

**Hampton University Child Development Center
Eva C. Mitchell Hall
Hampton, VA 23668**



**Parent Handbook
2008-2009 School Year**

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Hampton University Child Development Center

Welcome to the Hampton University Child Development Center. We are pleased to have you and your child at the school this year. In the following pages we will tell you a little about the school and its mission and goals for the children.

As you may know, the school will be taking some new directions in the next few years and we want you to be an integral part of our changes. The Child Development Center now operates with the guidance of the College of Education and Continuing Studies.

Our belief is that young children should experience success in an environment that is based on a high-quality curriculum and rich in interactions with teachers, peers, parents and other interested community members. Our program is committed to working with the whole family and actively collaborating with university and community resources.

Mission Statement

The mission of the Hampton University Child Development Center is to provide a high-quality early learning experience for children, their families, pre-service teachers and the Hampton University community.

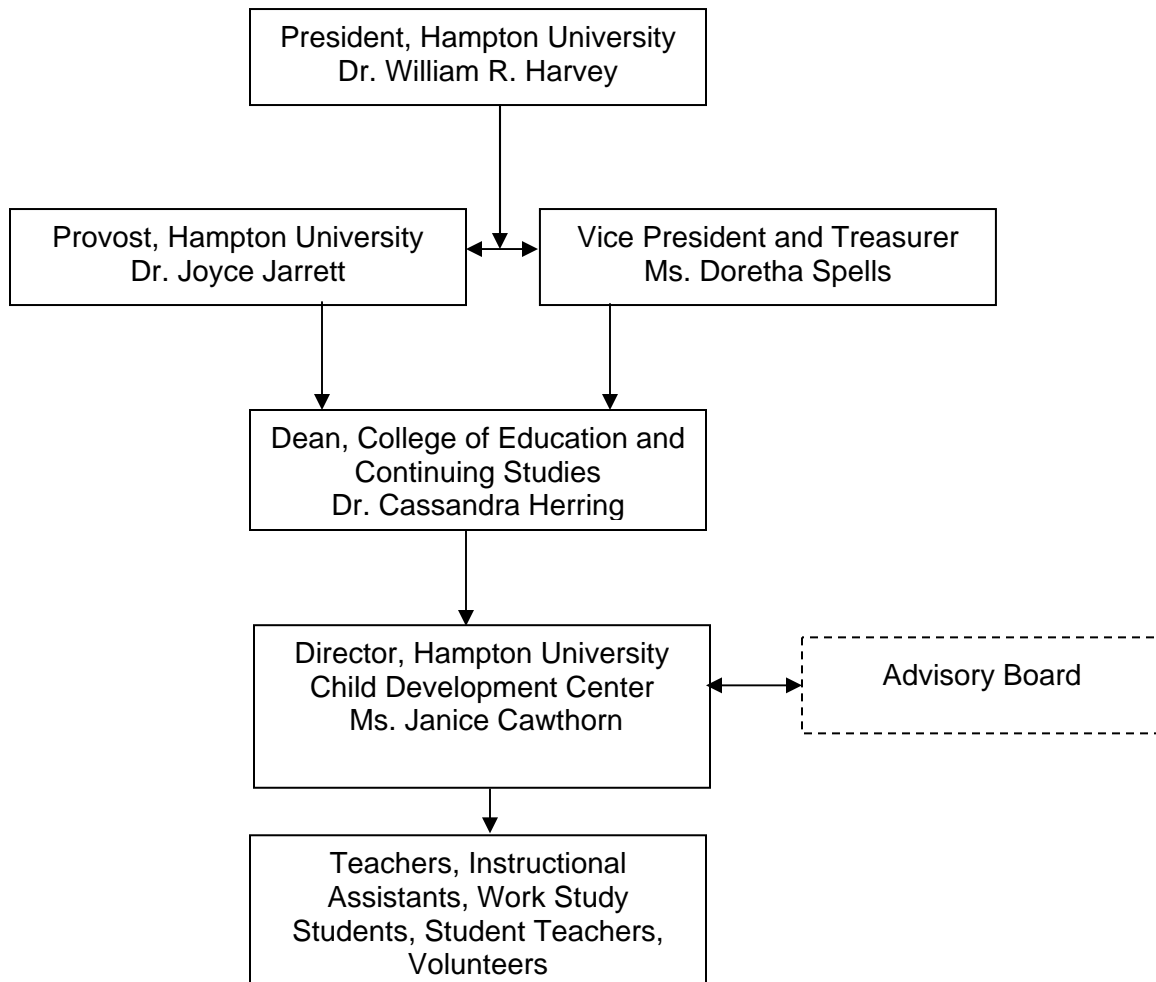
Program Goals

The Hampton University Child Development Center's goals are as follows. We will

- Foster a developmentally appropriate, success oriented, and child-centered educational program for young children and their families
- Prepare pre-service teachers, graduate researchers and other pre-professional students to become knowledgeable and acquire skills in working with young children in a model environment and research site
- Serve as a catalyst for change in the concept of parental involvement by providing support and encouragement to the families of young children as they involve themselves in the educational process
- Provide high quality care and education to each child in a safe, appropriate and diverse learning environment where families are an integral part of a holistic curriculum that fosters academic success.

Program Lines of Responsibilities

The program operates under the auspices of Hampton University's School of Liberal Arts and Education. The Department of Education has primary responsibility for providing leadership and guidance for the program. The following diagram illustrates the chain of command and responsibilities for the program.



Curriculum Development and Implementation

The Hampton University Child Development Center will use a child-center curriculum that meets the individual needs of children. The curriculum will be process-oriented with children learning skills and behaviors that will help them to be successful, life-long learners. The curriculum will be developmentally appropriate for children's ages, and stages of growth and development and will focus on active learning with children, teachers, teacher assistants, and classroom volunteers engaged in many activities.

The curriculum will use state-of-the art methodologies as well as tried and true methods for helping children learn. We plan to have computers in each classroom and to use the technology in such a fashion that children get the most it has to offer. The curriculum is centered on interaction, sensory experiences, inquiry, and experimentation. Multiculturalism will be integrated into the total curriculum and classroom environment.

