



Families Handbook



The Onica Prall Child Development Laboratory School is a fully accredited program through the Maryland State Department of Education.

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USING THIS HANDBOOK

Dear Parents and Families,

Welcome to Onica Prall Child Development Laboratory School (OPCDLS). Our goal is to provide a welcoming, safe and developmentally appropriate environment for every child.



This handbook is designed to ensure that your family has a rewarding experience with the program. In the handbook we have tried to answer many of your questions about the program. The

purpose of this handbook is to describe the program's expectations.

Our goal is to welcome children of all abilities, languages, and cultural backgrounds. The program is designed to support children's development and classroom research by faculty or supervised students. The preschool program is based upon a developmental philosophy and a constructivist orientation to teaching and learning. We believe that children learn in different ways and at different rates. Our commitment is to provide educational experiences that reflect the children's interest and are developmentally appropriate for each child. The activities will enhance physical, emotional, social, and cognitive development.

We expect parents to read this handbook, follow the policies and procedures outlined, provide us with all the necessary information, and be open and honest with us regarding your feedback about the program.

Given the nature of an ever-changing quality early education and care program, this handbook is a "living" document. You will be notified of formal policy changes during the year via a written policy notice through email. In addition, the handbook will be updated as needed.

History

Established in 1930 by Onica Prall, a Hood College Professor, the Child Development Laboratory School provides education for preschool children from Frederick and surrounding communities. It serves children from the community, as well as children whose parents are employed by Hood College. The Laboratory School is a component of Hood's NCATE and NAEYC accredited teacher education program. Hood College students continue to study teaching and the development of children by observation and practicum experiences in the preschool.

Philosophy

Constructivist learning requires hands-on engagement with many opportunities for children to choose their own activities, and a rich language environment to stimulate children's thinking. We also provide teacher directed activities for individualized instruction. We recognize the value of educational play as a pathway to learning. Each day the Laboratory School provides a lively mix of art, science, music, numeracy, language, and literacy, in our indoor and outdoor classrooms. From a constructivist perspective, children are natural scientists, and given the opportunity will engage on their own in experimentation and problem solving.

Purpose

OPCDLS is operated by the Hood College Department of Education. The preschool provides an education for children who are three and four years old. In addition, the school serves as a learning laboratory and field placement site for Hood students pursuing teacher certification in Early Childhood Education. Class sizes remain small, less than 13 children, to insure ample opportunities for teacher interaction and learning for each student. Ideally, classes will include an equal proportion of boys and girls. Hood students have opportunities to observe children, curriculum and best teaching practices. Hood College students also develop professional skills while working in the Laboratory School classroom. The purposes of the preschool program are:

- ✓ To give three and four year old children meaningful experiences through which to develop intellectual, social, emotional, and physical abilities.
- ✓ To provide classrooms in which college students can observe and work with young children and their families.
- ✓ To increase families' understanding of their children through observations and conferences with the staff of the Laboratory School.
- ✓ To provide a laboratory setting for the testing of existing teaching methods, and for the creation of new methods for educating young children and prospective teachers.

Screen time Policy

In order to achieve appropriate educational outcomes, OPCDLS offers no passive screen time. We do however offer educational activities through iPads initiated by the children or in a teacher directed activity.

Curriculum

In accordance with the MSDE Accreditation, OPCDLS has adopted The Creative Curriculum. The Creative Curriculum for Preschool is an award-winning curriculum for preschool success. Using exploration and discovery as a



way of learning, The Creative Curriculum for Preschool enables children to develop confidence, creativity, and lifelong critical thinking skills.

The Lab School's program is based upon a constructivist approach to learning. This approach is both developmentally appropriate and intellectually oriented. By definition, the developmentally appropriate curriculum meets the needs of each and every child while accommodating children's different learning styles. Activities stimulate and engage each child for learning. When children are given choices of developmentally appropriate activities, they are able to pursue activities that reflect their interests and that have personal meaning.

Both the constructivist approach and The Creative Curriculum emphasize an environment where activities are meaningful for the learner. OPCDLS's program is one in which teachers facilitate an environment with carefully planned activities that are age appropriate. These activities actively engage children's senses, and language and that allows for differing levels of development in order to foster all areas: physical, cognitive, social, and emotional. While teachers focus on children's individual needs, they also build children's abilities to work as a group. As a child's world expands from family, to neighborhood, to school, that world becomes

more complex. Young children need support in acquiring the social and thinking skills necessary to navigate a more challenging world populated by new children, adults, and experiences.

