



COLLEGE of
CENTRAL
FLORIDA

Learning Lab School 2020-2021 Parent Handbook



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Introduction

The CF Learning Lab School is a non-profit, state-of-the-art early education center which serves as the teaching laboratory for the College of Central Florida Early Childhood Education degree program. We welcome children ages 12 months to 5 years from all backgrounds and developmental levels. While children of CF students, faculty and staff have enrollment priority, we welcome community children if space is available.

The Learning Lab School is a licensed childcare facility through the Department of Children and Families. DCF monitors our school during multiple unannounced visits throughout the year. Those reports are available on the DCF website.

College of Central Florida Vision Statement

Your first choice for quality higher education.

Learning Lab School Vision Statement

The Lab School is proud to support the Early Childhood Education (ECE) degree program of the College of Central Florida.

The CF Lab School provides a child-centered, play-based learning environment. Our goal is to promote a child's intellectual, emotional, social and physical growth with readiness skills based on age, individual growth and experience, and to allow each child to develop at his/her own pace.

Philosophy

Aligned with its curriculum, Creative Curriculum, the philosophy of the CF Learning Lab School is based on the theory that all children learn best through meaningful play interactions with the teachers, objects and people in their environments.

Play experiences at the Learning Lab School are always child-initiated and child-directed with just the right amount of teacher assistance and guidance. Our qualified teachers design carefully organized, thoughtfully arranged environments and play experiences so children have opportunities to manipulate, explore, experiment, problem-solve, make choices and develop new skills.

A Teaching Laboratory / Research Facility

As a teaching laboratory for the CF Early Childhood Education degree program, our classrooms are observed regularly by CF students and faculty. The Learning Lab is also used as a research facility. A child's image may be photographed or videotaped for educational and marketing purposes and only with advance notice to parents. A child will never be identified by his/her full name. All parents will sign a permission form at the time of registration.

Program Information

The Learning Lab School is aligned with the Early Childhood Education degree program offered at CF and provides practicum experiences for CF students under the guidance of ECE faculty.

Each teacher at the Learning Lab School mentors CF ECE degree students, while providing the children in our care with high-quality, developmentally appropriate play-based learning experiences. Under the guidance

of CF ECE faculty and Learning Lab teachers, CF degree students implement the most current, research-based developmentally appropriate activities for children in our classrooms.

The Learning Lab's curriculum, Creative Curriculum, is supported by research studies focused on the play products of young children. Creative Curriculum uses exploration and discovery as a way of learning, enabling children to develop confidence, creativity, and lifelong critical thinking skills. It combines the best of play experiences and teacher-directed interactions to ensure a child's readiness for and success in school. A weekly updated lesson plan is displayed on the classroom parent board.

Learning Lab School Enrollment

The enrollment process begins with a tour of our school. The Lab School serves children 12 months to 5 years of age. Children are assigned to same-aged peer groups where teachers design activities to meet developmental needs.

Class rosters are capped at DCF recommended capacities. A waiting list is maintained and start dates are determined at the time of enrollment. Official enrollment occurs at the time that registration paperwork is submitted with the required registration fee. (Enrollment fee: \$100 per child / \$150 per family with multiple children.) Parents are notified if an opening occurs ahead of that determined date. CF students and staff are offered the first chance for enrollment opportunities. New enrollees with siblings already in the program are given second priority.

Enrollment Paperwork

The following forms will be provided and must be completed prior to a child's enrollment:

- Enrollment Form (includes emergency contact information)
- Parent Handbook Acknowledgment Form
- Picture Release Form
- Remind App Information Sheet
- Tuition Express Automated Processing
- Payment Preference Form
- Hospital Emergency Form
- Meal Modifications Request Form
- Personal Information Sheet
- Free/Reduced Meal Application
- Physical and Immunization Requirements

Voluntary Pre-kindergarten (VPK) and School Readiness (Subsidized Care)

The CF Learning Lab School is an approved Florida VPK provider and is contracted with the Early Learning Coalition of Marion County to provide subsidized care. Please ask for specifics regarding participation in each of these programs.