Children will be assessed at the beginning of the year so that teachers and other staff members may best plan for instructional needs. The curriculum will have a full set of literacy experiences in the areas of reading and writing, mathematics, science, art and music, physical education and social sciences. For three year-olds their literacy experiences will include story reading, story telling, pre-writing experiences, listening to and conversing with others, and making their own books, to name only a few activities. Some of their mathematics experiences will include sorting, counting things, classifying, and one-to-one correspondence activities. Other age groups will expand on those beginning experiences. Enrichment activities may include foreign language instruction, music and movement activities, dance experiences and drama activities.

Each classroom will be environmentally rich in hands-on activities with teachers completing long and short ranged planning based on practical expectations for young children and will feature the best of integrated curriculum activity and experiences for children. The Virginia Foundation Blocks for Early Learning will inform the planning and assessment at the Center.

Behavior Management Policies and Procedures

The Hampton University Child Development Center will support children and their families. A dictionary definition of discipline is "to teach and train" while punishment (inflicting pain/purposeful injury) is unnecessary and counter-productive. Dr. James Hymes, a noted researcher and author for Child Development states, "Discipline is a slow, bit by bit, time-consuming task of helping children to see the sense in acting a certain way." Further, we believe it is never OK to hit a child and will be using strategies evolving from "101 Positive Principles of Discipline" by Dr. Katherine Kersey of Old Dominion University.

The Top Ten Principles are listed below and will form the basis of our discipline and behavior management policies and procedures.

1. ***Demonstrate Respect Principle***—Treat the child the same way you treat other important people in your life—the way you want him to treat you and others.
2. ***Make a Big Deal Principle***—Make a big deal over responsible, considerate, appropriate behavior—with attention (your eyeballs), thanks, praise, thumbs-up, recognition, hugs, special privileges, incentives (NOT food).

3. **Incompatible Alternative Principle**—Give the child something to do that is incompatible with the inappropriate behavior. (“Help me pick out 6 oranges” instead of running around the grocery store).
4. **Choice Principle**—Give the child two choices, both of which are positive and acceptable to you. “Would you rather tiptoe or hop to bed?” (“You choose or I’ll choose.”)
5. **When/then—Abuse it/Lose it Principle**—“When you have finished your homework, then you may watch TV.” (No homework—no TV.)
6. **Connect before You Correct Principle**—Be sure to “connect” with a child—get to know him and show him that you care about him—before you begin to try to correct his behavior.
7. **Validation Principle**—Acknowledge (validate) her wants and feelings. “I know you feel angry with your teacher and want to stay home from school. I don’t blame you. “The bus will be here in 45 minutes.”
8. **Good Head on Your Shoulders Principle**—Tell you child-frequently- especially as she reaches the teen years—“You have a good head on your shoulders. You decide. I trust your judgment.” This brings out the best in the child and shows her that eventually she will be in charge of her own life and responsible for her own decisions.
9. **Belonging and Significance**—Remember that everyone needs to feel that s/he **belongs** and is **significant**. Help your child to feel important by giving him important jobs to do and reminding her that if she doesn’t do them they don’t get done. Help him/her feel important by being responsible.
10. **Timer Says It’s Time Principle**—Set a timer to help children make transitions. “When the timer goes off, you will need to put away your books.” In five minutes, we will need to line up for lunch.” It is also a good idea to give the child a chance to choose how long he needs to pull himself together. “It’s ok to be upset. How long do you need?” Then allow her to remove herself from the group and set the timer. You may offer the child a choice (and set the time) when it’s necessary for him to do something he doesn’t want to do. “Do you want to pick up your toys/let Susan have the wagon/take your bath in one minute or two?”

We believe that these principles work well with young children and hope that you can see how they work with your child at home as well as at school.



Administrative Information

Licensure Regulations

The Hampton University Child Development Center is licensed to operate as a childcare center through the Virginia Department of Social Services. This licensure requires periodic reviews by the regional licensing specialist in order to determine compliance with state regulations. The regulations include specifications (such as including monthly fire drills, staff training, and others.) The regulations can be found on the Department's web site (<http://www.dss.virginia.gov>). A licensing information sheet is included in the appendices of this handbook.

Facilities/Equipment

The Hampton University Child Development Center facility includes the following:

- A spacious laboratory setting furnished with tables and chairs scaled to size for preschoolers
- A fully equipped kitchen including laundry equipment
- Bathrooms with commodes as well as sinks scaled to size for preschoolers
- An area equipped with changing table for changing diapers
- An isolation room with a bed for children with emergency illnesses
- A cot for each child and a locker for keeping personal belongings
- Puzzles, books, tricycles, blocks, easels, crayons, animals, dolls, records, and other toys for various activities
- A fenced-in playground with appropriate equipment
- Observation booths with one-way mirrors

Insurance

Hampton University provides liability insurance which covers all children attending the Child Development Center.

Registration

Parents are encouraged to pre-register their child early to secure a classroom placement. A non-refundable fee of \$50.00 per child is required. The registration fee is payable to the Child Development Center in the form of cash or money order. *The registration fee is not part of the annual tuition but is used to open the child's account in the business office. The money is available to purchase consumable materials for the Center.*

The following pages are copies of the Parental Agreement that must be signed by each parent at the beginning of each year. Please DO NOT remove from the Handbook.

Hampton University Child Development Center
College of Education and Continuing Studies
ENROLLMENT AGREEMENT AND STIPULATIONS
2008-2009

PARENTAL AGREEMENT

As the parent(s)/legal guardian(s) of _____, I/We agree to the following conditions, rules and regulations while my/our child attends the Hampton University Child Development Center. Please initial on each short line after reading each item.

1. I/We agree to pay the following fees: 1. _____

Fee	Cost	Note
Annual Enrollment Fee	\$50.00	Yearly fee due at the time of enrollment for consumable and non-consumable books, materials and other educational supplies.
Full-Time Enrollment	\$100.00	Per Week
Part-Time Enrollment	\$75.00	Less than 25 hours per week
Returned Check Fee	\$25.00	One return check per family per year is allowed. All other payments must be made by money order.
Late Pickup Fee	As computed	\$20.00 for the first 15 minutes. \$15.00 per additional 15 minutes until the child is picked up.
Field Trips and Other Special Events	Varies	Costs for the trips will be given as they are scheduled.