Curriculum components are organized around units. Activities in art, fine and gross motor development, language and literacy, mathematics, music, science, social studies, STEM, and symbolic play are offered. Our curriculum format promotes multiple opportunities for exploration and acquisition of concepts and skills using different sensory channels and building upon children's prior knowledge. It gives children the opportunity to compare and contrast aspects of their new experiences with their current understanding.

Lesson planning process

OPCDLS has a 1-year curriculum plan. The units are developed around children's interests. Although we may touch upon some units twice, we try to do different activities within the units every year so that children are continuously presented with new information.

- Lessons are literature based and incorporate literacy, math, science, and social studies content.
- Whole group lessons between 3's and 4's vary in length to provide age appropriate experiences. Our goal is to address the developmental needs of each and every child.
- Information gained from families about their children and information from IFSP/IEP is also used when planning the weekly activities.

Cognitive and personal/social development

- Activities are domain based and are developed to encourage exploration of all learning styles.
- Activities within each center are leveled for varying developmental stages. The teachers use ongoing assessment and observations to track the students' learning and progression.
- Learning objectives (cognitive, language, personal and social, and physical development) are being met through play.
- iPads are available to reinforce skills taught in the classroom.
- We encourage socialization, so we will incorporate games and center-like activities as well.

Physical Development

- Daily Music and Movement Activities are integrated with our Units.
- Outdoor play includes activities to develop gross motor skills (climbing, running, jumping, throwing, bicycle riding, etc.).

Language Development

- Our interns are intensively trained to help develop communication skills between children and adults, and between children and other children (conversation).

Learning Materials

OPCDLS chooses learning materials that are developmentally appropriate, accessible to all children on low open shelves. Our materials also promote multiple modes of learning and exploration to support children of all abilities while reflecting children's interests, culture, and language. Materials are rotated as units change.

Daily Program

Children attend classes on Tuesday, Wednesday, and Thursday mornings during the Hood College fall and spring semesters. The school follows Hood College's Academic Calendar.

OPCDLS adheres to a play-centered curriculum, therefore, we support children's varying developmental levels and learning styles with child-centered play centers. Because children are at varying stages developmentally, their levels of readiness for different types of learning can actually vary widely. We incorporate tiered learning activities into every center, giving children practice in skills and lessons that are taught during whole-group time. Because these lessons are incorporated into play situations, centers have the added value of helping children develop not only their cognitive skills, but also their social/emotional skills, and their physical skills.



The times of daily activities are approximate and will vary based upon the developmental needs of the children and curriculum alignment.

Daily Schedule

Tadpole Daily Schedule Three-Year-Olds

8:30-9:00 a.m.	College students/Teacher Prep Time
9:00 a.m.	Children arrive and wash hands Tub Time/Exploration Play <i>Child initiated activities with teacher opportunities to pull out for teacher directed activities.</i>
9:20 a.m.	Opening Activities (room inspector, pledge, calendar, weather, helpers)
9:30 a.m.	Circle Time/Concept Time <i>Teacher directed</i>
9:50 a.m.	Table Time <i>Teacher directed</i>
10:10 a.m.	Center Time Children engage in art, construction, STEM (Science, Technology, Engineering, and Math), language development/literacy, imaginative/symbolic play, social studies, and sensory activities. <i>Child initiated activities with teacher opportunities to pull out for teacher directed activities.</i>
10.40 a.m.	Snack/Cooking
10:50	Movement/Story/Movement <i>Teacher directed</i>
11:10 a.m.	Outdoor play and learning (Mixed Age) <i>Child initiated activities</i>
11:30 a.m.	Children are dismissed

**Frogs Daily Schedule
Four-Year-Olds**

8:30-9:00a.m.	College students/Teacher Prep Time
9:00a.m.	Children arrive and wash hands Journaling
9:20a.m.	Circle/Concept Time <i>Teacher directed</i>
9:40a.m.	Center Time Children engage in art, construction, STEM (Science, Technology, Engineering, and Math), language development/literacy, imaginative/symbolic play, social studies, and sensory activities. <i>Child initiated activities with teacher opportunities to pull out for teacher directed activities.</i>
10:20a.m.	All participate in clean-up time
10:25a.m.	Music and Movement <i>Teacher directed</i>
10:30a.m.	Table-Time
11:00a.m.	*Snack
11:15 a.m.	Outdoor play and learning (Mixed Age) <i>Child initiated activities</i>
11:30 a.m.	Children are dismissed

*OPCDLS provides daily nutritional snacks for the students that often correlate with our curriculum. If your child has food sensitivities and/or allergies, please ask for the monthly menu. It will then be your responsibility to send a small nutritional snack as a substitute for any foods your child cannot eat.

