

Oklahoma City Community College
Child Development Center
and
Lab School

7777 South May Avenue
Oklahoma City, OK 73159

(405) 682-7561

PARENT HANDBOOK



2008

“...it is recognized that play contributes to all types of learning, including social, cognitive, physical and emotional learning.”

D. Sponseller

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WELCOME

Greetings from the director, teachers and support staff of the OCCC Child Development Center and Lab School (CDCLS)! We are so pleased that you have selected our facility for the care and education of your child.

CDCLS is an Oklahoma Three-Star Center and is also accredited with the National Association for the Education of Young Children. We are committed to maintain exemplary childcare and family services, as well as continue to provide a high quality developmental program for infants, toddlers, and preschoolers, ages six weeks through to the start of kindergarten.

The CDCLS staff understands that children are unique. Each child experiences a variety of needs, routines, learning styles, developmental levels, and cultural diversity. We welcome variety and build our program around the interests and experiences of the children.

Classroom activities and areas of study are determined by a delicately balanced combination of children's curiosity, developmental appropriateness, and the knowledge of the teaching team. Projects are implemented to encourage discovery and utilize a constructivist outlook, in which research indicates children learn best. Learning occurs in all arenas of development—social, emotional, physical, intellectual. The CDCLS full-time teaching staff all hold degrees in the area of Early Childhood Education and consistently demonstrate their skills.

The CDCLS Director, Teachers and Staff. So glad you are here!

GENERAL INFORMATION

The CDCLS is located on the main campus of Oklahoma City Community College at 7777 South May Avenue in the south Oklahoma City area. The CDCLS can be reached by calling 682-7561, or the Director at 682-1611, ext. 7612. We serve the children of OCCC students and staff, as well as the community.

As a Lab School we model the appropriate environment for children to grow to their highest potential. Observers from the OCCC Emergency Medical Training, Psychology, and Child Development degree programs are regular visitors at the CDCLS. We are also a model early childhood center for the state of Oklahoma and are visited by students and childcare providers from colleges, universities, and centers around the state. To keep this process organized, as not to cause confusion to the children, we have assigned a full-time staff member to schedule and record observation appointments.

The CDCLS was originally designed to enhance the college's degree programs, which remains a primary focal point. It was not created to be a daycare center. For this reason strict drop-off and pick-up times have been established for our program (see Arrival and Departure).

Licensed for sixty-seven children, the CDCLS currently consists of three multi-age classrooms—one for infants and toddlers and two rooms for multi-age groups of children three to five years old. The infants/toddlers and preschoolers each have their own outdoor play areas.

Our facility is open from 7:00 a.m. to 5:45 p.m. Monday-Friday and 5:00-9:30 p.m. Monday through Thursday for OCCC students who attend evening classes. School closings are listed in the monthly Parent Newsletter, as well as in the insert found in the back of this Parent Handbook.

The CDCLS is in compliance with fire, health, and licensing standards required by the Oklahoma State Department of Human Services.

Arrival and Departure

The CDCLS is a "cell phone-free" environment in order to maximize parent-child and staff-parent communication during drop-off and pick-up times. Please discontinuing using your cell phone once entering the Center.

An adult must bring children to their classroom, or playground area if applicable, and sign-in. Sign-in sheets are located near the entrance of each child's classroom. Make certain your child's teacher(s) acknowledges the arrival of your child before you leave. All children must arrive before 9:00 a.m. unless other arrangements have been made with the CDCLS office. Consistent schedules help children adapt to school and know what to expect.

When picking up your child, sign-out and make sure the teacher(s) realizes you are taking your child. The center closes at 5:45 p.m. sharp. All children MUST be cleared from the building at 5:45 p.m. so the OCCC Security can secure the facility. You will be billed one dollar (\$1.00) for each minute after 5:45 p.m. Please do not ask staff members to take your child to their home, or your home. They are not permitted to provide this service. They are also not allowed to stay with a child at the CDCLS after closing in exchange for money or as a favor to a parent.

An adult must pick up your child and must be at least 18 years old. We will release your child only to persons identified on the Enrollment Card. If you want to give permission to someone not listed on the Enrollment Card, you may give temporary permission by filling out the appropriate form. If a person comes to pick up your child and no staff member can identify him/her, he/she will be required to show a photo I.D. Please call if someone other than yourself will be picking up your child. You will be asked for a code word.