2. I/We agree to make and maintain advance monthly payments for my/our child's program fees. I/We understand that monthly tuition is due in full in advance each Friday by 6:00 p.m. or Monday by 9:00 a.m. for the upcoming week. 2. _____

3. (PARENT/GUARDIAN) _____ agrees to pay the School the sum of _____ for the childcare and education services for the benefit of (CHILD) _____. 3. _____

4. The Hampton University Child Development Center will provide (CHILD) _____ quality childcare and a stimulating learning environment in accordance with the School's policies and curriculum. 4. _____

White (*Payroll Officer*)
 Parental Agreement 2008-2009

Yellow (*Director*)

Pink (*Parent*)

Goldenrod (*Center*)

5. Parents of the above named child agree to enroll their child at the rate of \$100.00 per week for full-time or \$75 per week for part time (25 hours or less) care and education services. 5. _____

Parents of the above named child agree to be liable for the full tuition for the child named in this agreement. Tuition statements will be provided each month to all students. Therefore, parents must make sure the Hampton University Child Development Center has a current and true address of residence, phone number and other (emergency and non-emergency) contact information at all times.

6. I/We agree that upon enrollment, my/our child is given a complete physical examination by a licensed physician and is properly immunized as required by the State Department of Health and Social Services. I/We understand documentation is to be given to the school upon registration. 6. _____

7. In the event of illness, signs of a cold, or other infectious disease, I/we will not bring my/our child to school. We further agree that if my/our child becomes sick at school, she/he will be picked up within one hour of notification. 7. _____

8. In the event of hospitalization or extended at-home illness, I/we understand that my/our child will be given one (1) week or 5 consecutive days of sick leave whereby tuition for that week is vacated. However, a valid doctor's excuse must be given to the Director upon your child's return to the school. I/We understand that the week of your child's illness will be deducted from your final tuition payment in May. All other weeks must be paid as scheduled. 8. _____

9. In the event of an emergency, the school has my permission to administer first aid or to obtain medical treatment in my/our child's best interest. 9. _____

10. I/We understand that the Hampton University Child Development Center will only administer dated, labeled, prescribed medications or physician prescribed medication. I/We must complete an Administration of Medication form with each prescribed medication. 10. _____

11. I/We agree to bring my/our child into the school building and see that she/he is under supervision before leaving the premises, and to re-enter the building when picking up my/our child. I/We will make sure the teacher on duty knows I have signed out and taken my child from the building. 11. _____

12. I/We agree to adhere to the arrival and departure procedures of the Hampton University Child Development Center posted above the sign-in sheets. 12. _____

13. I/We understand that the Hampton University Child Development Center is open from 7:00 a.m. until 6:00 p.m. Late fees are charged and due on pickup if I am late picking up my child. 13. _____

14. I/We understand that if my child is enrolled in kindergarten, she/he must not miss more than 20 days of school (excused or unexcused absences). Three days tardy equal one absence. 14. _____

15. I/We understand that in the event of inclement weather, we may tune in to the local television and radio stations for information on school closings and delays. Students must not be brought to school until opening time. 15. _____

16. I/We understand that if my/our child has three or more biting incidents in one week, she/he will be removed from the school for one week. If the child returns to school after one week of at-home interventions and continues to bite, my/our child will be withdrawn from the Hampton University Child Development Center. 16. _____

17. I/We understand that the Hampton University Child Development Center has permission to call me/us if the child has disruptive or uncontrollable temper tantrums. I/We understand that we may be asked to take my/our child home for the day. A conference with the teacher and/or Director will be necessary. 17. _____

18. I/We certify that I/we have read, understand, and agree to all the regulations of the Hampton University Child Development Center concerning the operations, procedures, tuition and fees. I/We understand that deliberate misrepresentation may cause immediate dismissal of my/our child from the Hampton University Child Development Center 18. _____

19. I/we understand that we must report their exposure to communicable diseases or the occurrence of those diseases in the family. The report to the Hampton University Child Development Center should be received within 24 hours of the obvious symptoms of infections. 19. _____

Parent(s)' or Guardian(s)' Signature: _____ Date: _____

_____ Date: _____

Director or Designee's Signature: _____ Date: _____

Form (PA 02)
Revised (07/2007)

Tuition

The tuition for the program is \$100.00 per week, for full-time students and \$75.00 per week for part-time students (25 hours per week or less). The tuition covers two snacks and a hot lunch daily. The annual balance is to be paid through the Business Office on a mutually agreed upon schedule (i.e. weekly, biweekly, and monthly). When tuition is not paid on time, a \$50 late fee will be assessed after day 3. Tuition must be paid when Center is closed for holiday breaks, a child is absent, or has an extended illness.

Hours

The school day begins at 7:00 am and ends at 6:00 pm. If a child is not picked up by 6:00 pm, a fine of **\$20.00 FOR THE FIRST fifteen (15) minutes and \$5 each additional 5 minutes** will be charged. For example:

6:01—6:15	\$20.00 charge
6:15—6:30	\$15.00 charge (additional)
6:30—6:45	\$15.00 charge (additional)

These charges are due and payable at time of pickup.

Required Documentation at Time of Registration

The following documents are required at the time of registration as a part of the licensing regulations for child care facilities in the state of Virginia.

- Registration documents to include
 - Proof of birth date
 - Child's social security number
 - Immunization record
 - Physical examination documentation
 - Emergency contact form with two people not the parents
 - Signed parental agreement
 - Custody documentation, as needed
 - Field trip permission slip
 - Permission for testing
 - Permission for audio/video recording
 - Photo ID of Parent or Guardian

Access to University Campus

Vehicles must access the Hampton University Campus by entering the main gate located off Tyler Street. The circular drive in front of Eva C. Mitchell Hall may be used to drop off and pick up children. This area may be used for not more than 15 minutes in both the morning and the afternoon. Special parking permits will be issued to parents/guardians so that cars will not be towed or ticketed. These parking permits must be filled out completely and are not transferable to another vehicle. More than one permit can be provided if needed for additional cars. Temporary parking permits may be secured from the Child Development Center courtesy of

University Police/Security Office when parents have conferences or are attending special functions.

