



Child Development Center & Lab School
**OKLAHOMA CITY
COMMUNITY COLLEGE**

6500 S. Land Avenue
Oklahoma City, Oklahoma 73159

(405) 682-7561



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

D. Sponseller

Table of Contents

Welcome	5
General Information	6
Parking	7
Arrival and Departure	7
Holiday Schedule	8
Inclement Weather	8
Our Program	9
Philosophy	9
Goals for Children	9
Goals for Families	9
Personnel	9
Curriculum and Assessments	10
Health	12
Well Child Visits	12
Immunizations	12
Medication and Daily Health Checks	12
Exclusions for Contagion	13
Food and Nutrition	14
Rest	15
Outdoor Play	15
Abuse Reporting	15
Emergency Procedures	16
Hospital Information	16
Fire and Tornado Procedures	16
Blizzard	16
Evacuation or Lock Down/Take Shelter in Place	17
Electrical, Water, or Other Maintenance Problems	17
Security	17
Children’s Needs	18
Clothing	18
Diapers and Wipes	19
Toys	19
Birthdays and Holidays	20
Guidance and Discipline	20
Family Code of Conduct	21
Dismissal	21
Communication	21

Family Participation	22
Visiting the Center	22
Orientation & Family/Staff Committee	22
Parent-Teacher Conferences	22
Family Resource Room	22
Family Fun Events	23
Photos and Video Images	23
Annual Family Surveys	23
Enrollment Procedures and Fee Policy	24
Enrollment Procedures	24
Divorce/Separation	24
Payment Plan	26
Payments and Fees	27
Non-Attendance Payment Policy	28
Payment Policy for OCCC CDCLS declared breaks	28
Absence	28
Classroom Schedules	29
School Events Calendar	33

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 it is also accredited with the National Association for the Education of Young Children. We are committed to provide responsive and respectful child care and family services. We strive to provide a high quality developmental program for infants, toddlers, and preschoolers, ages six weeks through the start of kindergarten. Student Scheduled Child Care, during evening hours, provides child care for ages twelve months to eight years of age.

The CDCLS staff understands that children are unique. Each child has a diverse experience with a variety of 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. Learning occurs in all areas of development—social, emotional, physical, and intellectual. The CDCLS Child Development Teachers hold baccalaureate degrees in the field of Early Childhood Education or related field and consistently demonstrate their skills.

We are so glad you are here!

Sincerely,

The CDCLS Director, Teachers, and Staff



The CDCLS is located in OCCC's Family and Community Education Center (FACE). The FACE Center is located at 6500 S. Land Ave. Oklahoma City. The CDCLS can be reached by calling 405-682-7561. 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 Nursing, Emergency Medical Training, Occupational Therapy, 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 one hundred and forty children, the CDCLS currently consists of five multi-age classrooms—five for infants and toddlers and three 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 full-time child care program is open Monday – Friday from 7:30 a.m. to 5:30 p.m. Our Student Schedule Child Care program's hours are Monday – Thursday from 7:30 a.m. to close, and on Friday from 7:30 a.m. to 2:15 p.m.

**STUDENT SCHEDULE CHILD
CARE SESSIONS**

Session 1: 7:30 a.m. - 10:45 a.m.
Session 2: 11:00 a.m. - 2:15 p.m.
Session 3: 2:30 p.m. – 5:30 p.m.
Session 4: 5:45 p.m. - close

School closings are listed in the monthly Parent Newsletter and in the back of this Family Handbook.

The CDCLS is an Oklahoma Three-Star Center and is also accredited with the National Association for the Education of Young Children. The CDCLS is in compliance with fire, health, and licensing standards required by the Oklahoma State Department of Human Services.

Daily Parking

There are four parking spots reserved for CDCLS families. There is additional parking on the North side of the building. The Oklahoma City Police Department will issue parking tickets to any cars parked in the Fire Lane, on the grass across the street, between reserved handicapped places, or those parked in handicapped spots that do not have a handicapped decal.

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 discontinue using your cell phone once entering the Center.

Families will utilize their assigned door code to enter the CDCLS. With this in mind, it is particularly important that the assigned code is shared only with the person(s) listed as an authorized person on the child information card. Each family will enter their own code and should not hold the door for visitors or other families.

Children must be removed from car seats before entering the classroom. There is a space at the front office for car seat storage should you need to leave it on the premises.

