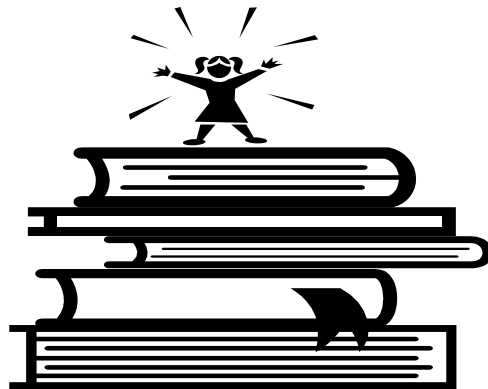


Norfolk State University
Child Development Laboratory

Student Handbook



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Table of Contents

- Program for Students2**
 - Welcome2**
 - Mission Statement3**
 - Philosophy/Goals3**
 - The Staff3**
 - Curriculum & Instructions.....4**
 - Evaluations & Assessments4**
- Requirements & Responsibilities.....4**
 - All Students4**
 - Practicum Students5**
 - Observation Level I and Level II Students6**
 - Work Study Students6**
- Policies & Procedures7**
 - Food Policy7**
 - Discipline Policy7**
 - Health & Sanitation Policy8**
 - Hand Washing/Infection Control.....9**
 - Procedures for Cleaning & Sanitizing Toys & Equipment10**
 - Child Safety Counts.....10**
- Supervision & Safety Plan11**
 - Indoor Safety.....11**
 - Outdoor/Playground Safety.....11**
- Policies & Procedures on Reporting Suspected Child Abuse & Neglect12**
 - What is Child Abuse & Neglect.....12**
 - Reporting Procedure.....13**
- Orientation.....13**

Child Development Laboratory

Norfolk State University Child Development Lab provides field based and clinical based practicum and intern experience to students under the supervision and guidance of program administrators and classroom teachers.

It is our mission and goal that the Lab provides high standard of learning, teaching and working experience to students that will enhance their professional growth.

All Early Childhood, Elementary and Special Education students must complete forms required by the Center for the Professional Development Office and receive approval prior to participation at the Lab.

Once placement is confirmed through the program's administrator, students will be given a packet with all necessary forms to complete and return to the program's office.

All students must read the Student Handbook and receive orientation prior to their participation.

Students!

We Welcome You as a Member of The NSU Child Development Laboratory Family!!!

You will be expected to conduct yourself in a professional manner at all times. We want and need you to become a part of this University family and to be responsive to other staff and the children and parents we serve.

Therefore, there are some general expectations that we have:

1. You are expected to dress neatly, comfortably and in good taste.
2. You are expected to be punctual, dependable, tactful and helpful.
3. You are expected to 'model' Standard English and grammar for children.
4. You are expected to 'model' self- control and self- direction for children.
5. You are expected to 'promote' positive self-esteem for children.
6. You are expected to ALWAYS treat children, parents and other staff with respect and dignity.
7. You are expected to reflect pride in your work by your behavior and conduct in your daily activities and contacts.
8. You are expected to treat ALL information regarding members of the agency family (children, parents, staff and volunteers) with strict confidence and to avoid gossip at all times.

Being a professional DOES NOT MEAN being STIFF and FORMAL! Please have FUN with the children!

Mission Statement

The mission of the Norfolk State University Child Development Lab is to compliment the University's goal: to "Create and Sustain a Culture of Academic Excellence and Success" by offering high quality early education and care to children and provide high level learning experiences to students in all discipline areas.

Our Philosophy

The philosophy of the NSU Child Development Laboratory Center reflects support for developmentally appropriate practice to meet the needs of young children. It is the Center's philosophy that:

1. Children learn through concrete and sensory experiences that are concrete and child- focused.
2. Children need and deserve a creative and stimulating atmosphere and environment;
3. Children need nurturing staff who understand and promote activities that meets their social, emotional, physical, psychological and intellectual needs;
4. Children need developmentally appropriate materials and supplies to nurture a variety of learning styles;
5. Children need sound and developmentally appropriate experiences and field trips that are stimulating and child- focused.
6. Children need activities that are geared to the individual ages and learning styles of each child.