In the event a child has not been picked up one hour after closing, and all attempts to reach people listed on the child's Enrollment Card are unsuccessful, the college will call the OKC Police and report the situation. Parents are required to update enrollment cards periodically.

OCCC CDCLS employees are employed to care for children at our Center. The CDCLS respectfully requests that parents do not employ the teaching staff after hours. This puts the Center at risk and places the teacher in a compromising position.

Holiday Schedule

A calendar of closure dates will be included in each monthly Parent Newsletter and posted on the Parent Bulletin Board in the foyer. This information is also listed weekly on the Parent Information Board in the hallway, next to the main entry of the CDCLS. A calendar of closure dates is also attached to the back cover of this Parent Handbook.

Inclement Weather

The CDCLS will be closed for bad weather whenever the entire College closes. The closings will be announced by 6:30 a.m. on major radio and television stations. In addition, you can call the main College number (682-1611) for a recorded message about closings.

OUR PROGRAM

Philosophy

The CDCLS staff works diligently to provide an atmosphere for children, which treats each child with respect and dignity. Research reports that children learn best in an environment offering a variety of hands-on, daily life related, play-centered activities. The CDCLS supplements the home by providing consistent guidance experiences based on the individual needs of the children.

Goals for Children

We see the children in the future as well as for today. Building responsible adults starts with our interaction with the children at an early age. Our goal is to provide a positive atmosphere, which will promote all areas of a young child's growth and development.

- develop a healthy self-concept
- develop socially and emotionally
- develop enjoyment of creative experiences and fine arts
- develop trust in adults and peers
- develop independence and responsibility for self
- develop a sense of security and success
- develop skills in the physical, cognitive, and language areas

Goals for Parents

- understand appropriate expectations of young children
- develop guidance techniques
- create an atmosphere of open communication with your child's school
- realize the importance of active involvement with your child's school

Personnel

All CDCLS personnel are trained in the arena of early childhood education. Most have early childhood degrees or are working on acquiring a degree in this field.

Training is ongoing. All staff members attend a minimum of 20 clock hours each year to keep current with the latest early childhood research and innovations. Annual training includes CPR, First Aid, and Bloodborne Pathogens for every staff member. Many of our teachers, and the director, participate in early childhood conferences as speakers and workshop leaders. Several have published articles; some in early childhood professional journals.

All staff members work closely together to insure the most positive experience for your child.

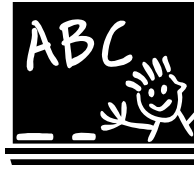
Curriculum

Every experience your child has at the CDCLS, including routines like naptime and meals are part of the curriculum. The curriculum includes activities, arrangement of the environment and materials, and teacher-child and peer interactions.

The curriculum is built of the following beliefs:

- children benefit more from an early childhood program when their parents are involved and when their parents value the program

- parents are more likely to value the program and be involved when the program is well organized
- parents are more likely to volunteer in the classroom when the program is organized, when they can make significant contributions, and when they have specific duties
- children learn best when the atmosphere is calm and relaxed
- children learn from first-hand experiences followed by symbolizing experiences
- for learning basic concepts like classification, seriation, visual skills, one-to-one correspondence, and auditory skills, children need repetition of the same basic activity using a variety of materials
- children develop cognitive and language skills best when the teacher puts into words what the child is doing, or stimulates the child to put into words what is being done
- children develop positive attitudes about school, which are permanent, when routines and materials are well organized
- early experiences with literature have positive effects on children's attitude toward and ability to learn to read
- the development of a healthy self-concept is related to development in all other areas
- self-concepts are enhanced, and children are more comfortable at school when their culture is incorporated into all aspects of the curriculum in a natural way
- cultural activities should be used to develop basic concepts
- children experience optimum development when activities are hard enough to challenge them, but easy enough for them to be successful
- all children in the program have a right to developmentally appropriate activities, even the fastest developing children and the slowest developing children



HEALTH

Well Child Visits

Good health is very important for maximum growth and development of children. The CDCLS requires documentation of annual well-child visits from a physician.

In order for your child to attend the CDCLS, he/she must be well enough to eat meals and snacks provided by the center and go outdoors. If your child is exhibiting any of the following symptoms he/she may not come to school:

- fever
- vomiting
- diarrhea
- sore throat
- frequent cough
- heavily running nose
- frequent sneezing
- unknown rash

Children displaying any symptoms listed will not be permitted to return to the center for 24 hours following the last display of the symptom, whether that occurred at the CDCLS or elsewhere. The child must be 24 hours symptom free before returning to CDCLS.