An adult must bring children to their classroom, or playground area if their class is outside, 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 IN THE CLASSROOM BY 9:00 a.m.** unless other arrangements have been made with the CDCLS office, or your session time begins after 9:00 a.m. Children who are arriving late because of a doctor’s appointment will need to be here by 11:00 a.m. Please notify the CDCLS secretary *and* your child’s classroom teacher of a delay due to a doctor’s appointment. Consistent schedules help children adapt to school and know what to expect. Frequent late drop off may result in termination. We are a lab school and we support the education of the child development students at OCCC and other area colleges. It is very important to have all of the children in the classroom by 9:00 a.m. when the students begin their lab/observation.

When picking up your child, sign-out and make sure the teacher(s) realizes you are taking your child. **The center closes at 5:30 p.m.** Children enrolled in the CDCLS full-time care MUST exit the building at 5:30 p.m. If you are in the Student Schedule Child

Care Program and have enrolled in Evening Care, you must pick up your child by 9:00 p.m. You will be billed one dollar (\$1.00) for each minute after 5:30 p.m. for the first 5 minutes you are late. After 5 minutes, the late fee increases to five dollars (\$5.00) for each additional minute you are late. Frequent late pick up may result in termination. Please adhere to our posted business hours.

Please do not ask staff members to take your child to their home, or your home. They are not permitted to provide this service. Staff are not allowed to stay with a child at the CDCLS after closing in exchange for money or as a favor to a parent. 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.

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 a staff member cannot identify them, they 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**, which is the month of your child's birthday.

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 OCCC Security department will call the Oklahoma City Police Department and report the situation. Parents are required to update enrollment cards annually during our pre-enrollment for fall and as information changes occur.

Holiday Schedule

A calendar of closure dates will be included in each monthly Parent Newsletter. Parent Newsletters are posted on bulletin boards outside each classroom, on the CDCLS website, and distributed in Wednesday Weekly folders. This information is also listed weekly on the Parent Information Board located in the front hallway. A calendar of closure dates can also be found on the calendar at the back of this Family Handbook.

Inclement Weather

The CDCLS will be closed for bad weather when 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. Your child's teacher will attempt to contact you in the case of an unscheduled closing. When a family has multiple children attending the CDCLS, the teacher of your youngest child will telephone your family.



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 supports the child and family by providing consistent guidance experiences based on the individual needs of the children.

Goals for Children

We acknowledge and welcome the responsibility that we have to support children as they grow and develop. Building responsible adults starts with our interaction with 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. By participating in the CDCLS program, the children will:

- 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 Families

When becoming a partner with the CDCLS, families will:

- benefit from the resources available related to parenting
- have an opportunity to attend a variety of training opportunities
- experience open communication with your child's school
- have opportunities to become actively involved with your child's school

Personnel

All CDCLS personnel are trained in the field of early childhood education and child development and have extensive experience working with children. All Child Development Teachers hold a bachelor or master degree in early childhood. The CDCLS Teacher Assistants are either pursuing a degree in the field of early childhood or have obtained an Associate of Art or Science in Child Development.

All staff members attend a minimum of 20 clock hours of training each year to keep current with the latest early childhood research and innovation. Every staff member attends annual training, which includes CPR, First Aid, and Blood Borne Pathogens. 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 ensure a 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 on the following beliefs:

- children benefit more from an early childhood program when their families are involved and when their families value the program
- families are more likely to value the program and be involved when the program is well organized
- families 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 encourages the child to put into words what is being done
- children develop permanent positive attitudes about school, 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, adapted for all skill levels

Assessments and Screenings

Persons having access to individual child screening and assessment results are:

- Parents or legal guardians of the child – open access is allowed; parents may review their child's documentation in the private Family Resource Room; when

- the child exits the CDCLS program the child's portfolio is given to the parents.
- Child's teaching team – assessments and records are written by a team of teachers responsible on a daily basis for a particular child.
- Oklahoma Department of Human Services – according to Section 406 of the Licensing Requirements – Investigations – Notice of Violation – Confidentiality, the Department of Human Services shall have authority at any reasonable time to investigate and examine the conditions of any child care facility in which a licensee or applicant hereunder receives and maintains children, and shall have authority at any time to require the facility to provide information pertaining to children in its care.
- Child Development lab students – students conducting lab work at the CDCLS participate in observing and assessing children as part of course learning objectives; students have limited access to individual children's assessment and screening results for purposes of specific course assignments.

Governing regulations and family rights – CDCLS parents or legal guardians have the right to review their child's assessment and screening results at any time; parents or legal guardians reserve the right to give permission for the CDCLS to review screenings conducted by City-County Health Department, vision screenings and other applicable entities; reviewing a child's file on occasion other than a scheduled conference requires the reviewer to sign a signature sheet stating the date and time at which the documentation is reviewed.