Hours of Operation / Contracted Hours

The CF Learning Lab School operates from 6 a.m. to 6 p.m., Monday through Friday. Both full-time and part-time options are available. Full-time is five days a week. Part-time is either two or three set days a week (not an "hourly" basis). VPK children are scheduled from 8:30 a.m. – 2:30 p.m., Monday through Friday.

Wrap-around Services

The CF Learning Lab School provides wrap-around care for children enrolled in VPK. Care provided outside

the VPK hours of 8:30 a.m. – 2:30 p.m. can be arranged as space is available. This wrap-around care is an additional service with a modest fee. Please inquire for more information.

Holidays and Planning Days

The Learning Lab School follows the CF calendar and is closed on the following days:

2020		2021	
August	Staff Planning Day	January 1	New Year's Day
September	Labor Day	January 4-5	Lab School Planning Day
October	College Planning Day	January 18	Martin Luther King Jr. Day
November	Veteran's Day	February 9	Lab School Planning Day
November	Thanksgiving	March 15-19	Spring Break
December	Winter Break	May 7	Employee Appreciation Day
		May 31	Memorial Day

Parents will not be charged for these dates.

Special Events / Being Involved

The Learning Lab School hosts several themed events during the year. Traditional events include the Halloween No-Tricks-Only-Treats costume parade, the November Thanksgiving feast, and a celebration to honor the birthday of Dr. Seuss in March. **Please read monthly newsletters for information on dates and volunteer opportunities.**

Staying Informed

Communication between parents and teachers is a key ingredient for a successful experience for children and their families. Ways in which the Learning Lab School and families can communicate include:

- In-person and telephone conversations
- daily notes
- the parent pocket in your child's classroom which is used to distribute written information
- monthly school newsletters
- conferences with the teacher and/or director
- parent bulletin board in the foyer that also helps keep you up-to-date on current events at the center

Tuition for 2020-2021

CF Students and Employees			Community Members		
	Weekly	Daily		Weekly	Daily
Toddlers	\$150	\$30	Toddlers	\$160	\$32
2-year-olds	\$145	\$29	2-year-olds	\$155	\$31
3-year-olds	\$135	\$27	3-year-olds	\$145	\$29
4-year-olds	\$130	\$26	4-year-olds	\$140	\$28
5-year-olds	\$130	\$26	5-year-olds	\$140	\$28

***VPK is free from 8:30 a.m. until 2:30 p.m. only.**

A non-refundable registration fee of \$100 is charged each fiscal year for each enrolled child. If a family has more than one child enrolled at the Learning Lab School, the fee for annual registration is \$150. If a child is attending *only* the VPK program, no registration fee is required.

Tuition Payments

The College of Central Florida Learning Lab utilizes a free online portal, MyProcure, for parents to access account information and to pay tuition. At the end of each month, parents will receive a statement for the following month's tuition fees in their Procure portal. Debit /credit card payments can be made through the parent portal on MyProcure. Cash and check payments may be made at the Cashiers Office in the Bryant Student Union in Building #5. **If making a cash or check payment, it is the parent's responsibility to provide the Learning Lab School with a Cashiers Office receipt to keep his/her account current in our computer system.**

Please note that tuition is charged at a daily rate, which means that monthly charges will be determined by the number of days we are open.

We offer parents two payment options:

- **Once-monthly** (due on the first day of each month)
- **Twice-monthly** (due on the first and 16th day of each month)

It is expected that tuition payments will be made BY THE DUE DATES chosen by the parent. Some parents find it helpful to make weekly payments in advance so that their total amount due is still paid by the actual due dates.

Tuition Late Fees

We appreciate prompt payments made by the chosen due dates. Parents who have extenuating circumstances are encouraged to speak to the director to work out a payment plan.