Immunizations

Your child must be up-to-date on immunizations as required by the state of Oklahoma Department of Human Services prior to enrollment. After admission to the CDCLS you are responsible for regularly updating your child's health files to reflect new immunizations.

Medication

The CDCLS staff will dispense prescription medication provided by parents for their children. Prescriptions must be current and clearly labeled with the child's name. Over-the-counter medicine must have a doctor's note in order for the CDCLS staff to give it to the child. Medicine will be dispensed only if parents complete a daily written request form, available in the office. All medications must be picked up daily. Sunscreen and diaper rash creams have a separate form that will need to be signed prior to application.

Daily Health Checks

Each day as the children arrive, they will be given a health check for symptoms of colds, fever, contagious diseases, etc. Throughout the day, the children's health will be monitored and any signs of oncoming illness will be reported to the Director. The child will be isolated from the others and the parents called to pick up the child. If parents cannot be contacted, the individual noted on the child's Enrollment Card will be called to pick up the child. We ask that parents or authorized individuals pick up an ill child within one hour of being notified.



**Exclusion for Contagion
(as stated by the Oklahoma Department of Human Services)**

- temperature – over 100° taken axillary
- too tired to do activity
- difficulty breathing
- diarrhea
- mouth sores
- pinkeye
- scabies
- impetigo
- ringworm
- shingles
- mumps
- rubella
- irritability
- persistent crying
- uncontrolled coughing
- vomiting
- rash
- head lice
- tuberculosis
- strep throat
- chicken pox
- pertussis (whooping cough)
- measles
- hepatitis A



Food and Nutrition

Breakfast snack, lunch, and afternoon snack are served to all children. An additional morning and afternoon snack is provided for the infants and toddlers.

The CDCLS participates in the USDA Childcare Food Program, which is an agreement between the College and the USDA. The agreement states that we will meet USDA nutrition requirements in exchange for commodities and partial reimbursement of food costs, based on a blended rate calculated by family incomes of enrolled children.

Menus are posted weekly. More than minimum amounts of food are prepared, so seconds are available. No high calorie, low nutrient foods are served. Only full-strength juices are served. Menus are developed to provide children with an excellent source of vitamin C daily and vitamin A every other day. A copy of the menus are available upon request.

A copy of the daily menu is posted outside your child's classroom. We invite parents to join us to have snack/lunch with their child for a minimal cost. However, we do recommend with very young children that you arrange your schedule so that you can take your child with you after you have lunch/snack. Children under three often get very upset or confused as to why they are not going with you.

It is your responsibility to notify the CDCLS if your child has a known food allergy. Please give us a doctor's signed statement to put in your child's file.

The CDCLS provides Parent Choice brand formula for children twelve months and younger. If a parent prefers another brand name of formula the parent will provide the formula. Parents will provide bottles for formula. Bottles must be clearly labeled with the child's name.

Rest

Periodic quiet times and activities are interspersed throughout the day to provide adequate rest for the children. Each classroom has a quiet place, which will always be available when a child needs rest or quiet.

In addition, a two-hour rest period will be scheduled in the early afternoon. All children will be placed on cots during this time. Although children are not required to sleep, the environment will be conducive to rest.

Children may bring a cot size blanket, pillow, and stuffed animal from home. These items must be small.

Outdoor Play

This time is beneficial to the total development and health of the children. The playground especially presents excellent opportunities for young children to develop gross motor skills.

All children will go outdoors. Please bring proper shoes and clothing for them to be comfortable (see clothing). If a child is healthy enough to be at the Center, they are healthy enough to go outside for activities.

Abuse Reporting

Anyone with reason is required by law to report evidence or suspicion of child abuse or neglect. The Statewide Child Abuse Hotline is (1-800-522-3511).

EMERGENCY PROCEDURES

Hospital Information

Every effort is made to keep your child safe; however, children are likely to acquire bumps, bruises, and scratches during their early years. An accident report will be placed in your child's box notifying you of an incident.

If the injury is serious you will be notified by phone. If, in the opinion of the CDCLS staff and OCCC security on duty, the injury warrants emergency treatment, an ambulance will be called and your child will be taken to:

Integris Southwest Medical Center
4401 South Western
Oklahoma City
636-7230 (emergency department)

You will be notified immediately. If a parent cannot be reached, a person listed on the Enrollment Card will be called. Parents will be responsible for any costs incurred due to any emergency treatment, including ambulance transportation.