Withdrawal/removal from the School

When the child enters the Hampton University Child Development Center, it is expected that they attend for the entire year's program. However, under special circumstances, the School's Director may release parents from this obligation. A child who does not adjust to the School may also be asked to leave the program by the teacher and the Director. Reasons for the removal might include non-payment of fees, continuous hitting, temper tantrums, biting, inappropriate language, poor health, and failure to provide working emergency numbers where a parent or other designated person can be reached should the child become ill. A one week notification will be given to the parent to make other child care arrangements.

Parent Conference Suggestions:

“We”: The Most Important Feature of a Parent-Teacher Conference

The foundation for constructive parent-teacher relationships is frequent and open communication and mutual respect. When you are positively involved in your child's education, your child will flourish. Teachers prepare for conferences by reflecting on each child's interests and progress. Here are some ways you can prepare to actively participate in parent-teacher conferences.

Be willing and ready to share information about your child and family. Families are the most important influence and resource in a child's life. You know your child better than anyone else and have valuable insights to share with the teacher. Advocate for your child. Share things about your child's life at home—personality traits, challenges, habits, friends, hobbies, and talents—that you feel are important for the teacher to know. What kinds of things do you enjoy doing with your child? How do siblings relate to their brother/sister and vice versa? What kind of discipline do you use? What are your dreams for your child? What are your concerns?

Stay focused on your child. You are no longer the shy student who avoided the teacher's gaze. Nor are you the active four-year-old who seemed to always need the teacher's help to stay on task. It is natural for your ideas about teachers and their role to be shaped by your own school experiences. Being aware of these views can help you stay focused on your child and his/her unique temperament, individual needs, and special interests.

Never miss a parent-teacher conference. Use the conference as an opportunity to exchange information with the teacher and discuss ways to work together to enhance your child's education. If your work schedule makes it difficult to meet during regular hours, make this clear to the teacher and try to set up a meeting time that is good for both of you. If you can't visit in person, schedule a telephone call to discuss your child's progress.

Arrive on time. Teachers usually have a tight schedule for conferences—typically 20 minutes per child and family. If you would like additional time to talk, ask for it ahead of time so you and the teacher can discuss your ideas, concerns, and suggestions. Be considerate of other parents whose conferences will take place after ours. Remember that the teacher needs a few minutes between conferences to record and reflect on the information shared and to prepare for the next family.

Remember, children can hear and remember what is said. Young children often mixed messages when they hear adults talking about them, no matter how positive the conversation may be. Arrange for a caregiver for your child or bring a family member to occupy him or her during the conference. If this is not possible, bring a favorite toy or activity to engage the child in another part of the room. Unless a child is expressly invited to take part, the conference is a time for you and the teacher to discuss your child.

Listen with an open mind. Concentrate on what the teacher is saying instead of what you are going to say next. Ask questions when you don't understand. If you disagree with a strategy, say so and tell the teacher why. Voice your concerns, but be open to suggestions. Stay on the subject, your child's progress.

Be prepared. Think about or write down one or two questions to ask the teacher. It's a good idea to ask the most important question first, in case time runs out. Remember, while teachers specialized in education, they don't have answers for everything. Teaching just isn't that simple.

Keep the conversation focused on what can be done for your child. When there are problems, parents and teachers need to stay calm and work together for the best interest of the child.

Stay involved. Try to visit the center or school frequently, not just for conferences and Back to School Night. Ask the teacher to suggest activities you can do at home to reinforce your child's learning. Look for opportunities to take part in your child's education.

Taken from *Spotlight on Young Children and FAMILIES*. (Holly Seplocha). 2007. Washington, DC: NAEYC.

Day-to-Day Operations

Health Records and Attendance Expectations

Each child is required by state regulations to have a complete physical prior to entry into the program. The form can be obtained from the Director's office or the doctor's office. The completed physical form and the child's immunization records are required before acceptance into the classroom. **NO EXCEPTIONS!!**

Other Health Policies

A child who is enrolled at the Hampton University Child Development Center is expected to attend regularly. However, if a child is going to be absent, please call the school at 757-727-5698. **When a child is ill and contagious, the student must be kept at home until free of fever 24 hours.** Some symptoms may include persistent cough, high fever, sore throat, runny nose, nausea, diarrhea or other signs of an infectious condition. In the interest of a healthy classroom environment, no child will be admitted to the classroom in the morning if the staff determines that the child is showing signs of an illness.

If a child becomes ill at school, parents will be notified immediately and will be expected to pick up the child within one (1) hour of the call. The child will be isolated in the clinic area of the school and under constant supervision.

- **Emergency Numbers—Each parent must provide not fewer than two (2) working phone numbers and current addresses (not the parents) where a designated person can be contacted to pick up the child. If the school staff is unable to contact someone to get the child, the parent may be asked to permanently remove the child from the school.**

Medication Policies:

- Absolutely **no** medications, prescription or over-the-counter, will be administered to any child **without** a signed permission form and specific written dosage amount and time instructions. No medication will be administered for longer than 10 days without written authorization from the child's physician and parent. The form can be obtained from the teacher or from the school's office.
- Medications to be administered will be labeled with the child's name, the name of the medication, the dosage and the time(s) to be given. Medications will be kept in the school's clinic in a locked storage box or in the refrigerator, as needed.
- A daily log is kept with a record of the child's name, type of medication, time given, amount of medication dispensed and the person administering it, and any adverse reactions. Any errors will also be reported.
- All medications will be in original labeled containers and will be administered according to manufacturer's instructions in reference to age, duration and dosage.
- A statement from your physician will be required to return the child to the classroom after a contagious illness (Strep Throat, Chicken Pox, etc.). We will make every attempt to notify parents when children have been exposed to a contagious disease.

