00 a.m., mid-day water break and healthy snack served at 11:00 (parents send a small water bottle and small healthy snack in a lunch box – small apple, raisins, apple sauce, etc...), lunch will be served at 12:15 p.m., and the afternoon snack will be served at 3:15 p.m. Only send a healthy snack and mini-water bottle as the school provides all other nutritious meals.

Children will be allowed to bring breakfast before 9:00 a.m. if parents prefer. Parents are encouraged to send juice or milk and nutritious breakfast foods. (Do not send potato chips, soda, cookies, and candies for breakfast.) All unused foods will be disposed of.

When a child has special food restrictions, the school will make food substitutions (i.e., red meat, pork, vegetarian, etc...). Parents/Guardians may provide lunch and/or snack for the school to serve to the child. Food brought from home must meet the dietary nutrition requirements and meet the USDA's CACFP food guidelines: (for snack choose 2 – milk, fruit/vegetable/or fruit juice, bread or cereal, meat/protein; lunch – milk, meat/protein, vegetable or fruit, vegetable or fruit, bread or alternative). Foods and drinks (lactose-free milk, soy milk, etc...) children bring from home for the special provision will be refrigerated, heated, and stored according to manufacturer's directions and labeled with the child's name and the date.

To follow NAEYC regulations, foods that come from home for sharing among the children is either whole fruit or commercially prepared packaged foods in factory sealed containers.

Birthdays

When birthday celebrations are held at the school, parents are asked to bring individual cupcakes and ice cream cups to assure maintenance of health standards for licensure. We cannot prepare meals/snacks, dip-up ice cream and cut or serve cake, etc. from our kitchen.

Parents/Guardians are expected to help serve children and help clean-up tables, floors, and the room after the celebration, since the teachers are still responsible for the supervision of the children.

Discipline Policy

We believe that discipline helps children to take responsibility for their actions and should be handled in a manner that assists children in acquiring mastery. The Child Development Lab approves of two methods: (1) Re-directing behavior and (2) Time-away.

It is the policy of the Norfolk State University Child Development Laboratory that children are treated with respect and dignity. We DO NOT and WILL NOT discipline with corporal punishment. We believe that children respond best to positive reinforcement. When behavioral problems occur, they are handled positively to guide children towards self-discipline.

Teachers and staff are expected to plan proactively to assure a developmentally appropriate environment and activities designed to allow children a balance of activities and individual freedom to meet their needs. The planning and structure of the environment and materials foster a variety of quiet and active, small and large group, teacher-led and free-play experiences that tend to prevent most discipline challenges. However, when discipline challenges occur, some of our strategies are:

- We allow children to help us determine acceptable and unacceptable behavior in the classroom.
- We help children to identify and verbalize their feelings to themselves and to others.
- We redirect children to more appropriate activities/materials.
- As a last resort, we use “time-away” to allow children the opportunity to “sort-out” their feelings and to seek control of their behavior. We are consistent and responsible in our implementation of “time-away.” Children are never in the “time-away” period longer than their age. For example, three minutes or less for a three-year-old, four minutes or less for a four-year-old, and five minutes or less for a five-year-old. Children and staff verbalize and determine when they are ready to return to the group from “time-away.”

If the above methods prove unsuccessful the staff will work with the parent(s) to find resources to meet the child’s individual needs. Our goal is to help children move towards self-control, self-direction, and self-discipline.

Termination of Enrollment

The Child Development Lab provides an environment that encourages growth in discipline, self-control, and respecting the rights of others. The CDL staff works hard to prevent negative behavior by practicing techniques that are fair, consistent, and respectful of children and their needs.

The goal of the program's guidance and discipline is to help children gain inner control. Our staff will do everything in their power to correct and work with a child's behavior. If the behavior is serious and becomes a physical threat to others or him/her, the staff will complete an "Incident Report" for parents to review and sign. If another child's safety and well-being is affected by a child's behavior or the child's behavior is impacting negatively on the overall program, the parents will be notified, and a conference will be held.