Confidential assessment records and screening results of individual children are stored in locked file cabinets at the appropriate teacher workstation; screening results of individual children are also stored in a locked file cabinet in the CDCLS office.

Parents must complete an Ages and Stages Questionnaires (ASQ-3), which are used to monitor children's progress. Results, teacher observations, and the child's portfolio are discussed during the Parent/Teacher Conferences, which are held semi-annually.



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.

To attend the CDCLS, children must be well enough to eat meals and snacks provided by the center and go outdoors. Children may not come to school when they are exhibiting any of the following symptoms;

- fever

- vomiting
- diarrhea
- sore throat
- frequent cough
- excessive nasal discharge
- frequent sneezing
- unidentified rash

Children displaying any of the 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

Children 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/Sunscreen/Insect Repellent

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, prescription date, and administration instructions. Administration of over-the-counter medication must be accompanied by a doctor's note ordering the medication. Medication will not be dispensed without a completed daily written request form, available in the office. All medications must be picked up daily. Please do not leave over-the-counter medication in your child's diaper bag or backpack.

Sunscreen, lip balm, and diaper rash creams have a separate permission form which will need to be completed prior to application. The OCCC CDCLS is required to maintain a MSDS on all products stored at the center. Sunscreen may get in a child's eye and cause irritation, the CDCLS limits the sunscreen brand to a specific list. Sunscreen lists may be obtained in the CDCLS office. No spray sunscreens are permitted.

The CDCLS has a list of insect repellents which we can apply to the child prior to outdoor activities. In compliance with our national accreditation, it reads: "When public health authorities recommend use of insect repellents due to high risk of insect-borne disease, only repellents containing DEET are used, and these are applied only on children older than two months. Staff apply insect repellent no more than once a day and only with written parental permission. DEET is only required by the national accreditation academy when there is a public health authority's recommendation to use repellent."

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 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 authorized 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.

Exclusions due to 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
- 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 who are present. An additional morning and afternoon snack is provided for the infants and toddlers. Breakfast snack is served from 8:30 a.m. to 8:45 a.m. **Children will need to have had breakfast if they arrive after 8:45 a.m.**

The CDCLS participates in the USDA Childcare Food Program, which is an agreement between OCC 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, seconds are available. Low-calorie and nutrient-dense 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 menu is available upon request.

A copy of the daily menu is posted outside your child's classroom. Families may request a copy of the menu from the CDCLS secretary. 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 when they cannot go with you when you leave.

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.

Employee and Parent Breastfeeding Policy

The CDCLS is recognized as a Breastfeeding Friendly Worksite – Gold Star Employer by the Oklahoma State Department of Health, the Coalition of Oklahoma Breastfeeding Advocates, and the Oklahoma Birth Network. It is the position of the CDCLS to support families of nursing children. It is the purpose of this policy to offer guidelines and resources for breastfeeding mothers. The CDCLS has several designated private and secure areas for breastfeeding families. Parents and employees can inquire at the front office as to the rooms available. These areas are chosen to permit breastfeeding and/or express with as much privacy as possible. The CDCLS provides refrigerators designated for storing breast milk. The CDCLS provides current educational literature regarding breastfeeding, a reference and referral listing, and provides staff members periodic training regarding the benefits of breastfeeding. According to the 2006 state laws regarding breastfeeding in the workplace; employees may use unpaid break times to express breast milk at work.

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 preschool children will be placed on cots during rest time. Although children are not required to sleep, the environment will be conducive to rest. Many children need a security item from home to feel comfortable during rest time. Children may bring a cot size blanket, pillow, and stuffed animal from home. These items must be small. In addition, we ask that you clearly label these items.

Outdoor Play

Outdoor time is beneficial to the total development and health of the children. The playground offers 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 will

participate in outside activities.

Abuse/Human Trafficking Reporting

Every person, private citizen or professional, who has reason to believe that a child has been abused, is mandated by law to promptly report suspected abuse. Failure to do so is a misdemeanor. Failure to report with prolonged knowledge, six months or more, of ongoing abuse or neglect is a felony offense. The Statewide Child Abuse Hotline is 1-800-522-3511.

