

COPIAH-LINCOLN COMMUNITY COLLEGE

P. O. Box 649

WESSON, MISSISSIPPI 39191



EARLY CHILDHOOD EDUCATION TECHNOLOGY PARENT HANDBOOK

Coordinator/Instructor

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Child Care Teachers

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Julie Pickering

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Revised May 2017

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MEET THE LEADERS

Dr. Ronald E. Nettles, President

Dr. Jane Hulon, Vice President of the Wesson Campus

Jackie Martin, Dean of Career, Technical and Workforce Education

Melissa Kyzar, Preschool Teacher, Director

Stacy Emfinger, Toddler Teacher, Assistant Director

Julie Pickering, Infant Teacher

Margaret Thomas, Two's Teacher

Felisha Hampton, Early Childhood Education Technology Program Coordinator

Amy Lewis, Early Childhood Education Technology Instructor

Career-Technical Division
(601) 643-8328

Child Development Center
(601) 643-8389

**WELCOME TO
"COPIAH-LINCOLN COMMUNITY COLLEGE CHILD DEVELOPMENT CENTER"**

We are happy to have your child in our Child Development Center. Every effort has been made to provide an environment, which is pleasant, safe, and most comfortable for your child.

This handbook is provided in order to give you a clear understanding of the center's policies and procedures, which are considered fundamental to the administration, directors and teachers.

We sincerely hope your child's stay with us will be a rewarding one.

Melissa Kyzar
Director

PHILOSOPHY

The Early Childhood Education Technology Program offers a program designed to meet the physical, mental, social, and emotional needs of the young child from eight weeks to preschool. Experiences provided help the child develop to his/her full potential as he/she “learns through play.”

PURPOSE AND GOALS OF SERVICE

The purpose of the Copiah-Lincoln Community College Child Development Center is to serve as a Child Care Laboratory for Early Childhood Education Technology students and to provide childcare for children eight weeks to preschool age. Child care involves achieving a balance between physical and emotional care and learning.

GOALS

Adult Supervision of Young Children

Self-Care Skills for Young Children

Helping Young Children Manage Emotionally

Develop Personal Strength and Getting Along with Others

Promoting Creative Expression

Allowing Child Initiated Play

Providing Opportunities to Play with Others

Allowing Children to Solve Their Own Problems

DESCRIPTION OF PROGRAM AND OPERATION

The Copiah-Lincoln Community College Child Development Center will plan for and lead children in active learning. Two-year-old and preschool children will be provided opportunities to learn through play, as well as, teacher directed activities intended to prepare them for kindergarten.

Infants and toddlers will be provided activities based on key developmental skills necessary for their growth and development.

POLICIES-PROCEDURES-FORMS

The following are policies, procedures and forms necessary for the operation of Copiah-Lincoln Community College Child Development Center. Please read each carefully and sign in each appropriate place

ADMISSIONS/ENROLLMENT- Admission is based on slots available, with priority given to enrolled Co-Lin students and Co-Lin staff/faculty. No child is fully admitted or enrolled until all records and forms have been properly signed and returned. All children must reapply for admission each year.

AGES- Eight weeks to preschool age.

SCHOOL CALENDAR- Beginning school day is the first day of regular fall semester classes. Parent orientation will be held prior to the opening day of the center and at least one parent is required to attend. The center will follow the calendar of the college.

HOURS OF OPERATION- The center **opens as 7:30 a.m. and closes promptly at 4:30 p.m., MONDAY-THURSDAY and opens 7:30 a.m. and closes promptly at 4:00 p.m. on FRIDAYS.** Refer to the school calendar for additional information.

CHILDREN'S TUITION- The fee of \$11.00 per day is paid monthly in advance. Tuition is **NOT** refundable. The fee remains whether the child is absent or present. Tuition is paid in the business office.

DELINQUENT FEES- Delinquent fees may result in immediate termination. You will receive a letter/memo describing the delinquent fees and will be given a reasonable time to pay the fees. Continuing and/or regular delinquency will result in termination of childcare services.

INCLEMENT WEATHER- In the event of severe weather conditions, listen for information concerning school closing on local radio and TV stations. We will follow the same routine as Copiah-Lincoln Community College. In the event of closure, parents will need to immediately pick up their children.