In the event tuition is not paid within five days of the due date, the automatic processing payment information you provided during registration in MyProcure will be utilized. All accounts not kept up-to-date will be forwarded to the director and may be turned over to the college for collections.

Parents who are CF students may also have a financial hold placed on their college accounts prohibiting them from registering for classes and/or graduation.

Enrollment Change/Withdrawal

We ask that a two-week written notice be given to the director prior to a child's last day at the Learning Lab School. Fees will be assessed for two weeks or until the child's spot is filled (whichever occurs first) unless we receive the written two-week notice. It is expected that all accounts will be paid-in-full at the time a child is withdrawn from the Learning Lab School.

Please note that a child's enrollment in another center may be delayed until the Learning Lab School account reflects a zero balance.

Attendance Policy

Each teacher plans a day full of research-based play activities. Absences or late arrivals will affect a child's ability to benefit from the day's activities. We do plan for children to attend each scheduled day and request that parents call by 8 a.m. if a child will be absent. Attendance is vital to a child's educational experience and provides a pattern of behavior for formal schooling. It is important for a child to attend the Learning Lab School every scheduled day, unless he/she is sick (in which case we do encourage parents to keep the child home until he/she is well).

When a child is absent for any reason and the parent has not contacted the center within two school days, we will attempt to make contact with the parent. **We do not provide make-up days or tuition refunds for absences.** In compliance with the Rilya Wilson Act, we are required to notify the Early Learning Coalition if a child under the auspices of the act has an unexcused absence or seven excused absences.

For **VPK** and **School Readiness**, we are reimbursed by the State based on the attendance of these children. Children in these programs are allowed a maximum of three absences per month. We are not reimbursed for days missed above that three-day allowance. Therefore, we reserve the right to charge parents for the excess of days missed (above the three allowed days).

Arrival and Departure Policy

Parents must make verbal contact with a staff member upon arrival or departure to assure that the transfer of responsibility for the child has taken place. At that time of contact, parents need to alert teachers of any health issues or other concerns that the teacher should know.

For the safety of all children, our policy is to release a child only to designated parents/guardians or persons listed as approved by the enrolling parent/guardian. Should someone other than a designated adult need to pick-up a child, the school must be provided advanced written notice and the person must bring proper photo identification. Only in a CF designated emergency situation will the director accept a telephone directive for the release of a child to an unlisted person.

Parents must provide all possible contact numbers by which we might reach them on the enrollment form. This includes home, work, and cell phone numbers as well as email addresses. In addition, the Learning Lab School should have the names and numbers of designees who might be able to locate a parent if we cannot. Please be advised that staff members are authorized to call emergency contacts to pick up a child if we are unable to reach a parent in a reasonable amount of time.

We ask that parents *do not* drop off children during naptime unless prior arrangements have been made with the teacher.

Sign-In / Sign-Out Sheets

Parents are required to sign their children in upon arrival and check them out at pick-up time to ensure compliance with Florida licensing codes. Parents need to double-check the sign-in/sign-out sheets regularly to ensure that they are accurate. Both DCF and the Child Care Food Program audit these sign-in /sign-out sheets when they come to inspect our program. Also for **VPK** and **School Readiness** children, a fee may be charged if the attendance sheets are not signed correctly by the parent as this affects our reimbursement rate.

Late Pick-up Policy

We appreciate parents picking children up on time and ask that they sync their clocks with the sign-in clock in the front office. We understand that sometimes emergencies occur and parents may run late. If this should happen, please call us so that we may assure a child that all is well.

To compensate our staff for caring for a child past the assigned duty times, there will be a \$10 charge for any portion of the first five minutes after the official closing of our center. After the first five minutes, the parent will be charged \$1 per minute.