Goals of the Center

To help each child...

1. Develop individual learning styles
2. Develop a sense of independence
3. Develop social competence
4. Develop the "whole self"
5. Develop an awareness and appreciation of other cultures/lifestyles.

Staff

Mrs. K. Kim Jennings, Program Director

Mrs. Navine Fortune, Assistant Program Director/Teacher

Ms. Carolyn Christmas, Teacher

Ms. Lisa D. Garcia, Teacher

Mrs. Catherine W. Coyle, Administrative Assistant

Curriculum and Instructions

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 interest. Different level of ability, development and learning styles are expected, accepted and used to plan and design appropriate learning experiences for each child.

The Lab school uses High Scope Key experiences, the Virginia Standard of Learning, and NAEYC guidelines to provide the framework for what is to be taught at each level.

Evaluations and Assessments

High Scope COR – High Scope’s preschool Child Observation Record (COR) is the tool used for comprehensive, curriculum – linked assessment. The COR assess the foundations of literacy, language, mathematics, science, creative representation, initiative/social relations, and music/movement.

Other evaluations and assessments are administered throughout the year based on students’ needs, interests and progress. Other evaluations and assessments may include, but are not limited to pre and post screenings, student’s work samples, projects, checklists, PALS (Pre-K), homework, and observations.

Interim progressive reports are designed to inform parents of the students’ academic and developmental progress. Interim progress reports are distributed between evaluations.

Students Requirements and Responsibilities

The Child Development Laboratory is a professional work environment. We are pleased that you will be participating and involve with our program. It is vital that you display professional behavior at all time and adhere to the program’s policy.

All Students

1. Must be responsible for recording each participate time on the assigned recoding sheets and receive verification signature from the CDL staff.
2. Must arrive and depart at assigned times. Absences must be reported to a staff member prior to the day of absent.
3. Are to refrain from using a cell phone during working hours.
4. Are not responsible for direct supervision of children.
5. Are to assist teachers in working with children, in the presence of the teacher.
6. Must wash your hands thoroughly with soap after assisting children with toileting, after any contact with body fluids, after the use of the toilet and before setting the table for lunch or snack.
7. Are not to report information to the parent(s) regarding the child.

8. Are to use appropriate voice tone and body language when communicating to the children.
9. Are to refrain from using a cell phone during working or observation hours.
10. Are not to use school phones or computers without the permission
11. Must remain outside the bathroom when children are using the bathroom, unless otherwise instructed.

Practicum Students

1. Must submit all completed forms in the Practicum/Student Teacher packet.
2. Must submit a copy of forms and money orders/checks for the Virginia State Police Criminal Background Check and Dept. of Social Service Child Protective Service Central Registry Release to CDL.
3. Are not allowed to start the practicum/student teaching experience until CDL receives the completed official form from the State Police and Dept. of Social Services for the Background Checks (return time 4-6 weeks).
4. Absences must be reported to a student's university supervisor and to CDL staff member no later than 2 hours before reporting time. Contact the Lab in case of tardiness.
5. Must adhere to scheduled practicum hours which consists of 7 hours daily.
(7:30 am-2:30 pm; 8:00 am-3:00 pm; 8:30 am-3:30 pm)
6. Must adhere to scheduled breaks. Lunch breaks are 30 minutes and are not included in regular working hours.
7. Must be engaged in Lab related activities at all times.
8. Must be engaged in instruction, monitoring, or supervision of children times with the exception of breaks, conferences, planning.
9. Are to assist classroom teacher and children on smooth transition from one activity to another.
10. Must adhere to all health and safety procedures/policies.
11. Are not to touch or serve food to children without a current food Handlers Card.
12. Are not to report information to parents/guardians regarding children without expressed permission from a staff member.
13. Must use school's acceptable behavior techniques to correct inappropriate behavior.
14. Are to immediately report accidents and incident to the teacher/staff member.
15. Assist teacher in daily maintenance, cleanliness, organization of classrooms, play areas, equipment and other areas of the Lab.
16. Must submit all typed lesson plans on the first school day for the week. One copy will be submitted to the cooperating teacher and one copy to the Program Director.
17. All lessons will be accompanied by typed lesson plans and materials which should be accurate, age appropriate, organized and available prior to implementation.
18. By the end of your experience you will have a compilation of lesson plans.
19. Must construct/create at least two bulletin boards for the classroom/hallway.
20. Must have daily reflection/planning with teacher.
21. All reporting forms should be given to teachers/administrator 2 days prior to the due date.

