

PARENT HANDBOOK
SAN JOSÉ STATE UNIVERSITY
CHILD DEVELOPMENT LABORATORY PRESCHOOL

Welcome to San Jose State University's Child Development Laboratory Preschool Program. We are excited that you have joined our community. This handbook is intended to inform you about our procedures and policies that help the lab preschool function effectively. We are a Licensed Child Care Center and follow requirements given to us by the California Department of Social Services – Community Care Licensing. Additional information will also be provided to you that is not included in this handbook.

Philosophy of our Program

The SJSU Child Development Laboratory Preschool (CDLP) philosophy is based on the belief that young children's development can be enhanced intellectually, emotionally, and socially. We believe this is most likely to occur when children are free to explore an environment that is rich in activities, safe in its physical design and implementation, and staffed by knowledgeable individuals who are respectful in their interactions with children. While we exist because we are a learning laboratory for adult students, whenever children are present, they are our first concern.

We believe that children learn best through play! When children are engaged in hands-on, developmentally appropriate play experiences the learning is limitless. This means the children will get messy by doing what they choose –painting, building, playing games, using their imaginations, etc. The children will be invited to ask lots of questions about their environment. Through active inquiry and with support/guidance from responsive Teachers, the children will answer their own questions. Children will also spend time socializing with their peers. We believe that through socialization, children will learn how to be more productive, successful, and caring. We focus a lot of time and energy on language development because every child will be communicating, negotiating, and problem solving for the rest of their lives. We believe that supporting a child's interest will create their momentum of becoming a lifelong learner.

Kindergarten readiness is on our minds and in our daily classroom practices. We look to the California Preschool Learning Foundations for curricular support. Volumes 1, 2, and 3 provide us with developmentally appropriate expectations for young children.

<https://www.cde.ca.gov/sp/cd/re/psfoundations.asp> We also look to the National Association of the Education of Young Children (NAEYC) for support in our practices.

<https://www.naeyc.org/>

Staff and Student-Teacher Requirements

We insist that all staff members adhere to the state Licensing requirements. Staff members are considered - Lab Instructor/Head Teacher, Student-Teacher, Teacher-Assistant, and Substitute Teacher. Before working in the classroom, each staff member will:

- Complete a Background Clearance (through finger printing/Live Scan)
- Submit a proof of up to date immunizations (DTaP and MMR)

- Submit a proof of a negative TB skin or blood test (dated within 1 year)

The Lab Instructors are CPR and First Aid certified, renewal is every 2 years. Both Instructors have earned their MA Degrees in Child Development and hold the Child Development Director Permits through California's Commission on Teacher Credentialing.

Student-Teacher Responsibilities

Student-Teachers are an integral part of our program providing individual attention to your child, and at the same time they are learning through direct, hands-on experience how to foster a child's development. Our Student-Teachers have many duties throughout the semester that gives them a view of what teaching looks and feels like in the early childhood classroom. While constant supervision is MOST important, they will also have curricular responsibilities. Our Student-Teachers will be designing and implementing learning opportunities for the children, and having engaging interactions with the children.

As part of their participation in the lab, Student-Teachers select 1-2 children to observe for the entire semester. These observations are conducted during the regular flow of activity in the classroom. Student-Teachers will complete assignments related to their observations (children's portfolios, developmental reviews, a term paper, etc.). If at any time you have questions about the observations, talk with your child's Teacher or with the Program Director. If for any reason you would prefer that Student-Teachers not formally observe your child for their class assignment, let your child's Teacher know immediately and we will ensure that no student in the lab course will focus on your child for observations.

Program Procedures and Policies

Program Eligibility

In order to enroll in our Toddler and Preschool Programs, the following is needed:

- Children must be 2 years by September 1 for the Toddler Program
- Children must be 3 years by September 1 and toilet-trained for the Preschool Program

All children must have program required documents completed before the child's first day of the program (proof of required immunizations and Licensing forms completed).

Typical Classroom Schedules

Parents are encouraged to observe the programs from the observation booths. These areas are open during the times children are present in the classrooms. No prior arrangements are required to observe the program. The approximate activity times of our typical daily schedules are:

Toddler Lab

- 9:00 Arrival, indoor/outdoor activities
- 10:00 Snack
- 10:15 Indoor/outdoor activities

10:45 Mini clean up
10:50 Circle
11:00 Departure

Preschool Lab

Morning		Afternoon
9:00am	Arrival, indoor/outdoor activities	12:30pm
9:55	Snack	1:25
10:15	Indoor/outdoor activities	1:45
11:00	Clean up	2:30
11:10	Circle Time	2:40
11:30am	Departure	3:00pm

Signing your Child In and Out

Your child must be accompanied into the classroom by a parent or by an adult authorized by the parent. You are required by law to sign your child in and out of the program each day using your full name, not initials. All other adults who have been authorized by you to drop off or pick up your child should be instructed to follow this procedure.