Every person having reason to believe that a person or child-placing agency is engaging in the crime of trafficking in children reports the matter promptly to the Oklahoma Bureau of Narcotics and Dangerous Drugs Control. The OBN Hotline is



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. We have a process in place to facilitate tracking of parent notification. You will receive a bright pink note on your child's cubby which will ask you to, "Please pick up your child's accident/critical incident report at the front office." Please bring the pink form to the front office. We will ask you to sign and date the accident/critical incident form, we will make a copy for our records and give you the original form. If you do not pick up the form on the day of the accident, we will note this on the form and we will attempt to connect with you during drop-off or pick-up to get your signature and give you the form.

If the injury is serious, you will be notified by phone. If, in the opinion of the CDCLS staff and OCC 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, Oklahoma
636-7230 (emergency department)**

In the event of an emergency, you will be notified immediately. If a parent cannot be reached, an authorized 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 of a fire, the children will be evacuated to John Glenn Elementary School and parents will be notified of their child's location.

Tornado Procedures

Tornado drills are conducted monthly. The children are taken to the FACE Center underground area. A designated classroom has been assigned for the CDCLS staff and children.

Blizzard

In the case of an approaching blizzard, the Director, or designated person, will contact the Vice President of Enrollment and Student Services for instructions. OCCC will announce the closing and the CDCLS staff will immediately begin calling families to come quickly for their child(ren).

Evacuation or Take Shelter in Place

In the event of an evacuation or Take Shelter in Place, please be assured that the OCCC Security officials are working closely with the CDCLS Director. The Director will pass along reliable facts to families as soon as an opportunity permits. The Director's first responsibility is to evacuate all children and adults present in the building or see that all classrooms are secured in a Take Shelter in Place mode. The secure mode requires all entrances of the CDCLS to be locked and personnel to be away from the phones. We will be in a location that prevents us from taking incoming calls. This is for the safety of children, students, and employees.

Electrical, Water, or Other Maintenance Problems

OCCC will inform the CDCLS Director of a need to close, due to a maintenance problem. If there is no immediate danger, the CDCLS staff will call families to come quickly for their child(ren).

Security

The CDCLS is designed with secure doors, which remain locked throughout the day. Upon enrollment, families will receive a security code from the CDCLS Secretary. The FACE Center has an OCCC Security Officer stationed in the building during hours of operation. Staff have access to a direct line to the OCCC Security Office. There are security cameras in the hallways and around the outside of the FACE Center. In addition, there are emergency call-boxes in the parking lot and on the playground

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 event that the college must close due to an emergency illness outbreak, the CDCLS will also be closed.



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
- neck wear is prohibited
- shoes that fit snugly (tennis shoes are best and safest for running and climbing). SLIP-ON SHOES/SANDALS AND FLIP FLOPS ARE NOT PERMITTED AT THE CDCLS. THESE ARE A SAFETY HAZARD FOR ACTIVE CHILDREN.
- label ALL clothing with the child's name
- do not leave over-the-counter medication or choking hazards in your child's diaper bag or backpack.

Clothing at School

All children will 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.

You may bring a pair of rain boots to leave at school for your child. Classrooms go out daily if possible, oftentimes there are puddles on the playground that the children love to investigate.

Clothing Appropriate for the Weather

Each child should be appropriately attired upon arrival. 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, long pants or tights, and a hat (hoods do not stay on and restrict a child's freedom to move during play.). If the appropriate attire is not present at the time of outdoor play, parents will receive a phone call and be expected to pick up their child, immediately. This policy is not limited to winter weather conditions; it applies to all types 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 cubby. Remember to label all items with the child’s name. 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 for lost articles or damaged clothing.

Our infant/toddler classrooms are 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 the play area. If children or staff are barefoot in such areas, their feet should be visibly clean. Individual Preschool classrooms may opt to follow a similar policy. You may bring a pair of classroom slippers or classroom shoes to be left at school. These shoes will only be worn inside the classroom.

Diapers/Wipes

Diapers and wipes are the responsibility of the parents. Parents will be given notice in advance that their child’s diaper supply is low. Parents will be notified, if their child’s diapers/wipes have been depleted. In view of the current standing of the American Academy of Pediatrics, that talc/baby powder is harmful to children when inhaled. We will not be using talc/baby powder at the CDCLS.

Toys

Young children often need a security item from home to feel safe and secure. A small stuffed animal, blanket, or “lovie” may be brought to school. Please keep in mind that it needs to fit into your child’s cubby for storage. In addition, we ask that you clearly label the item. Toys and/or play jewelry brought to school must stay in the office until the child is picked up.