The child's teacher will share observational information about child's behavior with parent(s) during the conference. Every attempt will be made to assist the child and parent to improve the child's behavior. However, if all possible techniques have been applied and there is still a problem, the program will recommend the parent find an more suitable alternate program or short suspension may be recommended as an alternative.

Before suspension/dismissal is recommended, the following steps will be followed:

- 1. Gather documentation for a minimum of two weeks about the concern.**
- 2. Meet with the parents, teacher, director, and the ECE/EED/SPE department head to discuss the concern.**
- 3. Meet with the department head and faculty committee to discuss strategies.**
- 4. Attempt implementation of suggested intervention.**
- 5. Continue to document child's behavior.**
- 6. Meet with director, department head and faculty for consideration of discontinuance/suspension from the program.**

In the event the parent is not in agreement, the parent may file a grievance and follow the grievance procedures as stated in the parent handbook.

It is the goal of the program to help parents/guardians and children when they must be removed from the program to understand the problem and help parents seek an alternative program/solution for their child. The staff is expected to assist parents/guardians who are seeking alternative professional help for their children with appropriate professional referrals.

The program also may terminate enrollment for the following reasons including but not limited to:

- Parent failure to pay tuition**
- Disturbance to the program by a parent**

- Continued disagreement or dissatisfaction of a parent that causes disruption to teachers and/or children
- Not able to assist parent and child after sincere attempts have been made to resolve the problem
- Extreme separation anxiety. If after a period, while working with the parents and child to relieve anxiety, and child's anxiety level is still high causing the child to experience severe stress, we will recommend removing the child from the program.
- If at any time a child exhibits behavior that puts other children at risk, we reserve the right to automatically terminate a child's enrollment in the program without advanced notice.

Parent Grievance Procedure

The Child Development Laboratory will provide problem-solving mechanisms that will attempt to resolve issues at the lowest level of authority. When situations arise that are not covered by any existing policy and/or procedure, the situation would be addressed, in most cases, by the development of new policies and procedures that would apply to that situation in the future.

- a. Before a parent files a grievance, a direct discussion should take place between the person(s) whom the complaint involves. Each party involved should note the date, time, and outcome of the informal discussion.
- b. Failing resolution at this level, the person with the complaint must attempt to resolve problems or concerns at the Laboratory with the teacher. More than one meeting must occur prior to the issue becoming a grievance. If this level of discussion fails, the grievance must be prepared in writing and given to the Director of the Program, who has five working days to hold at least one meeting and to make a recommendation.
- c. Failing resolution at this level, within five working days, the complaint must be presented in writing to the Department Head of Early Childhood, Elementary and Special Education who will have five working days to review the matter and make a recommendation.
- d. If the above resolution has failed, or no action has taken place within five working days, the complaint must be presented, in writing, to the Dean of the School of Education.
- e. If a satisfactory resolution is not attained at this level the complaint must be presented, in writing, to the Provost and Vice President of Academic Affairs. The Provost and Vice President of Academic Affairs will review the grievance with university administrators and will take the necessary procedures/actions to resolve the grievance.
- f. The following concepts must be used for the written grievance procedure:

- i. Information is submitted, in writing, signed and dated.
 - ii. Supporting information is submitted.
- g. For in-person grievance, up to two (2) witnesses may be called at the discretion of the parties involved. Supporting information is submitted.
- h. The content of all meetings is kept confidential unless the complainant discusses the process with persons outside of the process.