Anyone who is not recognized by the staff will be asked to show picture identification to confirm that they are on the parent-authorized list of persons who can take the child from the classroom. Persons not listed by you on your child's emergency information form or separate signed note will not be permitted to take your child from the preschool. You must notify the preschool in writing regarding persons who will be picking up your child if they are not on your child's emergency form.

Late Pick-Up

It is **imperative** that your child is picked up on time at the end of the program each day. The Lab Instructors have daily meetings with the Student-Teachers immediately after the children depart. If a problem comes up and you think that you will be late, call the classroom immediately. If late pick-up is a persistent problem, we will ask you to make other preschool arrangements for your child.

Parking

Parking at SJSU is always a challenge. The University Police Department has generously agreed to provide us with passes to allow you to park while you are dropping off or picking up your child. They issue passes to the Lab School and we issue them to you. Read the limitations printed on your pass.

Parents absolutely must abide by the UPD rules for parking on the campus. It is important that you read and adhere to the restrictions on your parking pass. You must display your pass on the dashboard of your car. Do not overstay the time limit or park in restricted areas. The campus police issue parking tickets. The pass does not permit parking just anywhere in the garage. Be sure that you understand where you are eligible to park. In the past some parents

have waited in driving lanes for spaces to open up. This practice is not allowed anywhere in the garage. If you plan to stay longer than your permit allows, you will need to purchase a pass in one of the dispensers available on each of the upper floors of the garage.

There are about ten Preschool Lab/Clinic slots on the first floor of the Seventh St. Garage for families who arrive each day with two or more children. If this describes your family, please contact your child's teacher about getting a pass to park in the Preschool Lab/Clinic area.

Clothing

Your child should be dressed in comfortable play clothing. Play and learning activities involve paint, water, clay, glue, sand, and dirt, all of which can end up on your child's clothing, and some of it may stain. We do our best to use washable materials, but we want your child to truly get immersed in play. Our classrooms are open to the outside everyday so we urge you to dress your child warmly in inclement weather. Please keep at least one extra set of clothing in your child's cubby at all times. This will ensure that your child will have dry clothes to change into after water play or a potty accident. Dress your child for easy diaper changes (Toddlers) or toileting (Preschool). Should your child wear clothing home that belongs to the school, please wash and return it as soon as possible.

Toys

Please do **not** allow your child to bring toys from home to preschool. We have found that often such toys are the source of disagreements among children; that they can be lost or damaged; and, occasionally, they are not appropriate for our program. The Lab Teachers will post a notice letting you know if there are days when toys or favorite objects can be brought from home.

Toilet training

Children who are not fully toilet trained are accepted into the Toddler program only. There we have a changing table and supplies for diapering children. By the time they enter the Preschool, children must be toilet trained. Most young children have accidents -- that's a part of learning. We expect to change children occasionally in the preschool but we cannot serve your child if diaper changing or accidents are a frequent event. Please be sure to talk with the Lab Instructor about your child's needs for assistance.

Nutrition

We serve a snack each day, and menus are posted in each classroom. All snacks are served family style. Providing nutritious snacks and introducing new foods to the children is an important aspect of our nutrition program. Children are not allowed to bring foods to school without the knowledge and agreement of the classroom teacher. If your child has food allergies, please include that information on the enclosed form. You may also want to talk with your child's teacher about food alternatives or treats for special occasions.

Health

Thorough hand washing is required of all Teachers after changing a diaper, assisting with

toileting, after wiping a runny nose, before handling food, and several times throughout the day as good, basic hygiene. Throughout the day we encourage children to wash their hands also. Hand washing has been shown to be an effective means of reducing the spread of diseases. Diapering procedures are posted in the toddler classroom. First aid supplies are located in each classroom.

Policy on Sick Children

State Law: (Section 81075.1) "The licensee shall be responsible for ensuring that children with obvious symptoms of illness, including but not limited to fever or vomiting are not accepted..."

Our policy is that children may **not** attend school if any of the following symptoms are present:

- **Lice:** Hair must be washed with medicated shampoo. Child may return to school when hair is free of all nits.
- **Fever:** Children should remain home if they have an above-normal temperature. The child may return to school when fever-free for 24 hours.
- **Conjunctivitis:** "Pink eye" is highly contagious. A child may return only after a health care provider signs a release and the child is free of symptoms.
- **Rashes:** Unidentified rashes must be diagnosed by a health care provider.
- **Impetigo:** Red pimples that become small pustules. Your child must be seen by a health care provider.
- **Diarrhea:** Two days in a row or three times in one day at school.
- **Vomiting:** Repeated forceful evacuation with other symptoms or the child's inability to eat. If a child vomits at school they must be picked up immediately. They also must be vomit-free for 24 hours to return to school.
- **Any unusual discomfort** on the part of the child such as an earache or other pain that causes the child to cry and creates major discomfort.
- **Any other contagious conditions:** measles, chicken pox, mumps, whooping cough, and streptococcal infections which are still contagious.

By strictly adhering to our policy and to State law on sick children, we will minimize the number of days that your child and our staff and students are sick. These procedures will result in healthier children and staff.