Observation practices and assessment

Teachers at OPCDLS are constantly observing children's progress and conduct ongoing assessment that include anecdotal records, pictures, portfolios, and checklists. Children also have a Portfolio of their development at the end of the semester. The Portfolios typically include: written documentation of the child's development, art work samples, and samples of

writing, photographs or other types of media documentation (e.g., audio, video). The gathered information is used at the end of each term for parent teacher conferences.

Wellness and Physical Fitness

At OPCDLS, the outdoor time is an essential component of our curriculum. Children play outdoors 20 minutes each day, if it is not raining and temperatures are between 30 and 85. The



playground is equipped with a slide activity center, mud kitchen, water table, sandbox, riding track, and nature area. During outdoor play, children practice gross motor skills by running, skipping, balancing, climbing, riding bicycles, kicking,

and throwing/catching balls. The children develop small motor skills with activities such as pouring and sifting in the sandbox/water table/mud kitchen, or using chalk for sidewalk art. Free play and exploration are encouraged.

Behavior Management

OPCDLS believes in teaching students to use words instead of hands to help them solve their problems. Therefore, the following philosophy of discipline is maintained. Teachers will only use positive guidance, redirection, and the setting of clear-cut limits. These should be designed to encourage the child's own ability to become self-disciplined. Methods of guidance and discipline used shall be positive, consistent with the developmental needs of the children, and applied with the full knowledge and understanding of the families.

At the beginning of the year, children as a group will help develop classroom rules that will keep everyone safe and happy. Teachers clarify expectations for children so that they understand what is expected of them. Through positive guidance of behavior and modeling, teachers help children to feel good about themselves and to behave in responsible ways.

When a situation occurs, the staff will follow this procedure:

- 1) Calmly approach the situation and allow students to discuss what happened
- 2) Restate the problem and allow student(s) to express their emotions
- 3) Teachers will offer opportunities for children to make choices and decisions throughout the day. That way, children will have alternatives that enable them to socially coexist in the classroom in a positive way.
- 4) If a child continuously not to follow the rules and is being uncooperative, teachers will redirect to quickly get the child's attention and introduce another activity. The teachers can say something like: "Tom, please help me water the flowers now. You've been riding the bike for a long time and it's now Lena's turn."
- 5) Teacher will guide students by asking questions that will help facilitate self-reflection such as How will you feel if ...? Use natural and logical consequences to motivate and empower children to make responsible decisions about their behavior.
- 6) Encourage behaviors such as cooperating, helping, negotiating, and problem solving.

Cultural Traditions

Birthdays - Families must talk with the child's teacher prior to planning for in-school recognition of a birthday. Our guidelines allow families to provide special cups, napkins, and/or plates. Invitations for parties (outside of school) can be delivered in the cubbies **only if all class children are being invited**. Because of food allergies, we ask that no food be brought in to celebrate birthdays.

Holidays and Celebrations- We recognize and respect the diverse traditions observed in the United States. We acknowledge diversity by teaching those various holidays typically observed in our country.

To enhance the learning of cultural holidays and celebrations, the children at OPCDLS will have the opportunity to participate in activities related to Halloween, Thanksgiving, Groundhog Day, Valentine's Day, and Easter. If you would like us to include a special tradition that your family observes, please speak to your child's teacher beforehand.

Enrollment Policies and Procedures

- Children must be three by **September 1** of the year they enroll in the Lab School.
- OPCDLS works with families to determine the best activities for the child based on individual needs. If you have a concern about your child's development, please

speak to your teacher or call the Child Find Office (301-644-5292) to request a screening.

- Children must be **toilet trained** by the beginning of the school year. All children must be **out of diapers, Pull Ups, and completely independent in the restroom.** Medical conditions will be considered with medical documentation (See Potty/Toilet Training Policy).

Beginning in January 2019, for the Fall Class of 2019, the following policy will be put into effect:

- Applications are accepted for children who are at least 18 months old. There is no application fee. Families may go to our website and fill out the Registration form <http://www.hood.edu/Academics/Departments/Education/Onica-Prall-Child-Development-Lab/Onica-Prall-Registration-Form.html>
- After submitting an application, families should notify the Lab School of any changes in address, email, or telephone number.
- In January the Lab School Director will contact families in writing to offer enrollment for the following fall. After accepting, families are required to pay the Lab School a non-refundable deposit of 50% of the semester's tuition. This will be applied to your tuition.
- In April, the Director will send the enrollment materials and payment contracts to families who accept enrollment offers. All paperwork must be completed and returned to the Director by May 1st. At that time, the first semester's tuition will be due in full, or payments will begin. Any child whose paperwork has not been submitted by May 1st will be dropped from the roster and the school will fill that slot with a child on the waiting list.
- In August, a letter of welcome will be received from the child's teacher.
- In keeping with a continuous enrollment policy, children enrolled as three-year-olds are automatically enrolled in the following year's class.