Birthdays and Holidays

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

NAEYC policy restricts foods brought from home, no outside food or drink is allowed in the center. 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 enjoy this special treat. Place the items in a basket beside the sign in sheet with the items or give the items to the teacher for distribution in the children’s cubbies. Parents may help their child select a treat as they leave at the end of the day.

At the CDCLS, holidays are viewed as family events/celebrations. As part of our emphasis on family identity and respect for diversity, we encourage children to talk about their family traditions. We welcome parent participation should you wish to share your traditions with the children. Please visit with your child’s teacher to plan age-appropriate activities.

Child Guidance

Our goal in guiding the children is for them to move toward controlling their own behavior. We avoid using techniques that will damage the children's positive self-concept.

The environment and schedule are arranged to prevent behavior difficulties. This includes, planning interesting activities, avoiding long periods of sedentary activity, and meeting needs for food, rest, and active play.

When children resist instruction and guidance, we tell them what we expect ("Walk in the room") and why ("You might fall"). When resistance includes destroying or abusing materials, children will not be allowed to work with these materials for a period of time. When children disrupt group activities, they can choose to participate without disruption or move away from the group.

Children are never criticized. They are never physically punished. Each day, the staff will give you a verbal report on your child's day. **Please remember, never talk with staff about your child(ren) in front of any children and avoid talking about other children.** A child's behavior patterns are confidential and can have serious consequences for the child(ren) if overheard.

The ground guidelines of the CDCLS for the children are:

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

Family Code of Conduct

To ensure that you, your child, our staff and all that enter our center experience a safe, welcoming, and respectful environment, we ask that families demonstrate respect for others. Behavior that is inappropriate, illegal, threatening, or disrespectful in nature or language that is abusive is not acceptable.

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 makes remarks that are detrimental to the self-respect of children, staff, or other families. This includes harassing remarks, comments that are disrespectful to the teachers, other staff, or families, a parent

encouraging a child to be disrespectful, not following procedure in discussing concerns with the child's teacher first before going to administration, and refusing to follow said policies and procedures.

Current lists of family support services are available for all families upon need and/or request. These lists are also posted in each classroom for teachers to provide to families upon request and/or need.

Communication

As part of our communication policy, we provide daily report forms upon request. You will find the daily report forms next to the sign-in sheets of each classroom. If you wish to receive a daily report, please fill out the information on the top portion of the form and give the form to your child's teacher. The teacher will then fill out the report throughout the day providing pertinent information, such as, foods that were eaten, if the child napped, areas of the room the child played in, and any other important information that should happen throughout the day. If report forms are not available, please notify your child's teacher and the report will be provided to you by the end of the day. This is just one way to help teachers and parents communicate and to help parents stay informed regarding their child's classroom and education. Knowing what your child is doing during the day helps you reinforce and encourage the same interests and activities at home. School to home consistency helps your child become an active, enthusiastic learner.



Visiting the Center

Families 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). Family participation encourages positive relationships and helps develop a secure atmosphere for your child.

Orientation

A family orientation will be held in August of each year. Information for the upcoming school year will be given at this time. Parents will also be introduced to the teaching staff and will have the opportunity to ask questions.

Family/Staff Committee

At orientation, families are given the opportunity to sign up to participate on our Family/Staff Committee. The Committee meets periodically throughout the school year

to share new information, plan events, and discuss upcoming trainings. The CDCLS encourages and welcomes your involvement.

Parent-Teacher Conferences

Each fall and spring the classroom teachers will assess your child's development using a variety of screening and monitoring systems, such as the Ages and Stages Questionnaire (ASQ). You will be encouraged to meet with your child's teacher to set individual goals for your child based on the assessment, 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.

If you would like to have a translator present, please let your child's teacher know in advance and one will be arranged.

Family Resources

Located in the North Hallway are several agencies which provide resources for families. The Single Mothers Academic Resource Team (SMART) offers resources for single mothers. The Oklahoma Infant/Toddler Mental Health Association offers resources for families with infants and toddlers. The Women, Infants, and Children (WIC) office offers well-baby check-ups and resources for families with young children. Please contact the CDCLS front office for more information.

Parent Bulletin Board/Newsletter

There is a parent information bulletin board in the front hallway of the CDCLS displaying news, entertainment, and activities that might be of interest to families.

During the fall and spring semesters, full-time families will receive a Wednesday yellow folder with information that the center would like to share with you and documents that need to be signed and returned to school. A monthly newsletter with the CDCLS web page address and notes with current events will also be placed in the yellow notebook. The yellow folder will be placed in your child's cubby box. Student schedule families, please check your child's cubby for classroom and center information.