Fire Procedures

Fire drills are conducted monthly. The children are evacuated to the playground. In the event the back entrances are blocked, the children will evacuate to the north side of the building facing Parking Lot H.

Tornado Procedures

Tornado drills are conducted throughout the year. The children are taken to the CDCLS adult's bathrooms. A secondary plan would be to evacuate to the underground portion of the College. That area is located in the SEM Center (science, engineering, and mathematics center) next to the Math Lab stairwell. You enter it through the College entrance northwest of the CDCLS, entrance of Parking Lot H.

Security

The CDCLS is designed with alarmed doors, which remain locked throughout the day. Staff has access to a direct line to the OCCC Security Office. There is also an emergency call-box in the parking lot adjacent to the CDCLS.

OCCC works with the Oklahoma State Department of Health and the Oklahoma County Health Department to be a designated vaccination site in the event of a pandemic outbreak of influenza. More information about the emergency preparedness plan can be found at the OCCC Pandemic Website, <http://www.edu/pandemic>. In the case the college must close due to an emergency illness outbreak, the CDCLS will also be closed.

CHILDREN'S NEEDS

Clothing

The children are involved in exploratory play each day. They are busy experimenting with a variety of mediums, such as paint, food coloring, dirt, and water, which may result in soiled clothing. Aprons are provided and the staff will take every precaution to protect your child's clothing, however, accidents do happen.

The following are some guidelines to keep in mind as you prepare your child for school:

- durable and washable clothing
- easy to take on and off when toileting
- appropriate for weather conditions
- shoes that fit snug, as opposed to sandals and flip-flops (tennis shoes are best and safest for running and climbing) FLIP FLOPS ARE NOT PERMITTED TO BE WORN AT THE CDCLS. THESE ARE A SAFETY HAZARD FOR ACTIVE CHILDREN. Children must wear footwear that secures to their feet.
- label ALL clothing with the child's name

Clothing at School

All children need a complete change of clothes to leave at the Center. Infants, toddlers and children being toilet trained should keep three or four complete changes of clothing in their cubbies at all times. Many pairs of training pants will be necessary. Diapers are the responsibility of the parents.

Clothing Suited for the Weather

Appropriate attire of each child upon arrival is required. Parent, or other person dropping-off a child, will not be allowed to leave the child at the center if this policy is not followed. In cold weather, each child must have a warm coat which will close securely across the chest, warm mittens or gloves, and a hat (hoods do not stay on and restrict a child's freedom to move during play.). If the CDCLS staff does not have an opportunity to make the initial morning appropriate attire check and the necessary items are realized missing at the time of outdoor play, parents will receive a phone call and be expected to have their child picked up immediately. This policy is not limited to winter weather conditions. It applies to all type of weather. This policy also includes the CDCLS footwear requirement; slip-on shoes/sandals and flip-flops are not allowed. Footwear must be secure on your child's feet. Sneakers, which tie or Velcro, are suggested as an appropriate type of footwear. It is suggested that parents leave a "school-set" of outdoor play clothing in their child's "cubbie". Remember to label all items with the child's name. Mittens, warm head coverings, long pants, and a coat should be worn on cold days. The weather is unpredictable, so please keep appropriate outer wear for your child at school at all times.

Mark all items, including shoes and boots, with your child's name. The CDCLS is not responsible in the event of lost articles or damaged clothing.

Our infant/toddler classroom is a "shoe-free" environment. Before walking on surfaces that infants use specifically for play, adults and children remove, replace, or cover with clean foot coverings any shoes they have worn outside that play area. If children or staff are barefoot in such areas, their feet are visibly clean. Individual Preschool classrooms may opt to follow a similar policy.

Toys

Each child may bring one soft sleeping partner (must be able to fit inside your child's cubby). Any other toys brought to school will have to stay in the office until the child is picked up.

Birthdays

All birthday invitations must be mailed to the children's houses. There is a class directory available in the office with the addresses.

No outside food or drink is allowed in the center, so if you would like to bring a "birthday treat" for the children in the classroom, you may bring non-edible items such as stickers, pencils, paper, play dough, etc. The children really enjoy this. Place the items in a basket beside the sign in sheet with the items and a note or give the items to the teacher for him/her to distribute in the children's boxes. Parents may help their child to select a treat as they leave at the end of the day.

