Hartnell College
Laboratory for Child Study

Parent Guide for the 2014-2015 School Year

- Main Campus
- 411 Central Avenue
  Salinas, CA 93901
- (831) 755-6945
- Program Director: Linda Taylor
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Program Services:

- Laboratory for college students studying the development of young children
  Completion of course assignments requiring live subjects, child observation and assessment, and student teaching (practicum)

- Free or Low Cost State-Funded Preschool
  for up to 120 children

Fee-based Preschool limited spaces available

Attendance
To receive maximum benefit from the program, all children attend 4-days a week

Morning Session:
8:30 - 11:30 a.m.

Afternoon Session:
1:00 - 4:00 p.m.
We believe children construct knowledge through play...

- We encourage children to actively explore the environment, make choices, and become independent thinkers.

- We establish and support respectful, warm, and accepting relationships between adults and peers.

- We encourage problem-solving and logical thinking by establishing clear, reasonable limits and employing positive guidance techniques.
### Educational Program Activities

#### Daily Schedule
- **Arrival at 8:30 a.m. or 1:00 p.m.**
  - Greeting and First Group Time
- **8:30–8:50 a.m. or 1:00–1:20 p.m.**
  - Indoor/Outdoor Learning Activities
    - Including snack preparation, large & small group and individual projects
- **8:50–11:00 a.m. or 1:20–3:30 p.m.**
  - Indooor/Outdoor Learning Activities
- **11:00–11:20 a.m. or 3:30–3:50 p.m.**
  - Clean-up & Last Group Time  Dismissal at 11:20 a.m. or 3:50 p.m.

#### Water and Messy Activities
- Children will never be restricted from these types of activities and they do occur everyday! Dress children appropriately with swimsuits under clothing in warm weather and "puddle" boots and a raincoat with a hood on rainy days. Children are offered smocks when messy activities are available, but they are not required to wear them to participate.

#### Fieldtrips
- Many of our fieldtrips are informal walking tours of Hartnell College and the on-campus community. A week's advanced notice will be given regarding off-campus fieldtrips. Parents will need to sign a consent allowing their children to participate. Parent Volunteers are always welcome. Parents will be charged a non-refundable field trip fee of $25. a program year per child to cover costs.

#### Language and Literacy
- Using puppets
- Telling flannelboard stories
- Writing and dictation
- Looking at and reading books
- Listening to books and stories

#### Logical Thinking/Problem-solving
- Playing math games
- Conducting science experiments
- Preparing food for snack
- Sorting attribute blocks
- Solving disputes with friends

#### Creativity and Self Expression
- Painting, drawing, and sculpting
- Pretend play and dress-ups
- Singing, listening to music, dancing
- Sharing feelings with friends
- Telling stories and making books

#### Social/Emotional
- Sharing at “Group Time”
- Engaging in cultural activities
- Participating in group projects
- Engaging in conflict resolution
- Expressing feelings appropriately

#### Perceptual and Small Motor
- Cutting with scissors
- Building with LEGOS
- Putting together puzzles
- Stretching rubber bands on geoboards
- Using utensils to prepare snack

#### Large Motor and Coordination
- Movement and dance
- Running an obstacle course
- Riding tricycles
- Climbing on the play structures
- Building with large, hollow blocks
The Program Staff

Hartnell College employs a professional, well-educated, and experienced staff for the campus Laboratory for Child Study including:

- Program Director (Master’s Degree)
- Lead Teacher (Master’s Degree)
- Teacher Interns (Child Development Teacher /Master Teacher Credential)
- Assistant Teachers (Child Development Assistant /Associate Teacher Credential)
- Secretary

Student Teachers are part of our teaching team while continuing their education. An ECE faculty member supervises the Student Teachers. Additionally, the CDC staff have access to the expertise of the ECE faculty as part of its resource personnel.