PERMISSIONS- The center has permission to:
secure a competent physician in case of extreme emergency; give medications as directed by parent, plan excursions away from the center to enhance the learning atmosphere; use photographs, art work and research of the children for educational purposes; and delegate responsibilities for the child to the college student under the supervision of a teacher; at the teacher's discretion.

ATTENDANCE- Children are expected to attend school every day, Monday- Friday, 8:00-3:30 to obtain full benefit of the program. All children should be at the childcare center

by 9:00 a.m. They will not be allowed to attend unless you have informed their teacher the child will be late, due to doctor or other appointments. Parents who abuse the policy will be subject to termination of child's enrollment. Parents must make other arrangements for the care of a sick child. If a child becomes ill at school, they must be picked up immediately after notification.

ARRIVAL/DEPARTURE- Children will be brought to and picked up from the front of the child development center by parents or those designated by parents. The school is **NOT** responsible for bringing children to or returning children home from the child development center. We understand situations arise, please call your child's teacher or the director if for some reason you are running late. If you do not pick up your child on time and we have not received a phone call, you will receive a non-compliance form. If you receive three non-compliance forms in a semester, your child may be dismissed from the program.

DROPPING OFF AND PICKING UP CHILDREN- Please pull into the building from the south side of campus. Pull up and park in front of the building. Use your security code to enter the building and sign your child in/out at the desk in the lobby. When leaving the building exit from north end of building. Please bring your child in as quickly as possible, especially during the hour of 7:30 a.m. to 8:00 a.m.

DAILY DISMISSAL- Your child will **NOT** be allowed to leave the center at any time with anyone other than the person designated on the application, unless we have a signed note from the parent to this effect. These forms are in your child's classroom. **NEVER** take the child from the department without notifying the teacher. (Ex. Teacher may be in the restroom assisting a child when you arrive).

CONFERENCES- Conferences will be planned twice a year by the child's teacher. The first conference is a group meeting with parents and teachers (Parent Orientation) and the last conference is an individual conference held at the end of the school year. However, at any time during the year a conference can be called by you or the teacher if necessary.

VISITING THE CENTER- Parents are allowed to observe the children at any time. No prior notice is needed to come and observe your child.

PARENTS INVOLVEMENT- Parents will receive written notice when parent activities are scheduled. Parents are welcome to participate in classroom activities and/or field trips.

CONFIDENTIALITY- The staff will not violate the confidential nature of children and records. Information pertaining to admission, progress, health, or discharge of a child shall be confidential and limited to the faculty, staff, director, and the licensing agency

unless the parent(s) of the child has granted written permission for disclosure of dissemination.

BIRTHDAYS- Cupcakes or cake may be brought on your child's birthday. Favors may be given to the children. **NO** presents, please. Please contact the teacher several days ahead of time. All food must be store bought, in its original, sealed container. No homemade goods allowed.

RELIGIOUS OBSERVANCES- Religious holidays are observed for all children unless parents notify the center otherwise.

MEALS- The children are served a morning snack, lunch and an afternoon snack. At any time during a food activity, a child is encouraged to taste everything on their plate with the hope that the child will eventually acquire a taste for different foods, but no child is forced to eat or clean their plate. Food is **NOT** withheld as punishment. Baby food and formula must be provided for the infants by the parents and all items must be clearly labeled with the name of the child and any special instructions.

NUTRITION- Meals meet Minimum Standards for Nutritional Care in Child Care Facilities. The menus are posted on the Parent Information Board for parent's review. The center must be notified of any food allergies.

CHILD MANAGEMENT- We view child management as helping a child learn to manage their energy in a positive, self-esteem building way. When it is necessary to help a child with behavior problems we use two basic methods, distraction (redirecting) and "time out" (removal). All serious problems will be discussed with the child's parent/parents. In the event acceptable solutions cannot be developed, then it may be necessary to ask the child to be removed from the program.

MEDICATION- We will not dispense medications to a child without the written consent of a parent. All medications shall be dispensed in accordance with instructions from a parent or physician. The exact name of the child must be on the medicine-medicine from a sibling cannot be given. Medications shall be kept in labeled containers out of reach of children. A record must be maintained of any prescribed or non-prescribed medication administered by staff showing date, time, and signature of staff.