In the event a parent does not pick-up a child or does not call to say he/she is running late, every effort will be made to contact the parent and other designees. If a parent/designee cannot be contacted, or if the parent/designee has not arrived by 6:30 p.m., both the Department of Children and Families and the Ocala Police Department will be notified.

Frequent or habitual late pick-ups will require a conference with the director and may result in the child losing attendance privileges.

Assessments

Each child's work is maintained in a portfolio which includes digital pictures of art products, marker/crayon drawings, easel paintings, block structures, emergent writing samples, bead stringing and cutting experiences. Anecdotal records, screenings, informal/formal assessments and teacher observations are also part of this developmentally appropriate and individualized portfolio.

Research-based assessments, within the scope of developmentally appropriate and ethical practices, may be implemented by students from the CF ECE degree program. In CF students' reports, a child will be identified only by first name or initials, and only for classroom purposes.

All CF students, faculty and Learning Lab School staff are expected to follow the Code of Ethics provided by the Florida Department of Education and the National Association for the Education of Young Children.

Special Services

On occasion, staff may recommend that outside assessments be made to obtain a clearer understanding of a child's developmental level. Such an assessment would then aid both teachers and parents in meeting the child's particular needs. This testing would be done only with parental consent. Assessment reports would be shared with parents, but otherwise kept confidential. If an assessment is done due to the parent's initiative, the Learning Lab School requests a copy to help better meet the child's needs at school.

Supervision Policy

Per Florida licensing guidelines, all children within the center are to always be under the direct supervision of one or more qualified adults. The ratio of adults to children is set per state and accreditation guidelines.

Child Guidance

The primary goal of discipline at the Learning Lab School is to help each child develop self-control and assume responsibility for his/her actions. It is crucial to this effort that parents and staff maintain an ongoing dialogue about all aspects of a child's development and behavior.

Positive reinforcement and redirection are two important tools to be utilized in encouraging acceptable behaviors. Negative behaviors will be handled in a developmentally appropriate manner. Neither corporal punishment nor verbal abuse is tolerated at the Learning Lab School. Respect for children is central to our discipline philosophy.

Parents will be kept aware of unusual behaviors or behavior patterns (both positive and negative) that develop and, as warranted, conferences shall be scheduled. Parents are encouraged to bring any questions or concerns they may have to the teacher's attention.

In the event a child would benefit from more specialized services, we ask that the parent work with teachers and the director to find behavioral solutions. All attendance privileges are based upon providing a safe, healthy environment for all children, teachers and visitors.

Conferences and Daily Reports

As part of our enrollment process, the director meets with parents to discuss policies, procedures and specific concerns the parent may have. Other parent/teacher conferences are held as needed to ensure ongoing communication. Parents are encouraged to request a conference whenever they would like to discuss something at length with staff. Staff will do the same. Daily communication is encouraged to discuss routines and incidental matters.

Written daily reports are provided to parents of toddlers and 2-year-old children. This communication includes information on meals, diaper changes, naptime, and general classroom news. Reports for 3, 4, and 5 year olds will be made through the ProCare App.

Classroom Transitions

Classroom placement and transitions to other age groups are based on developmental needs *in addition* to chronological age. A child's age appropriateness and developmental readiness will determine the best classroom fit for him/her. The decision is made by the director, taking into consideration input from teachers, progress reports, assessments, parent conferences and availability of space.

Records

Children's records are kept confidential. Release of any child's records to any other party is done at the parent's/guardian's request with written notification. Records are maintained at the Learning Lab School for a minimum of two years.

Any changes of address, place of employment, CF student class schedule or telephone numbers must be reported to office staff as soon as possible.

Nutrition

The Learning Lab School serves breakfast, lunch and a mid-afternoon snack, all of which are included in the tuition cost. These meals are nutritious and based upon United States Department of Agriculture guidelines. To comply with USDA guidelines, the enrollment package contains an application for Free and Reduced Meals. The information on this form helps to determine the amount of reimbursement that the State will give to help off-set our expenses.