Potty/Toilet Training Policy

The first day of OPCDLS class children, must be completely potty trained. The child should be in cloth underwear and not in diapers, pull-ups, or training pants. Children are expected to use the toilets and clean up properly without assistance from teachers or teacher assistants. Assistance with hand washing reminders and clothing fastening will be given if necessary.

In the event the child is found not to be fully potty trained as indicated by three “accidents” (inability to reach the toilet on time, wetting or soiling undergarments) within a two weeks’ time frame - 6 days, the child will be asked to take a month long leave. During that month the parents will be billed as if the child were attending. If the child still does not meet our Potty/Toilet Training Policy at the end of this time frame, the child will be dismissed from OPCDLS. There will be no tuition refund while children are still enrolled and taking a Potty Training Leave. If parents decide to withdraw their child before or after accepting a month’s leave, they will get refunded 50% of their semester tuition. If requested by the parent, we will gladly place your child back on the waiting list for the following year, and they will receive enrollment priority.

Soiled garments will be place directly in a Ziploc bag, to be sent home. OPCDLS is not equipped or staffed to meet Maryland licensing standards and health requirements to diaper or assist in the toilet training process.

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Fees and Tuition

The Lab School requires a \$50 nonrefundable enrollment fee when enrollment forms are submitted. Families who wish for their child to return for a second year of enrollment must submit a \$50 deposit in the spring of the first year. This non-refundable deposit will be credited toward the next semester’s tuition.

Tuition, is billed by Hood College Accounting Office. Payment is due upon receipt of the bill. Families work directly with the Accounting Office if they desire to charge tuition using a major credit card. Families have two options: tuition could be paid in full at the beginning of the semester or through a payment plan.

The rate for the 2018-2019 school year is:

Program	Days/times	Payment
3 day program	Tuesdays/Wednesdays/Thursdays 9:00am-11:30am	\$370.00 per semester
Late Pick Up Fee	Starting at 11:35am	\$3/minute If arrive at 11:45am the total will be: 10 minutes (from 11:35-11:45am) x \$3.00 = \$30.00
Curriculum Enhancement Fee	Annually	\$20 per family

Absences and Illness

Consistent attendance supports a smooth transition from home to school and effective learning. We ask that children attend all three mornings of the program each week and to arrive on time. Please notify the Head Teacher and Director in the event of an absence, prior to the beginning of the day. When you know, in advance, your child will be absent, please let the teacher know as soon as possible. It is important for teachers to know if a communicable illness is involved. Other families will be notified, if appropriate, when children have been exposed to illness (for example, “pink eye” or flu).

Please consider implications for the spread of colds, other viruses, and bacterial infections in determining when to send a child back to the classroom. Children should not attend school for at least 24 hours after experiencing diarrhea, vomiting or a fever (over 100 degrees). Your child’s physician may have advice about how long a child should remain out of school. This will help to ensure a healthier classroom environment.

Health Policy

Each child must have a current health form with immunization history signed by a physician on file at OPCDLS. Consistent attendance supports a smooth transition from home to school and effective learning. We ask that children attend all three mornings of the program each week and to arrive on time. Please notify the Head Teacher and Director in the event of an absence, prior to the beginning of the day. When you know, in advance, your child will be absent, please let the teacher know as soon as possible.

Allergy Policy- When children are diagnosed with an allergy or there is a known allergy at the time of enrollment the parent must notify OPCDLS with a written doctor’s statement. This

would include food or other allergies (such as bee stings). If there is doctor's plan for care of the child due to the allergy, this must be given to the center and must have the doctor's signature to meet licensing standards. In addition, we schedule a meeting to develop the individual protocol for the child.

If, for any reason, your child cannot eat a certain food, please provide a written notice from your physician and discuss this issue with your child's teacher and the director. We may be able to accommodate different dietary needs (e.g. vegetarian, lactose intolerant). A monthly menu is always available and children (who have a doctor's note) may bring a personal snack on days that they cannot eat what it on the menu. Water will always be provided as our beverage. OPCDLS will provide food substitutes to the best of our ability.