Observation Level I and Level II students

Students who are enrolled in Early Childhood, Elementary and Special Education courses are required to complete the observation and participation hours within some courses. Students will have an opportunity to observe effective teaching strategies, classroom management skills, student teacher interactions and use of technology in the classroom.

Observation Level I students must complete 10 hours of observation hours. Level II students must spend 20 hours of observation and participation hours and must plan and implement one lesson in the classroom. Lesson plan ideas must be discussed and approved by cooperating teacher prior to implementation.

1. Must contact the CDL office within 3 days to schedule observation hours when the confirmation is received from the Center for the Professional Development office for observation placement.
2. Not allowed no more than four students at a time in each classroom.
3. Not allowed grouping of observation students in one area.
4. Not allowed conduct personal or other class work during the observation.
5. Not to interrupt teachers or children or interfere with classroom activities.
6. Must communicate with teachers during the time teacher is not involved with children or class activities.
7. All forms that need to be filled out by the teachers or administrators must be submitted at the end of the observation and allow for 3 days to complete for pick up.

Work Study Students

Students who received Federal Work Study award through Financial Aid Office may choose Child Development Lab for their work placement. Work study students will perform as Teacher's Aid to assist administrator, teachers and children.

Work study students must receive the work contract from the Work Study office prior to work at the CDL. Students can work up to 20 hours per week until they have completed hours for the award amount for each semester.

1. Must read and sign the Duties and Responsibilities acknowledgment form and turn in with a student's work packet.
2. Must have Time Sheet approved and signed by the Program Director or designated staff before turn in to the Work Study Office.
3. Must answer the telephone and communicate with the public in a professional and courteous manner.
4. Must engage in Lab related activities at all times.
5. Refrain from using a cell phone during working hours.
6. Assist teachers in working with children, in the presence of the teacher
7. Assist in maintaining the tidiness and cleanliness of the Lab.
8. Assist in daily upkeep of the Lab (i.e., sweep the floor, clean the tables, organize the cubbies and shelves).
9. Are to carry out other duties as requested such as campus errands, making copies, and etc.
10. Are to assist children when they have an accident in changing clothes and clean up.
11. Perform all cleaning duties to help maintain and provide a healthy environment for children and staff.
12. Clean all serving trays and stored all necessary items in the kitchen

13. Maintain cleanliness and orderliness in kitchen area including all cabinets, drawers, closets and refrigerator

Policies and Procedures

Food Policy

The food is prepared, served, and stored in accordance with the U.S. Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP) guidelines.

- Meals and snacks are served as family style to develop children's independence and encourage children to practice good health and safety practice.
- The program shall not serve foods which block the trachea (windpipe) and cause choking such as hot dogs, nuts, popcorn, whole grapes, raw peas, hard pretzels, spoonful of peanut butter, or chunks of raw carrots or meat larger than can be swallowed whole.
- Staff shall sit at the table and eat with the children during the meals and snack time.
- Meals shall be relaxed and served with adequate time allowed for socializing.
- Food shall not be used for punishment or as a reward.
- Children are encouraged to taste new foods, but not be forced to eat.
- Children shall not be excluded from meals.
- The program shall provide age-appropriate utensils, opportunities to set the table, pour liquids, and pass dishes for the children being served.
- All unused foods/drinks brought from home must be discarded.
- All staff must follow the hand washing procedures for preparing, serving, or placing food on the table.
- Staff who serving / preparing food must have a current Food Handlers Card and must be renewed every 2 years.

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 School approves of two methods: (1) Redirecting the behavior and (2) Time-away.

It is the policy of the Norfolk State University Child Development Laboratory School 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 help children toward 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 to allow individual freedom and to meet the group needs. The planning and structure of the environment and materials, the balance and variety of quiet and active, small and large group, teacher-led and free-play experiences tend to prevent most discipline challenges.