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 the children and the staff.

Photos and Video Images

While the staff of the CDCLS desires to ensure the privacy and safety of all children, we acknowledge that photos may be taken by family and friends of the center during CDCLS sponsored events (i.e. center social activities, field trips etc.). The Child Development Center & Lab School and Oklahoma City Community College is not held

liable and is released of responsibility for photos and video images taken during CDCLS sponsored events.

Annual Family Surveys

The CDCLS is an accredited center and strives to meet the needs of the children and families served. Families are asked to complete a survey near the end of each school year. The survey questions are related to the standards for an accredited center. Each year during our staff development week, the staff looks at the results and discusses areas which our families indicated for improvement. Families who would like to receive the survey in another language or who would like to have a translator to help with the survey are encouraged to request assistance at the front office.



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 \$35.00. 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 Student Scheduled Child Care advocate or lab supervisor, to discuss the possible beginning date.

Information enrollment cards are completed by the parent or legal guardian. Enrollment cards are updated annually at pre-enrollment time during the spring semester and as changes occur.

Each spring, families already enrolled in the Center will receive a Pre-Enrollment Packet for the upcoming school year. Families are asked to fill out a new emergency card and submit payment for the Fall Activity Fee.

Documents Required for Enrollment

- Preliminary application to CDCLS program
- Waiver of Liability
- Emergency record card
- Family enrollment information sheet
- Release of information form

- Parent Handbook signature page
- Directory Permission slip
- Field Trip (walking) slip
- Parent Questionnaire
- Instructions for Feeding child
- Immunization Records
- Well-child check-up
- DHS Verification form
- Child and Adult Food Program form
- Parent Student Course Schedule (if applicable)
- Work Study information (if applicable)
- Insurance form
- Authorization for Health Information
- Birth Certificate
- Copy of Parents' I.D.
- Copy of Custody Papers (if applicable)

Divorce/Separation

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 from contact and/or picking up their child from the center 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 CDCLS office. In the absence of a court order, biological parents are legally entitled to equal distribution of information, child access, etc. No unauthorized pick-ups can be honored without documentation.

Fees:

(Effective September 2, 2013)

FULL TIME CARE – without completion of the incentive program

Ages	OCCC Student	OCCC Employee	Community Member
6 weeks – 35 months	\$160	\$160	\$180
3 – 5 years old	\$145	\$145	\$165

FULL TIME CARE with documentation of completion of the incentive program

Ages	OCCC Student	OCCC Employee	Community Member
6 weeks – 35 months	\$150	\$150	\$170
3 – 5 years old	\$135	\$135	\$155

DAILY RATE (ages 6 wks. – 5 yr.)

Ages	Price Per Day		
	OCCC Student	OCCC Employee	Community
6 weeks – 35 months	\$55.00	\$55.00	\$55.00
3 – 5 year old rooms	\$55.00	\$55.00	\$55.00

STUDENT SCHEDULE CHILD CARE SESSION RATES (ages 12 mo. – 8 yr.)

Session Times	Price Per Session
Session 1: 7:30a-10:45a	\$15.00
Session 2: 11:00a-2:15p	\$15.00
Session 3: 2:30p-5:30p	\$15.00
**Session 4: 5:45p-Close	\$15.00

**Session 4 must have 7 families enrolled in order to take place.

Payment Plan

Full-time Families will receive a payment plan at the beginning of the fall semester which will remain valid until the following fall semester or until there is a necessary change in the plan. Changes in your child’s attendance schedule are dependent on the openings in the classroom.

Weekly tuition fees are due on Wednesday, the week before care is provided. Tuition is paid in the OCCC Bursar’s Office located in the main building of the campus or online at www.occc.edu/childdev. Payment forms are available at the CDCLS office, which need to accompany your cash payment to the Bursar’s Office. **The Bursar’s Office will not accept cash payments without the fee receipt.** Payments may also be remitted online, to the Bursar’s Office. Tuition payment ensures enrollment and reserves a space for your child during absences.

Student Schedule Families will make payments in advance. A payment plan is developed depending on the needs of the family and a total balance is calculated based on the full semester. You will receive a payment plan at the beginning of the semester which will remain valid until the end of the semester. Parents/Guardians have reserved the entire semester and are responsible for any outstanding balances regardless if the child does not attend or finishes the semester. This allows the center to hire employees and provide meals for the semester. Parents/Guardians should carefully consider the number of sessions requested, as reimbursement for unused sessions will not be granted after the first full week of classes. Payments may be made to the OCCC Bursar’s Office located in the main building of the campus or online at www.occc.edu/childdev.