To encourage children to try all of the foods that are presented, we serve family-style meals. Teachers eat each meal with the children, modeling the tasting of foods and etiquette while engaging children in conversation. Parents are always welcome to have a meal with their child. Please provide an hour's notice for us to prepare an additional meal.

As we model healthy food choices for the children and comply with USDA guidelines, we ask that parents respect our request to not bring outside food to the Learning Lab School. If a parent wishes to bring a special meal to share with his/her child, we ask that he/she check with us regarding USDA guidelines.

Please be aware that we do not require children to eat particular foods if they decline, nor do we withhold food as punishment. Any food allergies or special dietary concerns should be documented on the enrollment paperwork and we will do our best to accommodate these needs.

Meal Times

	Breakfast	Lunch	Snack
Toddlers	8:15 a.m.	11:15 a.m.	
2-year-olds	8:15 a.m.	11:15 a.m.	After
3-year-olds	8:15 a.m.	11:30 a.m.	nap
4 -5-year-olds	8:45 a.m.	11: 30 a.m.	

Because our certified cook plans each meal with care and the USDA guidelines in mind, we ask that children arrive at the Lab School at least 20 minutes prior to breakfast and an hour before lunch in order to be included in the meal count. If a parent is running late, we ask that he/she call us so that we can set aside a meal for his/her child. If a child misses mealtime without notification, he/she will be provided with an alternate meal or snack.

Birthday Celebrations

A birthday is a special day for a child. Commercially prepared food to share with other children in the classroom may be brought to the Learning Lab School for a celebration. Please consult with the child's teacher **prior** to such occasions.

Sharing Items from Home

In order to develop a broad, rich vocabulary, children are always encouraged to verbally share stories and events with their teachers and peers. **Please check with a teacher for specific days on which to bring items from home to share with the class.** Please note that these items will be displayed in a special place in the classroom for all children to view and will not be part of the learning activities for the day.

Dress

At the CF Learning Lab School, play occurs inside and outside all year long. Children should be dressed appropriately for the weather and always wear closed-toed shoes. Children should not wear open-toed shoes/sandals, Crocs, or any shoe with a slippery sole. These types of shoes are not conducive to safe play.

Each child will need to keep at least two changes of clothing in his/her classroom cubby at all times. Please avoid clothing that is difficult to button /unbutton, or clothes that restrict a child's freedom to move, explore and get messy.

Cubby Spaces

Children have cubbies in which to place their belongings. Please keep the size of the space in mind when choosing a naptime mat cover (crib sheets work well), mat-size blanket, small pillow and comfort item (no bigger than 12", if desired). Please make sure all items are labeled with the child's name, including clothes and toys. Each child also has a parent folder in which we will place notes, newsletters, account statements, etc.

Please check the folder daily.

Health Information

We attempt to maintain an environment free of infectious agents. Special housekeeping and staff procedures are key parts of this effort. Parents also play a critical role in maintaining the health of children at the school. Please familiarize yourself with the following health policies:

COVID-19

The following recommendations from the Department of Children and Families (DCF) will be utilized to prevent the spread:

- Keep people more than 6 feet apart
- Intensify scheduled cleaning and disinfection efforts, focusing on toys, games, and other objects and surfaces that are frequently used
- Modify drop-off and pick-up procedures to include thorough screening
- Maintain an adequate ratio of staff to children to ensure safety
- Children and childcare providers shall not move from one group to another
- If more than one group of children is cared for at one facility, each group shall be in a separate room and not mix or interact with each other
- Immediate exclusion of anyone who is symptomatic, who has tested positive for COVID-19, or who is a close contact to a case of COVID

Masks: Per college policy and CDC/DCF recommendations, it is strongly recommended that people age two and older wear a mask in public settings and when around others who do not live in their households. Teachers and staff will make every effort to encourage the children to wear masks while in the classroom. Parents are responsible for providing masks for their children.