Classroom First Aid

The school teachers and director are CPR and First Aid trained. Each classroom will have a backpack of First Aid supplies. This pack is to be taken with the class whenever



leaving the room for outdoor play or taking a "field trip" to a destination on campus. The kit will contain the following items: CPR Mask, gloves, antiseptic wipes, and alcohol wipes, antibiotic ointment, band aids, gauze pads, Kleenex, paper towels, and germ-x. The classroom teacher should keep the school nurse informed when supplies need to be replaced.

Children with the following may NOT be brought to the OPCDLS:

- Chicken Pox
- Conjunctivitis
- Whooping Cough
- Lice

- Measles
- Scabies
- Mumps
- Rubella
- Scarlet Fever
- Flu

Unusual behaviors will be monitored closely and parent(s) will be contacted if other symptoms develop. These behaviors include, but shall not be limited to:

- Cranky or less active behavior than usual
- Crying more than usual
- Feeling general discomfort or seeming unwell
- Loss of appetite

OPCDLS has limited isolation space, children developing any symptoms that require dismissal shall be picked up by the parent/guardian as soon as possible. Children will be kept in the Director's Office on first floor of OPCDLS until the parent/guardian comes. The child will be supervised at all times while in there.

Children with (1) ONE OR MORE of the following symptoms may NOT be brought to OPCDLS or will be sent home if these symptoms occur –

- Diarrhea
- Headache or stiff neck
- Severe coughing
- Unusually dark, tea colored urine
- Difficult or rapid breathing
- Gray or white stool
- Severe itching of the body or scalp, or scratching of the scalp.

These may be symptoms of lice or scabies.

- Fever over one hundred degrees Fahrenheit (100oF) by mouth or ninety-nine degrees Fahrenheit (99o F) under the arm.

- Pinkeye-tears, redness of eyelid lining, irritation, followed by swelling or discharge of pus.
- An infected skin patch (es)-crusty, bright yellow, dry or gummy areas of the skin
- Unusual spots or rashes
- Vomiting
- Sore throat or trouble swallowing
- Yellowish skin or eyes

Also, the child may not be brought to OPCDLS if taking an antibiotic prescribed within the last 24 hours – children must be on antibiotics for 24 hours before returning to school.

Children Sent Home for Illness

Children sent home from OPCDLS due to illness shall not return to school the following day. A child who is feeling ill needs to be in a quiet place where they can rest and have lots of attention and tender loving care.

If children develops a fever while at school they will be isolated and cared for in the Director’s office on first floor until the parent or emergency contact person can pick them up.

Children may return to school 24 hours after the disappearance of all symptoms, including the disappearance of fever, fever-reducing medicine free. Children returning with any of the previous symptoms or illness will be excluded from OPCDLS immediately. The decision is at the discretion of the staff.

Children Returning After Illness

When your child is ready to return and medication is required, a “Medication Authorization” form must be signed by the parent and placed on file so that the school nurse or if the nurse had gone for the day the classroom teacher can administer the medication.

Medication Authorization

All medication will be given to the child only with the dated, written permission of the parent(s) stating the length of time the medication may be given.

Prescription medication shall be in the original container and labeled with the child’s name, instruction for administration, including the times and amounts for dosages, and the physician’s name. This may include sample medication provided by the physician. All nonprescription medication shall be in the original container and labeled by the parent(s) with the child’s name, and instructions for administration, including the times and amounts for dosages.

Medication Authorization forms are available for short-term (two weeks or less) and long-term (daily medications). If OPCDLS will be administering medication daily or over a long period of time, a physician's signature is required. Parents must also update the form monthly by initialing and dating the form. Parents are asked to take home medications once they are no longer administered at OPCDLS.

Accident and Illness Policies and Procedures

If a child is injured after arriving at school, the parent will be called. The Parent Information Sheet requires home, office, and emergency phone numbers. It is the parent's responsibility to update the family's emergency contact numbers. If we cannot reach a parent, the emergency contact will be phoned.

If the child is injured during the day, the parent will be contacted to pick up the child. If we cannot contact a parent, we will call the emergency contact. The emergency contact must be someone who can be available in case of mild illness, to provide temporary care for a sick child, and has transportation to the OPCDLS. If the child would require treatment in the Emergency Room, the parent will be contacted and arrangements will be made for transporting the child to the Emergency Room.

If a child needs immediate medical attention, the teacher will call 911. Then the parent or the child's physician will be called. If we cannot reach the parent, the emergency contact will be phoned. The teacher who witnessed the emergency situation will accompany the child to the hospital, bringing records and all parent permission forms.

Parents will be notified of all known minor injuries.