Releasing Child's Records and Transition

1. The program will not release or transfer any information regarding the child without the parent's authorization or consent.
2. The Lab program will only release the child's information to those individuals, agencies, schools, or facilities that provide the signed documents by the child's parent/guardian to release the child's information.
3. When the child is transferring within the program from one group to another
 - The director and the child's teacher will review the development of a child in all areas.
 - The parent(s) will be notified.
 - The director, teacher, and parents will discuss the development of a child.
 - Allow the parent to make decisions regarding the child's transition.
 - When it is necessary, the program director will conduct the group meeting with parent(s), teacher, and/or specialist who will assist in deciding the child's transition.
 - Official transitioning letter will be given to the parent.
 - Child's records will be transferred to new teacher(s) to review and gain information about the child.
4. The program will provide the information on the child's transition to kindergarten through any of the following:
 - Group meetings
 - Letters
 - Open house fliers from other schools
 - Kindergarten preparation checklist form
 - Parent-teacher conference

Pictures/Videotaping

The photograph and video of children to be taken during any school event or activity will be used for the purpose of internal publicity. These photographs,

videos and sound bites may be used for program brochures, media productions, advertisement, photo albums, or news articles throughout the Commonwealth of Virginia and the United States.

Parents or guardians will be given a photo/videotaping permission form for their children during the enrollment.

School Pictures

School pictures are taken twice per year; Fall pictures before Thanksgiving and Spring/Pre-K Graduation pictures in April. Parents have options for their children to participate but are not obligated to purchase pictures.

Toys

We encourage children to bring toys to school, since this helps to connect home to school and initiate socialization. However, sometimes bringing toys causes conflicts, or toys can be misplaced, lost, or broken. Children may bring toys to share but parents are to be mindful not to send expensive toys. Should toys being brought to school cause major problems, the teacher and or director will ban the toys from being brought to school. *NO TOY GUNS* or *WEAPONS* are allowed at any time.

Transportation Policy

The Child Development Lab plans interesting on-and off-campus field trips to expand children's horizons. Parents will be informed and sign approval forms for off-campus field trips/events. All field trip events will be posted on the Home/School connection board prior to the field trip. Qualified experienced drivers from the Motor Pool Department at the university will provide transportation. Buses are insured through the State of Virginia.

School Volunteers

We welcome parents and university volunteers. Activities in which volunteers can be involved include the following:

- (1) Assisting with educational field trips
- (2) Assisting in special activities or programs such as plays, holiday observances, school parties, Week of the Young Child, and Homecoming.
- (3) Serving as a resource person by sharing special skills, talents, and interests.
- (4) Assisting teachers by making materials to be used in the classroom and working with individual children.

To volunteer, call (757) 823-8111.

School Supplies

All basic school supplies will be provided by the program. However, each child will need the following supplies.

- (1) Two sets of complete change of clothes (bottom wear, shirt, undershirt, socks, and underwear)
- (2) A light blanket or sheet (for cover). No sleeping bags – due to limited amount of cubby space.
- (3) Two boxes of tissues

* Bottom sheets for cot will be provided by the school without cost. If a child needs a second sheet, parents must purchase a sheet for \$10.00.

*The bottom sheet and pillow will be sent home at the end of the week to be washed and should be returned on the following school day. All belongings should be marked with the child's name.

How to Help Your Child

Every parent/guardian is interested in their child's health, safety, and progress. The progression your child will make in the Norfolk State University Child Development Laboratory School is dependent on what we unified do for him/her. To gain confidence and for a successful school experience follow these suggestions.

Teach your child to:

Manage toileting tasks
Use a cleaning tissue, dispose of it and wash hands
Put toys and work materials away
Tie shoestrings, buttons, and snap fasteners
Put on, take off, and hang up coats/wraps

See that your child:

Goes to bed at a reasonable hour each night
Eats regularly and properly
Has needed supplies

Is read to regularly
Uses good speech habits
Views appropriate television shows and for limited periods
Goes to interesting places

Take time to:

Listen and show interest in your child's daily experiences
Be involved with your child as a family unit

**Report any unsettling experiences which may help the staff understand and respond to unusual behavior
Know your child's teacher and work with him/her as situations occur**

Child Abuse/Neglect

The school is mandated by the Commonwealth of Virginia to report suspicion of child abuse or neglect to the Child Abuse Hotline of the Department of Social Services. Anytime you suspect that a child is being abused or neglected, report your concerns to the local Department of Social Services or to the Child Abuse and Neglect Hotline 1-800-552-7096.