- The first third of the total amount for child care will be paid on the day of enrollment to secure the child’s reservation.

- The second third of the total amount for child care will be paid by the end of the first week of regular class sessions.
- Any dropped sessions which occur on or before the end of the first week of regular class sessions will be eligible for 50% reimbursement upon written request by the Parent/Guardian. The request must be addressed to the Director of the center and include the following; full name of the student, student identification number, full name of the child, the amount requested, reason for the change, and current mailing address.
- After the second week of regular class sessions have begun no reimbursement will be given for dropped sessions.
- The last payment for the total amount of child care will be paid one month after the first regular class session date.
- Exception; upon review of military orders or deployment the unused child care funds will be refunded.

Department of Human Services Subsidy

If your child care fees are being subsidized by the Department of Human Services and you have a copay, your monthly payment is due on the first (1st) of each month. Should the first fall on a weekend, your payment will be due the following Monday. If payment has not been received by the 5th, a late fee of \$10.00 will be debited to your child care account. If your payment has not been received by the 14th of the month, your child's enrollment will be terminated.

If your approval status is W5, your child is allowed five absent days each month. Should your child be absent six or more days, on the sixth absent day, you will be charged the private pay rate for the absent days and the rest of the month.

Non-attendance Payment Policy (Full-time Enrollment)

The CDCLS is a lab school and schedules 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 (Full-time Enrollment)

- If the CDCLS is closed a full week, tuition is not billed for that week
- If the CDCLS is closed for 3 days of one week, tuition is billed at the daily rate for the remaining two days
- If the CDCLS is closed one or two days of one week, tuition is billed at regular agreed upon weekly rate

Children attending the CDCLS year-round are eligible for 5 consecutive vacation days without charge after one year of continuous enrollment. This vacation reserves the

child's space at the center during their vacation absence. Written notification of vacation MUST be given to the Director one week in advance to help facilitate staffing.

Activity Fee

Each child enrolled in the CDCLS is charged an activity fee; \$45.00 for full-time care and \$25.00 for Student Scheduled Child Care. This fee is charged each fall and spring semester for each child attending the CDCLS. (*Activity fees are not charged during the summer semester*). Activity fees are non-refundable.

Application Fee

There is a \$35.00 fee to have your child's name placed in the full-time waiting pool. In the event that your child does not attend the center, the application fee is non-refundable. (*The application fee is waived for OCCC students and OCCC employees.*)

Late Payments and Fees

There is a late payment fee of \$10.00, due on Wednesday, for payments not paid on or before tuition due dates as specified in the Payment Plan Agreement. An additional late fee will be applied on the following Wednesday and your child's enrollment will be terminated. In addition, a hold will be placed on your student account.

Charge for Late Pick Up of Children

The CDCLS closes promptly at 5:30 p.m. You will be billed one dollar (\$1.00) per minute after 5:30 p.m. for the first five minutes you are late; additional minutes will be billed at five dollars (\$5.00) per minute. The late fee is due the following morning in the Bursar's Office. Frequent late pick up, three events in a 90 day time period, will prompt a hold on attendance until there is a meeting with the director.

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

Absence

Reduced rates are not available for children who are absent. Please call the CDCLS office when your child is going to be absent.

Withdrawing a Child from the Program

Prior to withdrawing your child;

- Notify your child's teacher.
- Email Bonita Spinner, CDCLS Director, at bonita.d.spinner@occc.edu with a two week notice which includes the last day the child will be in attendance.
- To avoid transcript and enrollment holds, please verify that all balances are paid in full. If you have a DHS account, all EBT Swipes must be completed, and co-pays are paid.
- Without a two week notice, tuition will be billed for the days remaining beyond the child's last day, up to two weeks of tuition/fees

- Exception; upon review of military orders or deployment the unused child care funds will be refunded.

If child care tuition payments are not paid for a two-week period, your child will be administratively withdrawn from the CDCLS program.