Policy on school closings/delayed openings

In the event of inclement weather, power outage, or any other safety concern, OPCDLS may be closed, open late, or close early. The Lab School is closed when Hood College and/or Frederick County Public Schools are closed. If FCPS has a one hour delay, the Lab School will open at 10:00am. If FCPS has a two hour delay, the Lab School will be closed. Schedule changes due to inclement weather are announced by the Director via email before 7:00am. After 3 school closures due to weather, each teacher will schedule their make-up days towards the end of the semester. Parents will be given at least one week notice prior to a make-up class. Make-up days begin with the 4th missed day in the following manner:

Frogs – dismissal day will be at 2:30PM INSTEAD OF 11:30AM.

Tadpoles – Friday from 9:00am – 11:30am



Clothing

Active participation in a variety of experiences is encouraged. Clothing should allow for free movement. Also, children appreciate gaining independence for toileting needs if clothes are not too big or too small, and buttons, snaps, and zippers work easily. *Washable clothing is best. Learning is messy!* Outdoor play provides opportunities for unique learning experiences. We plan to spend some time outside every day. Children should be prepared with appropriate clothing and shoes for the weather (or boots, as appropriate). Boots are inappropriate for indoor play. Please send a pair of shoes to wear indoors, if your child wears boots to school. Families need to provide an extra set of clothing in a zip-lock baggie labeled with their child's name, to be kept at school. Please change the clothes in the bag as the seasons change and your child grows.

College Involvement

OPCDLS is a part of Professional Education Department within the College of Education. Each year approximately twenty students receive direct practicum experience practice teaching at the Center. Students are Elementary Education/Special Education Students and Early Childhood Education Students. Students participate in activities and routines as they learn how to care for young children in a supervised setting. Some students are also responsible for observing the development of a child in their Center placement (target child).

Target Children – Most preschool-aged children enrolled in the Center will be target children at least one semester each year. Each college student selects one child to follow over the course of the semester. The student focuses on that child for observations and homework assignments.

Early Childhood Practicum Students – Students participate in the daily routine of the classroom during their practicum hours. Students will be responsible for observing, interacting, and supporting children throughout the day. In addition, students are required to and plan and implement developmentally appropriate activities. Toward the end of the semester blocks, students become responsible for a majority of the classroom routine. This provides students with the opportunity to demonstrate and implement all they have learned during the course of the semester. During this time, OPCDLS lead teachers provide students constructive feedback.

Student Observations/Participation – Occasionally, we have students from other classes observe and participate with the children. You will be informed of any research projects or other events needing your attention or awareness. All students are required to wear a name tag.

Family Involvement

Parents and family members are a valued part of the Lab School community. A positive relationship between home and school is necessary for a child's development and learning. We encourage open communication between home and school, particularly between families and teachers.



Teachers use arrival and dismissal times to share only brief information with families about their children's experiences in school. These times are not sufficient to discuss progress or ongoing issues. Teachers will contact families by phone or email to talk about a child when more time is needed. Conferences may be scheduled at any time. We encourage families to initiate conversation with teachers and the Director whenever they have questions or concerns. Please contact the child's teacher if you feel there needs to be further communication. If you have an

issue with your child that you want to discuss with the Director, you need a **previously documented meeting** with the teacher.

Families receive the school newsletter on a regular basis during the school year. Each teacher sends a newsletter that aligns with classroom activities and Center units throughout the year as well. They may also request that families provide items to support the curriculum activities. Please be prompt in returning requested items, so that your child is able to “share” something special to them.

The Lab School has a Parent-Teacher Association (PTA) composed of adult family members, teachers and staff intended to facilitate family participation in the school’s activities.

Parent/Teacher Conferences

Regularly scheduled Parent-Teacher Conferences are held at the end of each term. These conferences are held on non-school days. Each conference is planned for 20 minutes and are scheduled 30 minutes apart. It is imperative that you arrive and depart at your scheduled time. If you feel the need for more time, an additional meeting can be scheduled for a later date. Due to the sensitive nature of the information being shared, teachers request that you make arrangements for child care. You might also partner with a parent who has a conference close to yours. You could alternate watching each other’s children on our playground with teacher conferences.

Intern-Student-Parent Conferences – Parents of children who have been Target Children may have a conference that is attended by a student teacher. This serves two purposes. The interns have provided information that goes into the conference giving them an opportunity to see how that information is passed along as well as giving them the experience of parent teaching conferencing.