- Children who become ill should be kept at home until they are completely free of any fever for 24 hours. They can remain contagious to others until that time has passed. We expect parents to be considerate of other children and families in this regard.
- Sunscreens, insect repellants, skin gels, creams and ointments can be applied by the staff with signed parental permission and instructions. All such medications must be clearly labeled with the child's name, any known adverse reactions, and manufacturers' instructions for age, duration and dosage.
- When the authorization to administer the medication expires, parents will be notified to pick up the medication within 14 days or reauthorize the medication.
- The school will safely dispose of any medication not retrieved within the 14 day period after the permission has expired.
- Similarly, parents have the responsibility of reporting to the Hampton University Child Development Center their exposure to communicable diseases or the occurrence of those diseases in the family. The report should be received within 24 hours of the obvious symptoms of infections.

Child Abuse Reporting

As outlined in Virginia's law addressing child abuse and neglect, all educators are required to immediately report suspected child abuse or neglect to the Child Protective Services at the Hampton Department of Social Services or the Child Abuse Hotline (1-800-552-7096). Such suspected abuse may include physical abuse and /or neglect, sexual abuse, and emotional maltreatment. Suspicions may be reported without notifying the parent/guardians.

**Hampton University Child Development Center
EMERGENCY INFORMATION FORM
2008 - 2009**

Child's Name _____ Date of Birth _____

Sex ___ M ___ F ___ Race ___ Child's Age: _____ Child's Social Security # _____

Mother's Name _____ Father's Name _____

Mother's Emergency Phone Number(s) _____

Father's Emergency Phone Number(s) _____

List in priority order the persons, *other than yourself*, you want us to contact in case of an emergency.

NAME OF CONTACT	RELATIONSHIP	ADDRESS	PHONE NUMBER

- The Hampton University Child Development Center will notify the above named persons in the event of an illness or emergency. The persons listed above agree to pick up your child as soon as possible, preferably within 20 to 30 minutes after notification, in the event of an emergency situation. (initials _____)
- The parent/guardian authorizes the Hampton University Child Development Center to obtain immediate medical care if any emergency occurs, and none of the emergency contacts can be reached. (initials _____)
- If an emergency should occur, the parent/guardian requests / authorizes the Hampton University Child Development Center to contact _____, my child's physician. The physician's telephone number is _____.
_____. (initials _____)
- If an emergency should occur, the parent / guardian requests / authorizes the Hampton University Child Development Center to have emergency room doctors examine and treat my/our child for such emergencies as need may arise. Exceptions to treatments, if any are: _____ (Initials _____)

Health insurance Company _____ Policy Number _____

Sponsor's Social Security Number (if military) _____ Name _____

Allergies to Medication _____

Date of last DPT or Tetanus _____ Chronic Illnesses _____

Parent/Guardian's Signature _____ Date _____

**Hampton University Child Development Center
EVA C. MITCHELL HALL**

School of Education and Continuing Studies

School Office—757-727-5698

University Police—757-727-5259

University Fire Marshall—757-727-5777

University Transportation—757-727-5211 Director—cell—757-303-0709 (24 hour access)

School Emergency Officer is the School Director and the Back-up Officer is the Kindergarten Lead Teacher. (Mrs. Constance Goode)

Shelter-In-Place

Procedure:

1. All Children and Staff will assemble in the blue carpeted circle area (rotunda) in the front of the building.
2. Each Lead Teacher will be supplied with a university emergency communication device, two way, and cell phone, in order to communicate with emergency personnel at the university command center.
3. Each Lead Teacher will assign program leaders and aides to transport essential documents and supplies
 - Program Leader 1--Sign-in records, parent contact information
 - Program Leader 2—First Aid Kit and Emergency Supplies
4. Each lead teacher is responsible for taking a roll book with all children's names and for accounting for all children. Each teacher must report head counts to the Director.
5. The Director and Lead Teachers are responsible for selecting the safest egress from the building with the primary means being the front door and the secondary means being the side door near the tennis courts.

Evacuation

Procedure:

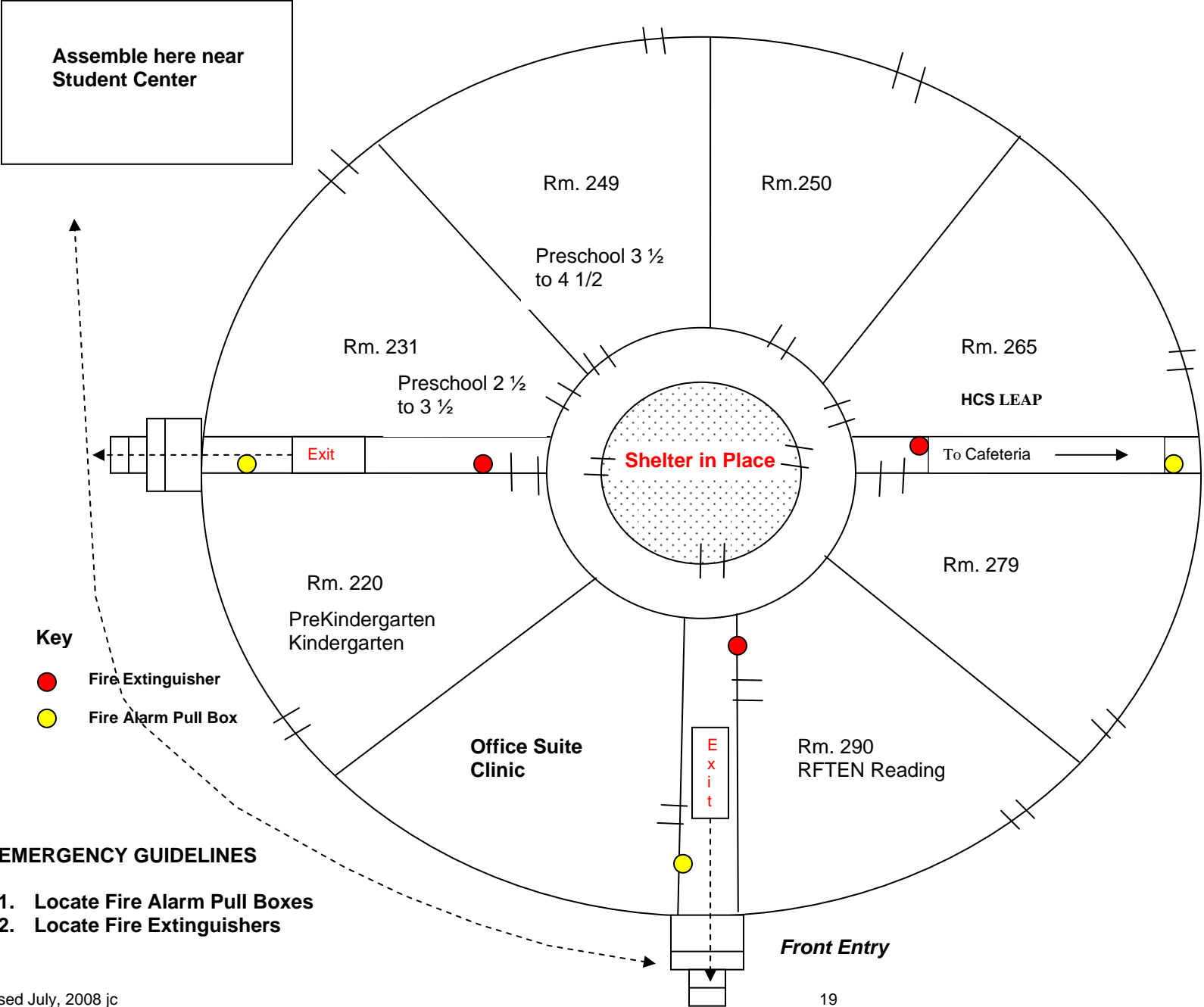
1. In the event of an emergency at the Hampton University Child Development Center, staff and children will be evacuated to Holland Hall on HU's campus.
2. Each lead teacher is responsible for taking a roll book with all children's names and for accounting for all children. Each teacher must report head counts to the Director.
3. If an emergency event warrants the evacuation from the campus of all students and staff of the Hampton University Child Development Center, emergency responders will arrange transportation off campus.
4. The designated site for off campus is the **Days Inn Coliseum Drive, Hampton VA 23666.**
5. The University Police will coordinate all evacuation activities for the campus and the Hampton University Child Development Center
6. An attempt to reach all parents by telephone will be made to inform you of the need to pick up your child if there is sufficient time and ability.
7. If we are unable to contact the family, the evacuation location will be posted on the school's door and announced on local telephone and radio.
8. A phone number for further information will be posted. (727-5000)
9. If such an event were to occur, Center staff will remain with the children until the parents have picked up the children.

Drills

Procedures

1. Emergency fire drills are held monthly to acquaint children with evacuation procedures.
2. Facility containment procedures—Notify University Police and follow their instructions.
3. Intruders—alert Staff using the established code word; notify University Police and follow their instructions. (University Police Office is next door in Phenix Hall.)
4. Weather related emergencies such as hurricanes, tornadoes, or severe thunderstorms:
 - The Director and Lead Teachers monitor and trace weather on a daily basis.
 - The School has access to a television, battery powered radios and email alerts from local weather tracking services provided by the Weather Channel, local television and university email notification.
 - University emergency officials will notify the director of any threat and take appropriate actions.
 - Follow the evacuation procedures and directions of the university officials and emergency response team.
5. Staff will receive training during orientation and an emergency preparedness manual will be placed in each classroom. Additional training will be conducted three times each year to ensure that the most up-to-date procedures are being followed. Trainers will include the University Fire Marshall, School of Nursing Professionals, University Police and the Director.
6. Emergency evacuation and shelter-in-place procedures and maps are posted in a conspicuous location.
7. The School shall implement a monthly practice evacuation drill and a minimum of two shelter-in-place drills per year for severe weather or hurricane threats.
8. The Director of the Hampton Child Development Center shall maintain a record of the dates of the practice drills each year.
9. A 911 or local dial number for police, fire and emergency medical services and the number of the regional poison control center are posted in each classroom, cafeteria, and in visible places near telephones.
10. The School Director has prepared a document containing local emergency contact information, potential shelters, hospitals, evacuation routes and other pertinent information. This document must be kept in vehicles that the center uses to transport children to and from the center. The document will be on file in the office with copies in each classroom, in the staff and parent handbooks.
11. Parents are informed of the School's emergency preparedness plan by the School Director and/or Lead Teachers during organized meetings and parent conferences.
12. If an ambulance is needed at anytime during the day:
 - The Director or Lead Teacher will notify the University Police and, if needed, the child can be taken to the University Infirmary to be transported to the hospital.
 - Based on local authorities and documented normal ambulance operation, if an ambulance service is not readily accessible within 10 to 15 minutes, other transportation shall be available for use in case of emergency. University Police have a transportation plan in place to cover such emergencies.
13. The School's Director or other appropriate official shall notify the parent immediately if a child is lost, requires emergency medical treatment, or sustains a serious injury.

Hampton University Child Development Center Eva C. Mitchell Hall



Meals and Food Policies

The food policy at the Hampton University Child Development Center is designed to ensure a balanced nutritional diet for the children. The meals are planned to provide the necessary nutrients to help children grow to be strong and healthy. Each meal and snack are planned to be relaxed and happy experiences for each child. Hampton University's catering service (Gourmet Services) provides the food for hot lunch and two snacks daily. Children are encouraged to try new foods but are not required to eat everything on their plates. Portions are suitable to the children's ages and nutritional needs. Additional servings are available at the request of the child.

- Monthly menus are posted in the entrance hallway and in classrooms.
- Lunch is served at 12:00 noon.
- Snacks are served at 10 am and 3:20 pm daily.
- "Junk Food" is not permitted.
- Food may not be brought from home—except on special occasions with special arrangements made among the parent, the Director and the teacher.
- Breakfast items may not be brought into the classroom.
- Drinking water is available throughout the day.
- Children are encouraged to feed themselves.
- Children wash hands before and after each meal and snack.
- Bottle feeding is not permitted.
- If a child needs a special diet, or is allergic to certain foods, arrangements must be made to meet the child's needs while at school.