Guidance and Discipline

Our goal in guiding the children is for them to move toward controlling their own behavior. We also avoid using techniques that will damage the children's good feelings about themselves.

We begin by doing everything we can to arrange the environment to prevent discipline problems. This includes planning interesting activities, not asking children to be still too long, and meeting needs for food, rest, and active play.

When children do misbehave, we tell them what to do ("Walk in the room") and why ("You might fall"). When misbehavior includes destroying or abusing materials, children will not be allowed to work with these materials for a while. When children disrupt group activities, they can choose to participate without disrupting or move away from the group.

Children are never criticized or shouted at. They are never physically punished.

Each day, the staff will give you a verbal report on your child's day. You can communicate with your child's teachers in writing, if you wish, by writing your child's name at the top of a form (usually found next to the sign-in sheet). During the day your child's teachers will fill out the form and you can pick it up at the end of the day.

The ground rules of the CDCLS for the children are:

- respect yourself
- respect others
- respect the environment (includes indoor and outdoor)

Dismissal

The CDCLS attempts to meet the individual needs of each child, as well as the needs of the group. If we cannot meet your child's needs or if we cannot meet the group's needs, we will not be able to care for your child. Children will be dismissed from the program in the following situations:

- has needs we cannot meet
- hurts other children or teachers
- needs medical or psychological services we are unable to provide
- destroys equipment or materials
- when we cannot keep the child safe
- Parent/guardian making remarks that are detrimental to the self-respect of children, staff or other families will not be tolerated. This includes harassing remarks, comments that are disrespectful to the teachers and other staff, a parent encouraging a child to be disrespectful, not following procedure in discussing concerns with the child's teacher first before going to administration, arguing about policies and procedures, and refusing to follow said policies and procedures.

PARENT PARTICIPATION

Visiting the Center

Parents are always welcome to visit. If you wish to join your child for lunch/snack let your child's teacher know and a place will be set for you (see *Food and Nutrition* for details). Parent participation encourages positive relationships and helps develop a secure atmosphere for your child.

Parent-Teacher Conferences

Each fall and spring the classroom teachers will assess your child's development using a non-standardized test. You will be encouraged to meet with your child's teacher to set individual goals for your child based on the assessment, as well as classroom observations and information you share regarding your child.

You may request additional conferences at any time, through the Director, in addition to the regularly scheduled parent-teacher conferences. Each child's teacher has a planning time, and she/he is available by telephone at that time.

The Parent's Place

Located in a separate room adjacent to the CDCLS office is an area dedicated especially to parents. The Parent's Place contains a selection of books and educational materials relevant to raising young children. These are available for a two-week check out.

Parent Bulletin Board/Newsletter

There is a parent information bulletin board in the outer entryway of the CDCLS displaying news, entertainment, and activities that might be of interest to parents.

Magazines, brochures, and early childhood journals are on the shelf, also available in the outer entryway, containing the most recent research regarding young children.

A newsletter with the CDCLS web page address will be placed in your child's box each month. Notes with current events will also be placed in your child's box.

Holidays

The CDCLS staff will focus on events of the children's daily life to "celebrate." For example, we might celebrate the change of the seasons rather than a particular holiday. Parents are encouraged to share family rituals and customs with the children at the center.

Family Fun Events

Family activities, parenting programs, and group meetings will be planned throughout the school year. Participation in these activities is encouraged and appreciated by children and staff.

ENROLLMENT PROCEDURES AND FEE POLICY

Enrollment Procedures

- Parents tour the CDCLS and pick up an *Application for Admission* form.
- An *Application for Admission* form is submitted along with an application fee of \$25.00. This fee is non-refundable. The application fee is paid in the OCCC Bursar Office.
- When an opening occurs that would be suitable for the child, the parent will be notified.
- An appointment will be made with the director, lab supervisor, or the classroom teacher to discuss the possible beginning date.

Information enrollment cards are completed by the parent. When any changes occur, for example a telephone number, the enrollment card must be updated as changes occur.

Divorce Issues

A child's parent(s) and/or guardian(s) must provide a list of adults to whom the child can be released. Parents can only be excluded when a court of competent jurisdiction has limited the parental right of access to the child and a copy of the order is on file in the office. Biological parents are legally entitled to equal distribution of information, child access, etc. No unauthorized pick-up's can be honored without documentation.