Operational Procedures

Parking

Parking spaces on Hood’s campus, like most colleges, are scarce. Parking is only permitted on 5th Street and Rosemont Avenue or in the Faculty Parking Lot just to drop off or pick up (no more than 10 minutes). Hood’s Security Officers will ticket cars that are double-parked in this area, parked on the grass, staying longer than 10 minutes, or in any way blocking the entrance and exit of others from the lot. Parking on Hood Alley is not only dangerous, but it is illegal. This area is patrolled by Frederick City Police. Violators can be ticketed.

Arrival and Departure

Arrival

Between 8:30 and 9 a.m., Lead Teachers and the Director are in class with college students preparing them for their responsibilities in the classroom. Children will be allowed to enter the building at **9:00 a.m.** when a staff member opens the door. Please plan to arrive at 9:00am. If you are running late, please call the Director to advise her on your approximate arrival time so she can be available to open the door for you.

Maryland State licensing requires adults to walk their children into the Lab School. Each family is given a code. Parents are required to log their children into the computer located just inside the main door of each classroom using that code. For attendance and safety purposes, parents **must** log their child in and out of the program. (If the child is not logged out you could be charged for extra time.)

During arrival, it is very important to set up a routine that your family can follow every day. This provides your child with a sense of security. Please keep teachers informed about your child's health, mood, eating habits, family situation, or anything you think might affect your child's behavior at school, however, this must be brief. If you feel the need for a longer discussion, take this time to set up an appointment for a conference.

Three-Year olds - we recommend that you log your child in, help put items in their cubby, walk your child into the room, greet teachers and friends, help wash their hands and assist your child in selecting a toy or joining an activity.

Four-Year olds are a bit more independent. Please walk your child to their classroom, log your child in, and help them put items in their cubby while greeting friends and teachers. Children will enter the classroom with a teacher.

Three's and Fours - When it is time for the person dropping the child off to go, tell the child you are leaving, and say, "Good-bye". If your child is having difficulty separating, signal a teacher for assistance. Feel free to call us later if your child is upset when you leave, and we will let you know how he or she is doing.

Departure

If someone we do not know is to pick up your child, please inform the teacher. This person must be listed as authorized to pick-up your child on the enrollment paperwork. Remind the authorized person that we may ask for picture identification to insure your child's safety. If there are any changes in emergency contact information or individuals who are authorized to pick up your child, please fill out a Change of Information Form immediately. You may have up to three (3) different people who are authorized to pick up your child on the emergency

directory. We strongly encourage families to have at least two (2) authorized people listed. If an emergency arises, and you will be late in picking up your child, please try to call the Director so that we can help your child understand the delay.

During departure, it is also important to follow a set routine. We recommend that when you arrive, you greet your child and help them prepare to leave, including emptying their cubbies. A good time to briefly talk with the teachers about your child's day might be while they are packing up to go, but this is not the time to have a full conference with the teachers. If you feel you need a conference, please ask the teacher to set a separate time for you to meet. On the way out, be sure to log your child out on the computer. Be sure and say, "Good-bye" to your child's teachers, and hand her your child's name tag (the children are taught that name tags are only removed by adults). This ensures that teachers know you and your child are leaving together.

Once you have reunited with your child and begun departure, the OPCDLS is no longer responsible for your child's safety. Please be sure he/she remains with you both inside and outside of the building. Please use the sidewalk when going to your vehicle in the circle drive

Late Fees

The OPCDLS closes at 11:30 a.m. OPCDLS faculty have other college responsibilities. They need to feel confident that they can leave shortly after 11:30a.m., in order to meet their obligations with college students or college-based meetings. Parents who arrive late often interfere with these plans. There will be a late fee assessed if children are picked-up after 11:35 a.m.

Examples of the late pick-up charge policy is as follows: \$3 for each minute late, per child. That is, if a parent arrives at 11:40 p.m. 5 minutes late = \$15.00 late fee will be applied (per child enrolled), 11:49 p.m. 14 minutes late = \$42 (per child enrolled).

Safety and Emergency Procedures

Hood College provides security and emergency personnel for the safety of all on campus. We have regular visits from Campus Safety, fire inspections, and oversight of safety procedures.

Drills:

- **Emergency evacuation:** Each semester an emergency evacuation drill is carried out with Security Officers. Students are evacuated to a previously selected campus facility.
- **Fire safety:** Fire drills are carried out monthly. Security Officers work with the Lab School to prepare the children for these drills.
- **Medical emergencies:** We require families to provide and maintain a current list of emergency contacts and telephone numbers in the event of an emergency. The *Health Form* completed by the child's physician must also be on file. All known allergies or

other medical concerns must be disclosed within the registration form. This includes any services children might be receiving with an Infants and Toddlers program or other outside services (speech, motor skills, etc)

- **Security:** Families must provide, in writing, the names of persons other than themselves who will be transporting children to and from school. Families are required to sign their child in and out of the building upon arriving and departing. In the event your child is leaving with another family, the staff needs to have a written documentation with the secret password for us to allow it.
- **Building Safety:** OPCDLS Child Development Laboratory School has been outfitted with a key pad at the front door. For security purposes, only OPCDLS staff has access to the code. The code is reset each semester. The front door is the only door permitting entry into the building.