SAMPLE

Infant/Toddler Room Daily Schedule

7:30-8:30 a.m.	Drop off and Self Selected Activities
8:30-9:00 a.m.	Breakfast and Tooth Brushing
9:00-9:15 a.m.	Morning Group
9:15-10:15 a.m.	Self-Selected Activities / Art and Sensory Activities (Summer Schedule: Outside time)
10:15-10:30 a.m.	Morning Snack
10:30-11:30 a.m.	Outside Play (Summer Schedule: Self-select play)
11:30-12:00 p.m.	Lunch
12:00-2:30 p.m.	Rest Time
2:30-3:00 p.m.	Afternoon Snack
3:00-3:15 p.m.	Afternoon Group
3:15-4:30 p.m.	Outside Play (Summer Schedule: Self-select play)
4:30-4:45 p.m.	Second Afternoon Snack
4:45-5:30 p.m.	Self-Selected Activities

- Infants' individual schedules are always followed.
- Diapers are checked every 30 minutes and changed when necessary.
- 15 minute Group Times are voluntary.
- These times are flexible and may change due to weather or to meet the children's daily needs.
- Due to the warm weather in the summer, self-select play and outside time are interchanged to allow for outside play during the cooler part of the day

SAMPLE
Preschool
Daily Schedule

7:30 – 8:30 a.m.	Self-Selected Activities
8:30 – 9:00 a.m.	Breakfast
9:00 – 9:30 a.m.	Class Discussion Group Time
9:30 – 10:30 a.m.	Self-Selected Activities/Small Group
10:30 – 11:30 a.m.	Outside Play
11:30 – 12:00 p.m.	Lunch
12:00 – 12:30 p.m.	Clean-up, Tooth Brushing, and Transition to Rest Time
12:30 – 2:30 p.m.	Rest Time
2:30 – 2:45 p.m.	Wake Up/ Quiet Activities
2:45 – 3:00 p.m.	Afternoon Snack
3:00 – 3:15 p.m.	Group Time
3:15 – 4:15 p.m.	Outside Play
4:15 – 5:30 p.m.	Self-Selected Activities

* These times are flexible and may change due to weather or to meet the children's daily needs.

...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

Our mission is to provide a positive environment for children and families and to support all areas of a child's growth and development.

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.



Family Handbook Signature Page

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 policies and procedures of the center.

Parent's Signature: _____

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


Child Development Center & Lab School
OKLAHOMA CITY
COMMUNITY COLLEGE
2016 - 2017 School Events

July 21: Article Roundtable Discussion – 5:30pm-6:30pm (see flyer for details)
August 13: CDCLS Family Orientation – 10:00am
August 15: Fall Semester Begins
September 5: Labor Day (CDCLS Closed)
September 9: Grandparent’s Day Celebration
September 15: Article Roundtable Discussion – 5:30pm-6:30pm (see flyer for details)
October 15: Families of Promise – 9:00am-12:00pm (see flyer for details)
October 19: Caring Van will visit 2:00pm-4:30pm-free immunizations
October 20: Article Roundtable Discussion – 5:30pm-6:30pm (see flyer for details)
October: Dental Screenings-date to be announced
November 1 through 18: Fall Parent/Teacher Conferences (by appointment)
November 7: Training to be announced
November 11: OCCC CDCLS Annual Parent Conference – 5:30pm -8:30pm
November 17: Article Roundtable Discussion – 5:30pm-6:30pm (see flyer for details)
November 24-27: Thanksgiving Break (CDCLS Closed)
December 26-30: Holiday Break (CDCLS Closed)
January 16: Martin Luther King Day (CDCLS Closed)
January: Vision Screenings for preschoolers-date to be announced
January 19: Article Roundtable Discussion – 5:30pm-6:30pm (see flyer for details)
February 3: Families of Promise 5:30pm-8:30pm (see flyer for details)
February: Transitioning from Preschool to Kindergarten – date to be announced
February 16: Article Roundtable Discussion – 5:30pm-6:30pm (see flyer for details)
March 3: Families of Promise – 5:30pm-8:30pm (see flyer for details)
March 13-17: Spring Break (CDCLS Closed)
March: Dental Screenings-date to be announced
March 23: Article Roundtable Discussion – 5:30pm-6:30pm (see flyer for details)
April 24-28: Week of the Young Child
April 10: Children’s Art Show “Opening Day”
April 11: Training to be announced
April 20: Article Roundtable Discussion – 5:30pm-6:30pm (see flyer for details)
April: Caring Van will visit (date to be announced)
April 17 through May 5: Spring Parent/Teacher conferences (by appointment)
May 15-19: Staff Development Week (CDCLS Closed)
May 29: Memorial Day (CDCLS Closed)
June 15: Article Roundtable Discussion – 5:30pm-6:30pm (see flyer for details)
July 4: CDCLS Closed for observance of Independence Day
July 28: Last day for children who will enter kindergarten in the fall