Our Child Study Lab maintains a teacher to child ratio of 1 to 24 and an adult to child ratio of 1 to 8. Student Teachers and Parent Volunteers provide additional support to our program.
Beginning and Ending the Day

**Arrival**
- Children arrive during the first 10 minutes of the session (8:30-8:40 a.m. or 1:00-1:10 p.m.)
- No early drop-off available
- Children arriving after first 10 minutes of the session may not be permitted to enter the classroom until “group time” has ended, if the teacher deems it disruptive.

**Dismissal**
- Children must be picked up within 10 minutes after the session ends (11:20-11:30 a.m. or 3:50-4:00 p.m.)
- No pick-ups during group time, unless it is an extreme emergency (11:00-11:20 a.m. or 3:30-3:50 p.m.)
- Student “staff” must leave as soon as lab ends to get to other classes on time. Please pick up immediately following the end of lab.

**Late Pickups**

<table>
<thead>
<tr>
<th>First Time</th>
<th>Second Time</th>
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<tbody>
<tr>
<td>Between</td>
<td></td>
</tr>
<tr>
<td>11:30-11:40 or</td>
<td>$10.00</td>
</tr>
<tr>
<td>4:00-4:10</td>
<td>$20.00</td>
</tr>
<tr>
<td>Between</td>
<td></td>
</tr>
<tr>
<td>11:40-11:50 or</td>
<td>$20.00</td>
</tr>
<tr>
<td>4:10-4:20</td>
<td>$30.00</td>
</tr>
</tbody>
</table>

- Pickups more than 30 minutes after session has ended will result in a charge of $50. **No exceptions!**

**Third Time**: Family dismissed from the program. No refunds!
- If no one has picked up the child within 15 minutes of the session ending, individuals on the family’s emergency card will be called.
- If the situation has not been resolved by a maximum of three hours after the session has been ended, police will be notified.
# Child Attendance

## Coming to school

*Regular attendance is important. Children build trust and continuity when they can “predict” their school schedule. Arriving on time for greeting is essential to children feeling accepted and comfortable in transitioning to the school environment. Observing students rely on consistent child attendance to successfully complete their college assignments.*

## Signing In

*The adult dropping off a child must provide a fingerprint upon arrival on the keypad in the lobby near the classroom door.  
*Note: Accurate daily attendance printouts are critical during an emergency evacuation! Therefore, a nominal fee of $1.00 will be charged if a child is not properly signed in/out after an initial grace period.*

## Signing Out

*The parent or other authorized adult picking up a child must enter their fingerprint on the keypad before entering the classroom. 
*Note: Unauthorized adults will not be permitted to pick-up until the parent has given written consent and the person has registered a fingerprint. Always keep consent lists up-to-date!*
# Child Absences and Dismissal

## Excused Absences
* Accurate attendance tracking is critical to our program funding.
* State funding is provided for excused absences and up to 10 “best interest” days per school year (definitions posted on parent board).
* Parents must call in each day their child is not going to be in attendance, and the specific reason for the absence accurately recorded by the receptionist or other program staff member.

## Unexcused Absences
* We do not receive State funding for unexcused absences. After 3 unexcused absences, your child will be dropped from the program.

Frequent absences, even if excused, will result in a meeting to discuss whether this program is an appropriate placement for the family, and the child may be dropped.

## Reasons for Dismissal
* 3 unexcused absences  
* 3 days of not calling in when a child is absent from the program.  
* The Program Director or Lead Teacher may dismiss a family from the program if, we believe:
  * serving this child would fundamentally alter the nature of our program;  
  * the child’s behavior endangers others; or  
  * the parent is threatening to others or uncooperative in following Center Policies and Procedures.
Things from home...