Fees

FULL TIME CARE (ages 6wks – 5 yr)

Ages	Price Per Week		
	OCCC Student Community	OCCC Employee	
6 weeks – 35 months	\$130.00	\$130.00	\$150.00
3 -5 year old rooms	\$115.00	\$115.00	\$135.00

Please be advised that late pickup charges for the Child Development Center & Lab School will be assessed at the rate of \$1 per minute.

DAILY RATE (ages 6 wks – 5 yr)

Ages	Price Per Day		
	OCCC Student Community	OCCC Employee	
6 weeks – 35 months	\$35.00	\$35.00	\$35.00
3 – 5 year old rooms	\$35.00	\$35.00	\$35.00

Activity Fee

Each child enrolled in the CDCLS is charged a \$35.00 activity fee. This fee is charged each fall and spring semester for each child attending the CDCLS. (*Activity fees are not charged during the summer semester*)

Late Fee

There is a late payment fee of \$10 for payments not paid on or before tuition due dates as specified in the Payment Plan Agreement.

Application Fee

There is a \$25.00 fee to have your child's name placed in the waiting pool. In the event that your child does not attend the center, the application fee is non-refundable. (*Application fee is waived for OCCC students and OCCC employees*)

****The application fee must be paid in the Bursar's Office. If mailing your application feet, please mail to the following:*

Bursar
Oklahoma City Community College
7777 S. May Ave.
Oklahoma City, OK 73159

Fees are due weekly, in advance, and are paid in the OCCC Bursar's Office located in the main building of the campus. Payment forms are available at the CDCLS office, which need to accompany your payment. Payments may also be mailed, in advance, to the Bursar's Office. Fees are due each week whether or not the child attends.

A Weekly Child Care and Activity Fee Schedule is available in the CDCLS office.

Payment Plan

You will receive a payment plan at the beginning of the fall semester which will remain valid until the following fall semester or in the case of a necessary change. Changes in your child's attendance schedule are dependent on the openings in the classroom.

Non-attendance Payment Policy

The CDCLS is a lab school and, therefore, coordinates a yearly calendar which closely reflects the college calendar.

The center is closed three full weeks:

- December Holidays
- Spring Break
- Spring CDCLS Professional Development Week

Payment Policy for OCCC CDCLS' declared breaks

- If the CDCLS is closed a full week, parents do not pay for childcare that week
- If the CDCLS is closed for 3 days of one week, parents pay the daily rate for the remaining two days
- If the CDCLS is closed one or two days of one week, parents pay the regular agreed upon weekly rate
- **There are no reduced rates for children that are absent.**

Children attending the CDCLS year-round are entitled to 5 consecutive vacation days without charge after one year of continuous enrollment. This vacation reserves the child's place at the center during their vacation absence. Written notification of vacation **MUST** be given to the Director one week in advance. This does not apply to OCCC faculty and student's children who attend only the academic weeks. In such cases, no vacation days apply.

If childcare tuition payments are not paid for a two-week time period your child will be dropped from the CDCLS program.

Late Payments

If your fee is not paid by Wednesday of each week a \$10.00 late fee will be charged.

Charge for Late Pick Up of Children

The CDCLS closes promptly at 5:45 p.m. You will be billed one dollar (\$1.00) per minute after 5:45 p.m. The late fee is due the following morning, in the Bursar's Office.

Absence

There is no reduced rate for children who are ill or absent. Please call the CDCLS office when your child is going to be absent.

... AND JUSTICE FOR ALL

In accordance with federal law and United States Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410, or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

Mission Statement

We believe children are unique, capable, creative, problem-solvers, eager to learn. The CDCLS Staff is committed to designing and implementing a safe, friendly, nurturing environment, which promotes high quality care, and physical, intellectual and social-emotional development growth, in a collaborative effort with children, families, community, and one another.

Philosophy

The program considers the development of the whole child and concentrates on children as unique individuals, allowing each child to develop at his/her own pace. Each child and family member is treated with respect and dignity. Play is recognized as the direct avenue to learning, realizing the vital importance of discovery, investigation, creativity and problem-solving opportunities. Partnerships with parents are identified as a key component in creating a collaborative team for the purpose of cultural awareness and raising children to become productive, responsible citizens.



Child's Name: _____

Date: _____

I have read the Parent Handbook, for the Oklahoma City Community College Child Development Center and Lab School, and agree to comply with the rules and regulations of the center.

Parent's Signature: _____

(Please sign, date and remove this page from the handbook and return to the office)