However, when discipline challenges occur, some of our strategies are:

- We allow children to help us determine what acceptable and unacceptable behavior in the classroom is.

- 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 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. Children and staff verbalize and determine when they are ready to return to the group from “time-away”.

The teachers will conference with the parent(s) through this process. If the above methods prove unsuccessful the staff will work with the parent(s) to find resources to meet the student’s individual needs. Our goal is to help children move toward self-control and self-direction and self-discipline.

Health and Sanitation Policy

Screening for Illness:

Children, staff and students shall be sent home or denied admissions 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 or yellow eye discharge), cannot return until 24 hours after treatment has been initiated
- Scabies, head lice, or other infestation-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 individual specified in writing 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 shall have a staff member in constant attendance.

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

Hand Washing/Infection Control

Good hygiene is the best method of preventing the spread of germs and infections. Smoking is prohibited in the program facilities and the playground.

All adults and children must wash hands properly and frequently, using running water and liquid soap and disposing towels or tissues after one use. The hand-washing procedures prescribed by the national Center of Disease Control shall be used by all adults and children.

All adults and children shall wash their hands at least at the following times and whenever are contaminated with body fluids:

- Upon entering the center
- After toileting
- Before setting the table for meal or snack times
- Before and after eating meals or snacks
- After wiping noses (own or child's)
- After handling pets or other animals
- Before and After participating in water play
- Before cooking activities
- After outdoor play

All adults shall wash their hands:

- Before food preparation, handling and serving
- After assisting a child with toilet use or after changing soiled clothes: When children clothes are soiled the clothes will be changed in the bathroom area during the time other children are not in use. Children who are wet constantly the staff will monitor and have them use toilet often as possible.
- Before and after administering medication
- After handling garbage or cleaning

Adults wear gloves when:

- Handling body fluids that might contain blood
- Handling blood
- Removing smeared fecal material

Tissues, soaps and towels should be stored where children can reach them without assistance.

Hand washing Procedures:

1. Use soap and running water
2. Rub your hands vigorously for at least 10 seconds
3. Wash all surfaced, including;
 - Back of hands
 - Wrists
 - Between fingers
 - Under fingernails
4. Rinse well
5. Dry hands with a paper towel
6. Turn off the water using a paper towel

Procedures for Cleaning and Sanitizing Toys and Equipment

- ❖ All toys shall be washed at least weekly, or when soiled, using soap, rinse, sanitized with a bleach water solution (1/4 cup bleach to 1 gallon of water) and then air dried.
- ❖ A toy that a child has placed in his or her mouth or contaminated by body secretion or excretions is washed immediately by hand using water and detergent , then rinsed, sanitized, and air dried.
- ❖ All tables will be cleaned and sanitized with a bleach solution before and after meals, or as necessary.
- ❖ Bleach solution will be mixed daily and labeled.
- ❖ Any surfaces that have been contaminated by body secretions such as feces, urine, or blood, will be washed immediately with soap and water, rinsed and then disinfected with a bleach solution.
- ❖ Children's cots must be sanitized weekly.

All cleaning and other chemicals must be stored in locked storage.

Child Safety Counts:

1. All teachers are required to take physical counts of the children they are responsible throughout the day.
2. Children counts should be conducted anytime the class changes locations, going outside, coming inside from outside, entering or leaving the building at any time, changing rooms, before, during and after the field trips and etc.
3. All staffs are responsible for being aware at all times of the number of children in their care.
4. Child counts are required as often as necessary for each group's teacher to know how many children they have and to ensure the safety of the children.

Supervision and Safety Plan

Careful supervision and safety instruction for children is required to avoid accidents. Teachers must provide supervision throughout the day both indoors and outdoors. Be alert to problems; realize that accidents and emergencies can occur at any time. During the time that children are present and not taking a nap, focus your attention on the children, rather than on adult tasks or personal interest. **Never Leave Children Unattended.**

Teachers shall take safety precautions in the classroom based on the ages and abilities of the children in their care. Areas that are off limits to children should be locked and inaccessible to children or must be childproof. Areas used for children must be free of hazardous obstructions, protrusions and tripping hazards.