<table>
<thead>
<tr>
<th>Toys</th>
<th>Comfort Objects</th>
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<tbody>
<tr>
<td>Toys from home are best kept at home and are not permitted in the classroom. If your child has difficulty parting with the toy, we ask that you join us for group time to share the toy, then take it home.</td>
<td>Comfort objects, such as a blanket, used by your child while adjusting to new situations are welcome. Let us know so we can make a plan to keep track of the item.</td>
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<tr>
<th>Backpacks</th>
<th>Small Items</th>
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<tbody>
<tr>
<td>No backpacks, please! Backpacks can easily contain unacceptable items for a preschool program and cannot be adequately checked by staff. In addition, cubbies are small and need to hold so many items, that there is no room for backpacks.</td>
<td>Hair accessories, jewelry, coins, and other small items easily become lost at school. Whenever possible, keep these items at home.</td>
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<table>
<thead>
<tr>
<th>Personal Use Items</th>
<th>Curriculum-Related Items</th>
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<tbody>
<tr>
<td>Chapstick, pacifiers, crazy straws, balloons, etc. are unhealthy when shared by many children, and need to remain home. These items jeopardize the health and safety of all children.</td>
<td>Books or other items related to our studies are often welcome additions. Please let the teaching staff know what you have to share and how they can best incorporate it into their plans.</td>
</tr>
</tbody>
</table>
Dressing for school...

<table>
<thead>
<tr>
<th>Please wear:</th>
<th>Don't wear:</th>
<th>Keeping track...</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Comfortable, sturdy</td>
<td>* Overalls or button/snap pants with belts</td>
<td>* Label <strong>every</strong> item of clothing you want returned</td>
</tr>
<tr>
<td>washable clothing</td>
<td>* Long dresses or clothing with lots of buttons</td>
<td>* Send a change of clothing in the provided cloth bag with clothing labeled. Wet, messy clothing will be contained in a plastic bag and placed in your child's cubby at the end of the session.</td>
</tr>
<tr>
<td>* Canvas shoes, water shoes, or other types that can withstand paint, mud and water play</td>
<td>* Special occasion or expensive clothing</td>
<td>* check your child's cubby, the coat hooks throughout the facility, and the lost and found rack on a daily basis for shoes, sweaters, jackets, etc.</td>
</tr>
<tr>
<td>* Elastic-waist pants or shorts</td>
<td>* Slippery-soled shoes, such as cowboy boots and party shoes, or flip-flops</td>
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<tr>
<td>* Sweatshirts and/or T-Shirts</td>
<td>* Clothing depicting cartoon characters or superheroes</td>
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# Food Experiences

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<th>Snack Preparation</th>
<th>Food Selection</th>
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<td>A simple, nutritious snack is offered to each child daily during the session. In addition, children participate in snack preparation approximately once a week. Children are not forced to participate, however, are given an opportunity to have snack throughout work-time, as they indicate the desire.</td>
<td>Please alert us to any food allergies or religious or cultural restrictions your child may have. Refined sugars and processed foods are kept to a minimum and fresh fruits, vegetables and whole grains are emphasized.</td>
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<table>
<thead>
<tr>
<th>Food From Home</th>
<th>Funding</th>
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<tbody>
<tr>
<td>Please share your family and cultural recipes with the teachers. Any foods from home must be eaten before your child enters the center. <strong>Eating is never permitted in the lobby. Candy and gum is not allowed.</strong></td>
<td>Our Safeway escrip program and Save Mart/Food Max SHARES program provides funding for the children’s food. Please help us by participating in these fundraising program.</td>
</tr>
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Ways we celebrate...

- **Birthdays**
  - Children’s birthdays are acknowledged during the closing group time with a predictable program tradition (Birthday crown, candle, and song). Food is not a part of our Birthday Celebrations.

- **Holidays**
  - We do not participate in the commercial aspects of holidays, such as Halloween, Christmas, and Valentine’s Day. In honoring the diversity of our families and the rich traditions important to each, we invite you to share your “special” cultural traditions with the children.

- **Other Celebrations**
  - Celebrations are calm, planned with children, and meaningful; building a sense of community. Excitement does not equate to enjoyment!
  - Celebrations reflect the cultural traditions of our families and they are encouraged to participate. If you have any concern about particular celebrations conflicting with your family values, please discuss your concerns with the teaching staff.
  - Our celebrations and ceremonies help children understand the joy of giving and the positive impact of their contribution on other people and the environment.
  - This program does not include religious instruction or worship.
## Discipline – The goal is self-control!