Possible Symptoms

The following symptoms will be used as a guide. The director reserves the right to request a child be picked up when a child exhibits any of these symptoms:

- | | |
|---|------------------------------|
| • Cough | • Fatigue |
| • Fever (100.4) or chills | • Muscle or body aches |
| • Congestion or runny nose | • Headache |
| • Nausea or vomiting | • New loss of taste or smell |
| • Diarrhea | • Sore throat |
| • Shortness of breath or difficulty breathing | |

This list does not include all possible symptoms. The Lab School administration will continue to update this list upon recommendation of the CDC.

Positive Case of COVID-19

Once a case of COVID-19 (determined by a positive test result, regardless of symptoms) is found among the child care program attendees or staff, we will identify all close contacts associated with the facility who had exposure to the case during the infectious period. A case is typically considered to be infectious from 48 hours before symptoms first appeared (or date of first positive laboratory test for people without symptoms) up to 10 days later. A close contact is any individual who was within 6 feet of the case for more than 15 minutes or had contact with the case's body fluids and/or secretions (for example, being coughed or sneezed on, sharing of a drink or food utensils).

The Lab School will notify parents and other relevant contacts of the exposure. We will temporarily close the classroom where the COVID-19 case was for the required 14 days and rigorously disinfect. Additionally, we will work closely with the local county health department staff to facilitate contact tracing by providing a list of known contacts and their phone numbers.

Returning to School / Work

If the sick child / adult is evaluated by a medical provider, tests negative for COVID-19 and is not a known close contact to a case of COVID-19, then he / she can return 24 hours after resolution of fever and other symptoms. A note from the medical provider will be required to return to school / work.

Cases of COVID-19 should be allowed to return to the facility after meeting the following criteria:

- At least 10 days have passed since symptoms first appeared **and**
- At least 24 hours have passed since last fever without the use of fever-reducing medications **and**
- Symptoms (e.g., cough, shortness of breath) have improved

The close contacts to cases of COVID-19 (within the classroom) will be allowed to return after the 14 days have passed from their last date of exposure to the case if they have **remained** symptom free. For close contacts who develop symptoms within the 14 days, they should seek medical care and testing. If their COVID-19 test is negative, then they can return to school after 14 days have passed since their last exposure to the case and if their symptoms have resolved. If their test is positive, they will be considered a case of COVID-19 and should follow the guidance for cases as stated above.

*****Until further notice any child exhibiting the above-mentioned symptoms will be sent home and must be evaluated by a health care provider. A doctor's note will be required in order to return to the Lab School.**

Sick Child Policy

Attendance is vital to a child's educational experience and provides a pattern of behavior for formal schooling. It is important for a child to attend the Learning Lab School every scheduled day, unless he/she is sick. In the case of illness, we do encourage parents to keep the child home until he/she is well.

Children should not be brought to the Learning Lab School if they have: **severe colds, pink eye, yellow or green mucus, undetermined rash or spots, fever, severe headache or upset stomach, diarrhea, oozing sores or other symptoms of illness.** Any infectious disease must be reported to the school.

A child who becomes ill while at school will be removed from contact with others immediately. Parents will be notified and asked to pick up their child promptly (within the hour). **No exceptions will be made.** We want to ensure a healthy environment for all of the children at our school. Parents are encouraged to have alternate care available in the event that a child is not able to attend due to illness or an injury.

Parents will be contacted to pick up a child if that child has any of the following symptoms:

- temperature of **100.4** degrees or higher (according to the Mayo Clinic guidelines)
- diarrhea or vomiting (will be evaluated by teachers and the director based on the child's physical condition)
- discomfort or pain which cannot be eased or requires continuous one-on-one attention
- outbreak of a contagious disease: chicken pox, impetigo, conjunctivitis, scabies, lice or ringworm
- unidentified rash

The director will use her discretion after evaluating each individual situation to determine if a child should be sent home due to illness.