All staff supervises children primarily by sight. Staff checks frequently in children who are out of sight (e.g. those who can use the toilet independently, napping, library area and **areas that are** not visible).

Teaching staff allows kindergarten children who are doing task in a safe environment to be out of the teacher's sight and sound supervision for a short period of time (e.g., to the bathroom, enclosed centers).

Teachers check on children if those children do not return promptly to the group or if the adult at the child's destination does not confirm the child's arrival.

Indoor Safety:

1. All exit doorways must be kept clear so that access is easy.
2. Keep all combustible and unsafe materials out of the classroom.
3. Monitor and supervise children closely at all times.
4. Help children learn safety rules for indoors and outdoors.
5. Keep all hazardous substance and chemicals away from the children in locked locations.
6. Daily safety observation and monitoring will be conducted by assigned staff.

Outdoor/Playground Safety:

1. Discuss and help children learn the importance of staying in line and following the teachers when the group is walking.
2. For safety reasons, teachers on the playground should be in different areas to oversee the safe use of all the equipment by the children.
 - A. Playhouse
 - B. Areas of slides
 - C. Ladder/steps
 - D. Upper Level of equipment
3. There should be at least two teachers on the playground at all times.

4. Children are to run around only in the open area space away from the play equipment.
5. Adults should scan playground for hazardous materials.
6. Physical Facilities Management will rake and restore the resilient materials to meet the depth of resilient areas.
7. Physical Facilities Management will cut the grass areas every two weeks or whenever it is necessary.
8. The First-Aid Kit will be taken with the class whenever class is going outside,
9. Adult choose a vantage point at or near high risk areas of playground.
10. Enforce appropriate dress for children.
11. Drinking water should be available to children while children are in the playground area during the high temperature months. (Staff should allow children to drink water before they go outside.)
12. Schedule to avoid overcrowding in the playground.
13. Supervise and enforce children to use equipment properly.
14. Procedure for safe play:
 - A. Know your abilities-Play safe.
 - B. No pushing or shoving on equipment.
 - C. Make room for others.
 - D. Walk on the bridge and steps.
 - E. Always hold hand grips and rails for climbing.
 - F. Never jump off from the equipment.
 - G. Sit down and slide the sliding board.
 - H. Do not walk up from the bottom of the slide.
 - I. Do not go under the equipment to get to the other side of the equipment.

Policies and Procedures on Reporting on Suspected Child Abuse and Neglect

Any time 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).

What is Child Abuse and Neglect?

Section 63.2-100 of the Code of Virginia defines an abused and/or neglected child as any child under 18 whose parent or other person responsible for the child's care:

- Causes or threatens to cause a non-accidental physical or mental injury.
- Neglect or refuses to provide adequate food, clothing, shelter, emotional nurturing or health care.
- Abandons the child.
- Fails to provide adequate supervision in relation to the child's age and development level.
- Commits or allows to be committed any illegal sexual act upon a child including incest, rape, fondling, indecent exposure, and prostitution or allows a child to be used in any sexually explicit visual material.
- Physical Abuse, physical neglect, sexual abuse, and/or emotional maltreatment.

Reporting Procedure

Section 63.2-1509 of the Code of Virginia *requires* that designated professionals who have contact with children immediately report their suspicions. It is not necessary to prove that abuse or neglect has occurred.

- Reports can be made anonymously. If you choose to provide your name, it will not be released to the family who was reported, except by court order.
- It is our policy that the staff reports to the Administrative Director or Program Director when staff suspects abuse or neglect before reporting to the Social Services or to the Child Abuse Hotline.
- Person reporting in good faith are immune from civil and criminal liability pursuant to Section 63.2-1512 of the code.
- Staff is required to document all information on the child at the time of the suspicion of abuse and neglect.
- It is recommended that the staff discuss whether or not to inform a parent with the Child Protective Service worker.

Orientation

All students (Work Study, Practicum/Student Teacher, and Volunteer) must receive orientation on or before the first day of work in the Lab School. During the orientation Student Handbook will be given and the policies and procedures will be discussed and reviewed.