Clothing/Personal Items

An entire change of clothing (shirt, pants, underwear, socks, etc.) must be kept at school for emergency changes. Please be sure to mark each child's clothing. We wash and dry clothing when accidents occur. If, after we launder an item and discover no name on it, the item will be placed in the Lost and Found Box in the School's office.

Each child will need a sheet and cover for nap time. These will be sent home weekly for laundering and should be clearly marked with the child's name.

Children are not allowed to bring personal items (stuffed toys, cars, etc.) to school except for specifically planned events related to classroom learning.

Dress Code Policy

The children will play outside twice daily except in extreme heat or cold or rain. Please be sure to dress children so that they can fully participate in all activities at the School. In winter, please send mittens, attached to coat and a hat.

Field Trips

The children will occasionally go on field trips to such places as Bluebird Gap Farm, the fire station, Norfolk Zoo, the University Museum, the Virginia Air and Space Museum, and other similar sites. In order to cover the cost of transportation (renting Hampton University vans) and admission tickets, each child will be asked to pay a fee for each trip. The fee is based on the cost of the trip and will be collected prior to the trip. Parents will be asked to leave their child's car safety seat for use when transporting the children on the field trip. Parents are always welcome and encouraged to accompany the children on these trips but must provide their own transportation since HU van space is limited to the students and teachers. HU vans will have a driver and one staff member along with the children.

Blanket permission slips for field trips will be signed at registration for each child. Parents will be notified at least 48 hours before each field trip.

Parents will be asked to purchase a Hampton University t-shirt for children to wear on field trips. This practice helps to identify children who travel together on trips.

Appendices

Hampton University Child Development Center 2008-2009

180 Day Calendar

First Semester Fall 2008

Aug	25--29	Pre-Service Week for Teachers
Aug	27	Open House Night (7:00 pm-8:30 pm) PTA organizational meeting
Sep	1	Labor Day Holiday (<i>University Closed</i>)
Sep	2	First Day of New School Year
Sep	18	Parent/Teacher Organization Meeting
Oct	28—no students	Parent Conference Day
Nov	26	Thanksgiving begins noon Nov. 26
Dec	1	School Resumes
Dec	16	Family Covered Dish Dinner: 6:00—8:00
Dec	23- Jan 4	Winter Break

Second Semester Spring 2009

Jan	5	<i>Training and Classroom Planning and Organization</i>
Jan	6	Students return;
Jan	7	Parent/Teacher Organization Meeting
Jan	19	Dr. Martin Luther King Jr. Holiday <i>University Closed</i>
Jan	20—no students	Parent Conference Day
Feb	18	Parent/Teacher Meeting 7:00 pm
Mar	7--13	Spring Break— <i>Teacher Work Week—No Children</i>
Mar	10	Parent Conference Day
Mar	14	Spring Break Day for Teachers
Mar	15	Students Return @ 7:00 am
Mar	20	Parent/Teacher Organization Meeting
May	19-- no students	Parent Conference Day
May	25	Memorial Day Holiday
Jun	4	Family Covered Dish Dinner
Jun	11	Last Day of Regular School Year
Jun	12	Teacher Workday

Summer Session 2008

Jun	15	Summer Session Begins
Aug	21	Summer Session Ends

In case of inclement weather, when the University is closed, the Child Development Center will be closed.

Inclement Weather Instructions

Parents, please do the following to learn the University's status in case of bad weather:

- Call 727-5000
(Main University number)

Or

- Check all Local TV and Radio News Stations

When the University is closed, we will be closed. If the University is open, we will be open. There may be a delayed time if the University opens late.

Thanks,
Janice Cawthorn, Director
Hampton University Child Development Center

Child Day Program Licensing Information for Parents

The Commonwealth of Virginia helps assure parents that child day programs that assume responsibility for the supervision, protection, and well-being of a child for any part of a 24-hour day are safe. Title 63.1, Chapter 10 of the Code of Virginia gives the Department of Social Services authority to license these programs. While there are some legislative exemptions to licensure, licensed programs include child day centers, family day homes, child day center systems, and family day systems. The state may also voluntarily register family day homes not required to be licensed.

Standards for licensed child day centers address certain health precautions, adequate play space, a ratio of children per staff member, equipment, program and record keeping. Criminal records checks and specific qualifications for staff and most volunteers working directly with children are also required. Standards require the facility to meet applicable fire, health, and building codes.

Compliance with standards is determined by announced and unannounced visits to the program by licensing staff within the Department of Social Services. In addition, parents or other individuals may register a complaint about a program which will be investigated if it violates a standard.

Three types of licenses may be issued to programs. Conditional licenses may be issued to a new program to allow up to six months for the program to demonstrate compliance with the standards. A regular license is issued when the program substantially meets the standards for licensure. A provisional license, which cannot exceed six months, is issued when the program is temporarily unable to comply with the standards. Operating without a license when required constitutes "a misdemeanor which, upon conviction, can be punishable by a fine of up to \$100 or imprisonment of up to 12 months or both for each day's violation."

If you would like additional information about the licensing of child day programs or would like to register a complaint, please contact the Regional Office of Social Services closest to you or call 1-800-KIDS-LIL (543-7545.)

Richmond area—804-692-2394

Fairfax Area Licensing Office—

3959 Fender Dr. Suite 320; Fairfax, VA 22030; 703-934-1535

Northern Regional Office –

320 Hospital Dr. suite 23; Warrenton, VA 22186; 540-347-6345

Central Regional Office—

1604 Santa Rosa Road Wythe Bldg. Suite 130; Richmond, VA 22186; 804-662-9773

Eastern Regional Office—

Pembroke Office Park Pembroke 6, Suite 500; Virginia Beach, VA 23462; (757) 552-1951

Vernona Licensing Office—

P. O. Box 350; 4801 Lee Highway; Verona, VA 24482-0350; 540-248-9345

Piedmont Regional Office—

Commonwealth of Virginia Building; 210 Church Street, S. W.;

Suite 100; Roanoke, VA 24011-1779; 540-857-7971

Western Licensing Office—190 Patton Street; Abingdon, VA 24210; 540-628-5171

Peninsula Licensing Office—

729 Thimble Shoals Blvd. Suite 6—B Newport News, VA 23606-4242; 757-594-7591

Parent Volunteer Information

As a parent, you are your child's first and best loved teacher. We want to continue your vital contribution to your child's educational process. As we begin the new school year, we want each parent to give us a little of your valuable time in some way. We want as many as possible to be in classrooms but understand that some parents will not have the time available. However, we are asking that you find an alternative way to participate in your child's educational process. Please complete the information below and tell us what you can and want to do as a parent volunteer. We will help you to do the necessary background checks and health screenings as well as provide some training for you. We welcome all parents as volunteers at the Hampton University Child Development Center and look forward to having you continue your teaching role with your children.