Returning to School

A doctor's return-to-school note is required for a child who is recovering from a communicable disease or has been absent for more than three days. A child may return to school under the following conditions:

- The child has been fever-free for 24 hours without fever-reducing medicines. If a child left school with a fever, he/she **may not** return the following day.
- He/she has been symptom-free of vomiting or diarrhea for 24 hours and can tolerate a typical diet.
- It is 24 hours after the first administration of medication and the child is no longer contagious.
- In cases of conjunctivitis, the child's eye must be free of discharge before he/she returns to school, no sooner than 24 hours.
- A child is able to participate in the daily routine and curriculum of the classroom, including outside play.

Hand-washing

Upon arrival at the Learning Lab School, parents are asked to wash their children's hands with liquid soap and running water. The Health Department recommends that children's hands be washed before leaving school as well. Children are encouraged to wash hands after bathroom use and before meals.

Medical Information

Children entering the program are required to have health examination and up-to-date immunization records submitted within 30 days following their start dates. Each child must have a HRS Form 3040 from a registered physician. This examination must have been done within the year prior to entrance and is valid for two years. A current immunization record is also required and must show dates for all Diphtheria, Pertussis, Tetanus, Polio, MMR, Varicella, Hib and Hepatitis B immunizations. Both documents must be issued on official state of Florida certificates.

Staff members are trained to administer emergency first aid and CPR. An informative call will be made to a parent for injuries other than slight scratches and bumps. In case of an accident we will contact the parent or

designee. In severe emergencies, the school will call 911. Office personnel will have the child's emergency form and accompany the child if transporting to a hospital is necessary. Medical treatment for injuries suffered at school will be the responsibility of the parent. Most accidents are covered under the family's health insurance.

Medication

Doctor-prescribed medication to be administered to a child must be authorized by the parent on the Medical Authorization form. Medication must be in its **original** container. The written authorization must contain the child's name, name of the medication, date issued, time to be given and amount of each dosage. The center cannot administer any non-prescription medication without a physician's note, including Tylenol and ibuprofen.

Lice

When a child has lice, he/she will be removed from the classroom and the parent will be contacted to take the child home. The child **may not** return for at least 24 hours and have had all nits removed. The child's head will be checked by school staff before the parent can leave the child for care.

Injuries at School

All injuries will be evaluated and treated by the attending teacher. Injuries or unusual behaviors will be documented on an accident/incident form. Parents are to sign this form for school files when the child is picked up. This process keeps the director, parents and staff aware of any occurrences that may affect the child's well-being. Should a child bump his/her head, we will call to make the parent aware. All accident/incident reports will be reviewed periodically to ensure a safe and healthy environment.

Fire Drills / Shelter-in-Place Drills / Tornado Drills

Evacuation and/or shelter-in-place drills are held each month. These drills are held at different times of the day in order to ensure the preparedness of all staff and children. A copy of each classroom's evacuation plan is posted by the doorway of each room. Parents will be notified where to pick up children in the event of an actual emergency evacuation.

Observers and Visitors

Anyone who is not a Lab School staff member, including observers and visitors, must sign in at the front desk and be identified with a badge. CF employees will be identified by an official CF badge. All other visitors must wear a designated visitor badge. Parents staying longer than the average pick-up and drop-off times will be required to wear a visitor badge as well. All observers and visitors are escorted by a Lab School employee at all times. Anyone not wearing a badge should be reported at the front desk.

Toilet Training

(Reprinted with permission from the University of Virginia, Malcolm Cole Child Care Center Handbook)

Toilet training for an individual occurs over a period of time that can range from a few weeks to several months and include several stages of development.

Regressions are not unusual during the process, particularly if the child is affected by such things as illness, a move to a new home or child care center, or a new baby in the family. Accidents are to be expected and never

met with disapproval. Daytime control may occur earlier than nighttime control. Girls tend to develop complete control of the elimination process earlier than boys.