### Guidance and Support

Children are given support and guidance to take steps toward responsible self-control and self-regulation. Children are given appropriate assistance to solve their own disputes and decide when they are cold, wet, or hungry, and how to remedy the situation. Children are guided to see the relationship between choices and consequences.

### Intervention

Staff will intervene if a child violates one of the three classroom rules, i.e. no hurting yourself; others (people or animals); or destroying the environment. Out-of-control children will be gently, yet firmly restrained. If they need either physical or emotional support, an in-control adult will help them re-establish their own calm, rational selves.

### Physical and Psychological Punishment

No physical punishment, humiliation, bribery, denial of food or bathroom use, or time-out practices are used. They do not aid the child in developing self-control and self-regulation. All forms of corporal and psychological punishment are forbidden by law.

### Expressing anger

Children are encouraged to express angry feelings using words, facial expressions, and body language. All feeling are respected. We teach children to listen to the expression of anger from others, and encourage that child to respond with his or her own feelings.

### Behavior plans

If a child is unable to consistently maintain self-control when reminded, supported, and encouraged, a parent conference will be held to develop a behavior plan. Strategies will be discussed and agreed upon so that the child will receive consistent support at all times. Families may be referred for family or child counseling.

### Suspension and Expulsion

Children may be sent home for the day if they are endangering themselves or others, and the teaching staff find the child is unresponsive to their interventions. In extreme cases, where a child is a threat to his or her own safety (or the safety of others) and sending them home for the day is ineffective, the child may be expelled.
Home/School Communication

■ Daily Messages

You may leave notes for your child’s teacher with the secretary or lead teacher. Please wait until the end of the sessions to talk briefly with the teacher or schedule a meeting, if more time is needed.

■ Other Conferences

Teacher/parent conferences can be arranged by the parent or teacher, as needed, either before or after the program session.

* Confidentiality - Please note staff will only communicate information about a child with his or her parent or guardian. The staff will not discuss issues concerning the child with other adults authorized to pick-up.

■ Regular Conferences

Teacher/parent conferences are scheduled twice a year, typically during November and May, to review developmental progress of each child.

■ Alerts to Teachers

We rely on you to let us know what’s happening at home. Stressful events, as well as exciting ones, can help us shape curriculum to best support your child.
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<th><strong>Parent Advisory</strong></th>
<th><strong>Parent Club</strong></th>
</tr>
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<tbody>
<tr>
<td>A committee of parents who assist us with planning, developing, and evaluating the program. We invite your participation at our meetings.</td>
<td>A committee of parents who assist us with planning and organizing fundraisers and social and cultural events. We invite your participation at our meetings, as well as the events.</td>
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<tr>
<th><strong>Resources and Referrals</strong></th>
<th><strong>Parent Volunteers</strong></th>
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<tbody>
<tr>
<td>Magazines and other related materials are available in the lobby for your review. We would be happy to assist you with referrals to other agencies to help meet your family's needs.</td>
<td>All families are required to participate in the program a minimum of 12 hours each semester. This may include participating in meetings, parenting classes, observation or in-classroom assistance.</td>
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<thead>
<tr>
<th><strong>Education and Fun</strong></th>
<th><strong>Parent Orientation</strong></th>
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<tbody>
<tr>
<td>Opportunities to participate in social and cultural events and educational programs are available throughout the school year. Details are published and posted in advance of each event.</td>
<td>A required orientation to the program is held prior to the beginning of each semester. At least one parent, or other responsible adult, must attend along with the child. These hours count toward required volunteer hours.</td>
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## Illness, Injury, and Medications

### When to Stay Home
Keep your child home if you suspect or know he or she is ill. If in doubt, refer to the guide sheet or phone the office.

### Returning After Illness
Children must be well enough to participate in all program activities, including outside and water play activities.

### Minor Injury or Illness
The majority of our teaching staff has received extensive first aid training and are currently certified. All injuries requiring first aid are treated immediately and the incident recorded, with a copy given to the parent. For minor injuries requiring first aid, parents receive the incident report at the end of the session. Parents or other authorized individuals will be called to immediately pick up a child who appears ill during the session.