AUTHORIZATION TO DISPENSE MEDICATION FORMS will be located in each classroom with your child's teacher. Please locate the form and complete it before giving medication to the teacher.

CLOTHING- We suggest comfortable, washable and easy for the child to operate clothes for work and play. Children will paint and participate in other fun but messy activities. Children must be dressed in their clothes upon arrival (no pajamas). Children must wear shoes. **Flip Flops ARE NOT allowed.**

OUTDOOR PLAY- We shall spend some time outdoors each day unless it is too cold or raining. Please be sure your child has a coat/sweater on cool days.

COMMUNICATION- Announcements, menus, and other parent information will be located on the Parent Information Board in the lobby.

Phone numbers for each classroom

Infant classroom- 601-643-8402

Toddler classroom- 601-643-8399

Two-year-old classroom – 601-643-8457

Preschool classroom – 601- 643-8393

SMOKING- Smoking is **NOT** permitted at any time on the premises.

INSURANCE- Copenh-Lincoln Community College Child Development Center does not provide liability coverage for children.

HOLIDAY/VACATION SCHEDULE- Please refer to the school calendar for these dates. Keep in mind these are subject to change according to Copenh-Lincoln Community College schedule of events.

EMERGENCIES- In the event of a fire, children will file out the closest, safe door and move quickly to a safe area on the outside. During a tornado warning, children will sit up against the walls in the hallway. Fire and tornado drills will be conducted once a month.

MEDICAL EMERGENCIES/ ILLNESSES/ ACCIDENTS- Provisions for emergency medical care, treatment of illness and accident are as follows: one staff person, certified in **CPR**, will be in attendance with the child at all times. An additional staff person will notify parent/ contact person/ medical profession to come to site or that the child is on the way to the medical facility. All possible means will be considered to obtain requested physician and/or other medical facility; however, the staff will strive to make sound judgments according to the well-being of your child. Parents/ guardians/ contact person will be contacted as soon as possible of any illness, accident, or injury according to its severity. Any parent who does not wish medical attention for the child should give name, address, and phone number of a certified practitioner in writing.

DISCHARGE- In order to be properly discharged, the parent must sign termination form and date such form, stating the reason for termination.

FIELD TRIPS AND EXCURSIONS- The children will go on field trips from time to time. Every possible precaution will be taken for your child's safety. Parents will receive notice in advance of planned trips.

TRANSPORTATION- Parents have the assurance that their children will have:

1. Licensed Drivers
2. Vehicles safety inspection
3. Insurance adequate for transportation of children
4. All children seated comfortably

Drivers will assure:

1. Children board/leave vehicle safely
2. Good order is maintained on vehicle
3. Seat restraints are used

EXCEPTION: Buses that are specifically designed for transporting children and have other protection devices, such as padding. An adult besides the driver will ride in the vehicle when more than five (5) children are in the vehicle for more than 30 minutes.

NON-COMPLIANCE- It is only through the cooperation of parents and staff that we accept the responsibility for the physical, mental, social, and emotional well-being of your child. Non-compliance with these policies may result in your child's termination from the program.

GRIEVANCES- If at any time you have a problem with a teacher, student, preschooler, policy or procedure, etc. please notify the CHILD DEVELOPMENT DIRECTOR and a conference will be scheduled. All conferences will be scheduled at the convenience of those involved.

Infant Daily Schedule

7:30-8:00	Arrival
8:00-8:30	Diaper check/snack prep
8:30-9:00	Morning snack
9:00-10:00	Diaper check/nap (as needed)/skill work
10:00-11:00	Nap (as needed)/outside/diaper check/lunch prep
11:00-11:30	Lunch
11:30-1:00	Diaper check/ story time/free play/Nap (as needed)
1:00-2:00	Afternoon snack/free play
2:00-2:30	Diaper check
2:30-3:30	Outdoor play or free play (inside)
3:30-4:30	Hand washing, diapering, and preparing for departure, free play