Children rarely have the physical control, understanding of the process and the emotional maturity to successfully and consistently use the toilet prior to reaching 18 months of age, and on average, not until the child is 2½ to 3½ years old.

Because of the complexity of a child's learning to successfully and consistently use the toilet and intense emotional relationship between the parents and the child about the process, the center will not initiate toilet learning. Staff will, however, keep parents informed of any signs of readiness observed at the center.

Parents should keep center staff aware of child's movement through the developmental stages at home (see below) and may request a formal conference at such time the switch from diapers to pants is to be attempted. This will help ensure that staff members are supportive and consistent with parental efforts with the child.

The stages of toilet training are:

1. Becoming aware of the process, i.e., developing a vocabulary for the process
 - a. seeing others use the toilet, talking about being wet or having had a bowel movement
 - b. imitating others by sitting on the toilet or potty chair, role playing with dolls about the process.
2. Communication, i.e. says, "I'm wet," "Change my diaper," or "I need to use the potty."
3. Develops sphincter muscle control as evidenced by two to three hours of dryness.
4. The child wants to use the toilet.

Center staff will be supportive of parental efforts to assist the child with toilet training and will never show disapproval when accidents occur. Success will be met with encouragement. After the switch from diapers is agreed upon between staff and parents, parents are responsible for always maintaining at least three pairs of labeled underpants and changes of clothes in the child's cubby. Clothing should be easily removable, such as elastic waist pants, to help eliminate frustration when the child attempts to use the toilet without help. Because accidents will occur and regression is possible, patience is necessary as a child learns to use the toilet. If a child is using diapers/pull-ups, parents must label each one individually with child's name.

Please check with the child's teacher for additional information and resources.

Abuse and Neglect

Chapter 415, Florida Statutes, protects children and disabled or aged adults from abuse, neglect and/or threatened harm. Section 415.504 provides for a Central Abuse Registry in the Department of Children and Families (1-800-96-ABUSE) to receive reports of abuse and neglect and defines who must report abuse. All staff members at the center are mandated reporters. The center adheres to the rules and regulations as they pertain to reporting abuse

Telephone Information

The Learning Lab School has a direct telephone number that goes to the administrative assistant's desk. The College telephones are answered by an automated attendant prior to 8 a.m. and after 4:30 p.m.

Questions and Concerns

Although the Learning Lab School makes every attempt to offer the highest quality care to all children and

families, there may be occasions when parents have concerns about particular events, situations or staff members. If concerns arise, parents are encouraged to talk to their child's direct caregiver as a first point of contact.

If they have tried this without satisfactory results, or if the concern is serious enough to warrant immediate administrative review, parents are encouraged to contact the school's director. The director will then schedule meetings as necessary with appropriate parties to gather relevant information before deciding on a course of action. Parents will be informed, within confidentiality requirements, as to the result of the director's inquiry and action taken.

If the director cannot solve the issue to the parent's satisfaction, the parent should contact Dr. Jennifer Fryns, Associate VP Career and Professional Programs, at 352-854-2322, ext. 1728, or frynsj@cf.edu.

Our goal is quality child care. It is by working together as Lab School staff and parents that we will achieve the excellence in child care that we strive for.

Important Telephone Numbers

Learning Lab School Direct Number

352-873-5806

College of Central Florida

352-873-5800

Sharon Reyes, Staff Assistant

352-854-2322, ext. 1607

Dr. Kim Sellers, Director

352-854-2322, ext. 1266

Dr. Jennifer Fryns, Associate Vice President Career and Technical Programs

352-854-2322, ext. 1728

Early Learning Coalition of Marion County

352-369-2315

References

University of Virginia, Malcolm W. Cole Child Care Center (n.d.). Parent handbook. Retrieved from http://www.healthsystem.virginia.edu/internet/childcare/handbookrev2_06.Cfm