### Major Injury or Illness
The majority of our teaching staff have been trained and certified in Pediatric CPR and know how to handle major emergencies. In a major emergency, staff will call 911 and begin emergency procedures. Parents will be called as soon as possible, and given a summary of the incident along with the location of the child. A written report will be given to the parent as soon as possible after the incident. Parents will be contacted immediately if the injury is significant but not needing 911 response.

### Health Alerts to Staff
Keep staff informed of any allergies, health problems or medications your child may be taking outside of school hours. Under these conditions, your child's school behavior is often affected.

### Medications at School
Medication and ointments (including sunscreen) cannot be administered at school. Please inform the Director or Site Supervisor of emergency medication to be kept with your child at all times (e.g. inhalers, epinephrine).
Keep Me Home If...

I'm Vomiting

I have a rash, lice, or nits

I have diarrhea

I have an eye infection

I have a sore throat

I'm just not feeling very good

I have a fever

Two or more times in 24 hours.

Body rash, especially with a fever or itching.

3 or more watery stools in 24 hours.

Thick mucus or pus draining from the eye.

With fever or swollen glands.

Unusually tired, pale, lack of appetite.

Temperature of 100°F (or more, taken under the arm) AND sore throat, rash, vomiting, diarrhea, earache, or just not feeling good.
Visiting and Parking

- **Visiting**
  - Parents are welcome at all times. Sign-in with the Secretary or Lead Teacher prior to entering the classroom. You can observe from the observation booth behind a one-way mirror so your child cannot see you.
  
  - No Cell phone use is permitted in the classroom or observation booth at any time.
  
  - Parents are welcome to join “group time” **only** if they arrive prior to the start and stay until the end to avoid disruption to the children.
  
  - With some children predictability of visits is important, for others drop-in visits are fine. Plan with your child’s teacher to determine how best to visit, especially if your child behaves negatively to your appearance.

- **Parking**
  
  - **Parking Garage:**
    Parents are provided a parking pass to permit 20 minutes of free parking to pick-up and drop off their child. Parents must follow all campus parking rules to avoid being ticketed.
  
  - **Day/Semester Parking Permits:**
    To park in student lots/garage on main campus, you may purchase a day permit from ticket machines located in each parking lot or you may purchase a semester long pass from the cashier’s office if you are an enrolled student.
  
  - **Please note:** CDC staff **cannot** help you with ticket disputes. Call Campus Safety at 755-6888.
Disasters and Other Emergencies

- **Emergency Supplies**
  - The program stores an adequate supply of water and food for children while waiting for parents to arrive after an emergency has occurred.
  - Our staff is trained to handle disasters and other emergency situations. Their training includes pediatric first aid and infant and child CPR.
  - If we need to evacuate and the parent is delayed in picking up their child, staff members will remain with the child providing care as long as necessary.

- **Emergency Closure**
  - In the event of an emergency, the college may need to close and parents or other authorized individuals notified to immediately pick up children. Keep your emergency contact phone numbers current at all times.
  - During bad weather, earthquake or other emergency conditions, please listen for closure announcements on the radio or television. If the college campus is closed, the Child Study Lab will also be closed. If in doubt, call Campus Security at 755-6888 before coming to school.
Complaints and Abuse Reporting

- **Complaints**
  - Any concerns you may have should be immediately discussed with the program teaching staff, and/or director.
  - Health and Safety concerns that you believe are not resolved as a result of your discussion with the staff, should be reported to the Department of Social Services, Community Care Licensing at (408) 324-2148.

- **Child Abuse Reports**
  - California Law requires the program staff to report cases of suspected child abuse and/or neglect. A severe penalty will be imposed if staff fail to report their suspicion.
  - It is our responsibility to report any unusual or suspicious incidents to Child Protective Services. It is the responsibility of Child Protective Services to investigate and determine whether a child has, or has not, been abused or neglected.