Toddler Daily Schedule

7:30-8:20	Arrival, greeting, free play
8:20-8:30	Hand washing, preparing for snack, diapering
8:30-8:45	Morning snack
8:45-9:00	Diapering
9:00-9:15	Teacher directed activity
9:15-9:30	Diapering
9:30-10:30	Outdoor play or free play (inside)
10:30-10:45	Preparing for lunch, hand washing, diapering, placing cots out for nap
10:45-11:15	Lunch
11:20-1:20	Naptime/rest
1:20-1:45	Putting cots away, diapering, combing hair, preparing for afternoon snack
1:45-2:00	Afternoon snack
2:00-2:30	Free play, diapering
2:30-3:30	Outdoor play or free play (inside)
3:30-4:30	Hand washing, diapering, and preparing for departure, free play

****BOOKS ARE READ THROUGHOUT THE DAY**

Two-Year-Old Daily Schedule

7:30 – 8:30	Arrival- free play
8:30 – 8:45	Snack
8:45 – 9:00	Diaper change/potty
9:00 – 9:30	Teacher directed activities
9:30 – 10:30	Outdoor play
10:30 -11:00	Nap prep/diaper change/potty
11:00 – 11:30	Lunch
11:30-1:30	Nap
1:30 – 1:45	Wake up/diaper change/potty
1:45 – 2:00	Snack
2:15- 2:30	Story Time
2:30-4:00	Outdoor Play
4:00-4:30	Departure

Preschool Daily Schedule

7:30 – 8:00	Arrival-tablework
8:00 – 8:15	Bathroom, wash hands
8:15 – 8:30	Snacks
8:30 – 10:30	Large group and learning centers
10:30 – 11:00	Outdoor play
11:00 -11:30	Nap prep
11:30 – 1200	Lunch
12:00 – 1:30	Nap
1:30 – 2:00	Wake up/potty/hairbrushing
2:00 – 2:15	Snack
2:15- 4:15	Outdoor play
4:15 – 4:30	Departure

**SCHOOL CALENDAR
2017-2018**

AUGUST 14	DAY CARE OPENS
SEPTEMBER 4	LABOR DAY HOLIDAY
OCTOBER 9 - 10	FALL BREAK (Tentative)
NOVEMBER 20-24	THANKSGIVING HOLIDAY
DECEMBER 8	DAY CARE CLOSES @ 4:00 p.m.
JANUARY 8	DAY CARE OPENS
JANUARY 15	STATE AND NATIONAL HOLIDAY
MARCH 12-16	SPRING HOLIDAYS
MARCH 30 – APRIL 2	EASTER HOLIDAY
MAY 4	DAY CARE CLOSES @ 4:00 p.m.
MAY 7 - AUG 10	CLOSED FOR SUMMER

**FEE TUITION FOR THE YEAR
2017-2018**

CENTER OPEN DAYS	Tuition
August – 14 days	\$154
September – 20 days	\$220
October – 20 days	\$220
November – 17 days	\$187
December – 6 days	\$66
Total	\$848

CENTER OPEN DAYS	Tuition
January – 17 days	\$187
February – 20 days	\$220
March – 16 days	\$176
April – 20 days	\$220
May – 4 days	\$44
Total	\$847

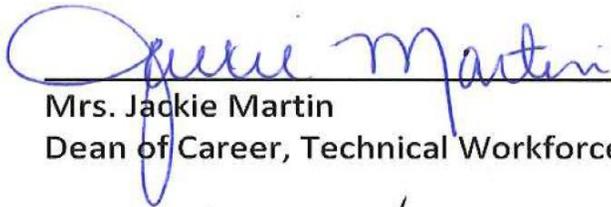
June 29, 2017

We the parents of _____ know and understand that Copiah-Lincoln Community College does not provide liability insurance for my child(ren) enrolled in the Co-Lin Childcare Program. We have also read the parent handbook and by signing this form agree to comply with guidelines as written.

Parent Signature

Date

THE ABOVE POLICIES FOR THE COPIAH-LINCOLN COMMUNITY COLLEGE EARLY CHILDHOOD TECHNOLOGY PROGRAM PARENT HANDBOOK HAVE BEEN READ AND APPROVED BY:


Mrs. Jackie Martin
Dean of Career, Technical Workforce Education

6/29/17
Date


Dr. Jane Hulon
Vice President of the Wesson Campus

6/29/17
Date


Dr. Ronald E. Nettles
President
Copiah-Lincoln Community College

7/5/17
Date