Name _____ Child's Name _____

Child's Classroom _____

Address _____
Street address City State Zip Code

Contact information _____
Home phone Cell Phone email address

Days and times available _____

Start date _____

What would you like to do?

____ Read a Story ____ Help with Art Activity ____ Teacher Needs

____ Help with Music ____ Listen to children read ____ Outside Play

____ Other (Please be specific) _____

Please sign and return to your child's teacher. Thanks for being willing to help us help your child.

(Signature)

(Date)

Is This the Right Place for My Child?

The following checklist is excerpted from *Is This the Right Place for My Child?*, a publication of the National Association of Child Care Resources & Referral Agencies (NACCRRA). To learn more about the child care quality indicators listed below—including why each is important to your child’s health, safety, and development, and the research from which they were drawn—please visit www.naccrra.org/parent and download your own free PDF of the document.

Place a check in the box if the program meets your expectations.	
Will my child be supervised?	
<input type="checkbox"/>	Are children watched at all times, including when they are sleeping?
<input type="checkbox"/>	Are adults warm and welcoming?
<input type="checkbox"/>	Do adults pay individual attention to each child?
<input type="checkbox"/>	Are positive guidance techniques used?
<input type="checkbox"/>	Do adults avoid yelling, spanking and other negative punishments?
<input type="checkbox"/>	Are the caregiver-to-child ratios appropriate and do they follow the recommended guidelines:
<input type="checkbox"/>	One caregiver per 3—4 infants
<input type="checkbox"/>	One caregiver per 3—4 young toddlers
<input type="checkbox"/>	One caregiver per 4—6 older toddlers
<input type="checkbox"/>	One caregiver per 6—9 preschoolers
Have the adults been trained to care for children?	
<input type="checkbox"/>	If a center,
<input type="checkbox"/>	Does the director have a degree and some experience in caring for children?
<input type="checkbox"/>	Do the teachers have a credential, or Associate’s degree and experience caring for children?
<input type="checkbox"/>	Is there always someone present who has current CPR and first aid training?
<input type="checkbox"/>	Are the adults continuing to receive training on caring for children?
<input type="checkbox"/>	Have the adults been trained on child abuse prevention and how to report suspected cases?
Will my child be able to grow and learn?	
<input type="checkbox"/>	For older children, are there specific areas for different kinds of play—blocks, books, puzzles, art, etc?
<input type="checkbox"/>	Is the play space organized and are materials easy-to-use?
<input type="checkbox"/>	Are some materials available at all times?
<input type="checkbox"/>	Are there daily or weekly activity plans available?
<input type="checkbox"/>	Have the adults planned experiences for the children to enjoy?
<input type="checkbox"/>	Will the activities help the children learn?
<input type="checkbox"/>	Do the adults talk with the children during the day?
<input type="checkbox"/>	Do they engage them in conversations?
<input type="checkbox"/>	Ask questions, when appropriate?
<input type="checkbox"/>	Do the adults read to children at least twice a day or encourage them to read, if they can read?
<input type="checkbox"/>	
<input type="checkbox"/>	
Place a check in the box if the program meets your expectations.	

<i>Is this a safe and healthy place for my child?</i>	
	Do adults and children wash their hands (after using the bathroom, changing soiled clothes, eating, etc.?)
	Do all of the children enrolled have the required immunizations?
	Are medications labeled and out of children's reach?
	Are adults trained to give medicines and keep records of medications?
	Are cleaning supplies and other poisonous materials locked up, out of children's reach?
	Is there a plan for responding to disasters (fire, flood, etc.)?
	Has a satisfactory criminal history background check been conducted on each adult present?
	Have all the adults who are left alone with children had background and criminal screenings?
	Is the outdoor play area a safe place for children to play?
	Is it checked each morning for hazards before children use it?
	Is the equipment the right size and type for the age of the children who use it?
	In a center-based program, is the playground area surrounded by a fence at least 4 feet tall?
	Is the equipment placed on mulch, sand, or rubber matting?
	Is the equipment in good condition?
	Is the number of children in each group limited?
	In centers, In groups of no more than
	6—12 younger toddlers
	8—12 older toddlers
	12—20 school-agers
<i>Is the program well-managed?</i>	
	Does the program have the highest level of licensing offered by the state?
	Are there written personnel policies and job descriptions?
	Are parents and staff asked to evaluate the program?
	Are staff members evaluated each year?
	Do providers do a self-assessment?
	Is there a written annual training plan for staff professional development?
	Is the program evaluated each year by someone outside the program?
	Is the program accredited by a national organization?
<i>Does the program work with parents?</i>	
	Will I be welcome any time my child is in care?
	Is parents' feedback sought and used in making program improvements?
	Will I be given a copy of the program's policies?
	Are annual conferences with parents?

Hampton University Child Development Center Advisory Board

The members of the Advisory Board include parents, faculty from the Department of Education, the Director, faculty from the School, members of the community, a graduate student, and an undergraduate student.

Member Name	Phone Number	Email
Ms. Janice Cawthorn	637-2026	janice.cawthorn@hamptonu.edu
Dr. Gertrude Henry		Gertrude.henry@hamptonu.edu
Mrs. Sandra Ferguson		
Mrs. Serena Joyner		
Mrs. Constance Goode		
Graduate Student		
Undergraduate Student		
Dr. Cassandra Herring		Ad Hoc member