We ask you to talk with teachers regarding any special needs of a child. The Lab School staff is committed to providing a safe, reassuring, and well prepared environment for your child.

Dismissal from the Lab School

Sometimes our school is not the best fit for a family's particular situation. And that's why OPCDLS developed a dismissal from the lab school policy. In this handbook you will find all the rules and expectations that need to be followed for the students and staff's sake. Not being able to follow them will, at the end, negatively impact your child.

- **Step One: Stating the problem and its consequences**
 - *The Director and teachers will talk to the child's family and in a very specific way will talk about what needs to be changed.*
- **Step Two: Giving the Family a Written Warning**
 - *If the problem continues, the lab school staff will send the family a written warning that their child will be dismissed from the lab school if the specific situation happens again. It will be signed and dated and indicating that this is the family's final warning.*
- **Step Three: Giving the Family a Termination Notice**
 - *If the specific situation happens again, the family will receive a termination notice with 2 weeks to find a new preschool without being able to get a refund.*

Staff

Our full time staff consists of a director, one lead teacher in the 3 year old group, and one lead teacher in the 4 year old group, all of whom are credentialed at the highest level by the Maryland state Department of Education. Also every semester we have student workers assigned to help at the Lab School. The school is a licensed facility through the Office of Child Care in Frederick, MD, and is in full compliance with staff regulations and certification requirements. The school is also fully accredited by MSED. In addition to the professional staff, the preschool also provides opportunities for college students to make observations and to do internships following specific guidelines.

Contacting the Lab School

We value and encourage communication with families. You may contact the Head Teacher or Director whenever you have a general question, concern, or information to share. If you have a specific issue to discuss about your child, we expect for you to contact your child's teacher first. Again, you must have a **documented** meeting with your child's teacher in order to schedule a meeting with the director.

Dr. Torres-Crespo, Director
301-696-3416, torrescrespo@hood.edu

Ms. Debra Hanley, Clinical Instructor/Head Teacher
301-696-3417, hanley@hood.edu

Mrs. Judy Snyder, Clinical Instructor/Head Teacher
301-696-3415, snyderj@hood.edu

Tentative Calendar Fall 2018

Tuesday, August 28 th	Family Orientation – Open House
Wednesday, August 29 th	Lab School Meet and Greet
Tuesday, September 4 th	Lab School Opens
Thursday, September 27 th	Italian Ice Social
Tuesday, October 16 th	School closed – Fall Break
Thursday, October 18 th	After-school Field Trip, Summer’s Farm
Wednesday, October 31 st	Halloween Parade
Tuesday, November 6 th	School closed – Staff Professional development Day
Tuesday, November 20 st	No classes - Parent Teacher Conferences
Wednesday, November 21 st	School closed for Thanksgiving
Thursday, November 22 nd	School closed for Thanksgiving
December	Tentative Field trip to Other Voices Theater to see Frosty the Snowman
Thursday, December 13 th	Last day of school for semester

Tentative Calendar Spring 2019

Tuesday, January 22 rd	Lab School reopens
Thursday, February 7 th	Field trip to the Postal Office
March 5 th , 6 th , 7 th	Lab School closed for spring Break recess
Thursday, March 11 th	After school field trip - Catoctin Nature Farm
Tuesday, April 23 rd	No classes - Parent Teacher Conferences
Thursday, May 2 nd	Last Day of School/End of the Year Celebration-Graduation



I hereby attest that I have read, understand, and accept the information provided to me in the Onica Prall Child Development Laboratory School Family Handbook. Please check that you **have** read these sections:

- Daily Schedule
- Behavior management
- Cultural Traditions
- Potty/Toilet Training Policy
- Fees and tuition
- Absences and Illness
- Health Policy
- Allergy Policy
- School Closings/Delayed Openings
- Clothing
- Parking, Arrival, Dismissal
- Late fees
- Safety and emergency procedure
- Dismissal from the Lab School
- Contacting the Lab school
- Tentative Calendar

Child's name: _____

Parent's name: _____

Parent's signature: _____

Date: _____