Children may not have or administer any medication (including cough drops, aspirin, etc.) on their own. The Lab Instructor/Head Teacher will gladly assist parents with medication after the proper form is completed. All medications must be prescribed by a physician and have the child's own name on the container. The center will follow the written label instructions on the container.

Discipline Guidelines and Behavior Management

Discipline must be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping,

or toileting; or withholding of shelter, clothing, medication or aids to physical functioning. (Section 101223, Personal Rights)

We believe that positive reinforcement is the best way to guide a child's behavior. And when a child is misbehaving (for example: throwing sand, running inside, or hurting friends), we will discuss with the child why those behaviors are not acceptable and suggest other ways to play or communicate to friends. The consequence will be not getting to play in a certain area for a while (if applicable), with the opportunity to return along with Teacher support (if needed). When/if the behavior continues and does not change, the Head Teacher will speak to the parent(s) about the behavior. This is done so that both the parents and the Teachers will become team members in educating the child about appropriate behavior.

Child Abuse Policy

The California Penal Code provides that our staff must report any unusual marks found on a child or statements made by a child that may indicate "suspected" abuse or neglect. Reports are made to the police or to Child Protective Services. Failure by our staff to report suspicious situations within 24 hours is a misdemeanor punishable by 6 months in jail and/or a \$1,000 fine

Parent-Teacher Conferences

Parent-Teacher conferences are held at the end of the fall and spring semesters. In addition, Teachers are available to meet with you by appointment outside of the normal preschool hours to discuss your child. Many times parents make arrangements to speak with the Teacher by phone. Please feel free to observe the program and to ask questions.

Payment

Fees are payable to SJSU, and each classroom has a designated place to leave checks. Fees are based on a monthly rate and are due on the first school day of September, October, November, February, March, April, and May. Children generally attend for a few days in December but fees are not collected for that month. If your child is absent for an extended period, we expect you to pay tuition.

Earthquake Preparedness

For some time, the University has had in place plans to care for the people who may be on campus at the time of a major earthquake. The campus preparations are based on the expectation that anyone already on campus during a disastrous earthquake will remain at the University for up to 72 hours. Our plan for the lab programs is also in place. In the event of an earthquake and after receiving clearance to be inside the building, we plan to keep all children in the preschool classroom (CCB 118). All children from the Toddler program will be moved to CCB 118. Children will only be released to their parents or to another individual authorized by the parents. If your child is receiving daily prescription drugs, we ask that you give a two-day supply to your child's teacher with specific written instructions for administering the medications. We will store the medicine in a locked cabinet in CCB 118.

Exclusion of a Child from the Program

We reserve the right to exclude children from the Preschool Lab for the following reasons:

- failure to provide verification of a child's physical examination by the first day of attendance
- in the event the program is not appropriate for your child, or constitutes a safety hazard to themselves or to other children, staff, or the program
- repeated late pick-ups from the lab school
- nonpayment of fees

Parent's Rights

You have the right to request a conference with the director of the Preschool Lab regarding any action that is taken by the program in regard to your child's care, to review your child's file, or to discuss any concerns. By law, you have these additional rights:

- Parents/guardians, upon presentation of identification, have the right to enter and inspect the child day care center, in which their child(ren) is receiving care, without advance notice to the SJSU CDLP. Entry and inspection right is limited to the normal operating hours while their child(ren) is receiving care.
- The law prohibits discrimination or retaliation against any child or parent/guardian for exercising his/her right to inspect the center or for voicing any complaints or concerns.
- The law requires that parents/guardians be notified of their rights to enter and inspect; and that a notice of this right be posted at each center.
- The law authorizes the person in charge of the child care facility to deny access to a parent/guardian under the following circumstances:
 - The parent/guardian is behaving in a way which may pose a risk to children in the facility;
 - The adult is a noncustodial parent and the facility has been requested in writing by the custodial parent not to permit access to the noncustodial parent. When the custodial parent does not list the noncustodial parent on the child's emergency card, we regard this as the custodial parent's written denial of the noncustodial parent right to access.

Children's Personal Rights

Each child receiving services from SJSU CDLP shall have rights which include, but are not limited to, the following under the law:

- To be accorded dignity in his/her personal relationship with staff and with other persons.
- To be accorded safe, healthful, and comfortable accommodations, furnishings and equipment to meet his/her needs.
- To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting, or withholding of shelter, clothing, medication or aids to physical functioning.

- To be informed, and to have the authorized representative informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the licensing agency's complaint receiving unit, and of information regarding confidentiality.
- To be free to attend religious service or activities of his/her choice and to have visits from the spiritual advisor of his/her choice.
- To leave or depart the facility at any time (with a parent or guardian), from whom legal authority has been established.
- Not to be locked up in any room.
- Not to be placed in restraining devices.

Sections 80072, and 101223, Title 22, California Administrative Code.

Right of the Licensing Agency

Child Day Care General Licensing Requirement-Section 101195 (b) and (c)

The Department of Social Services shall have the authority to interview children, or staff, and to inspect and audit child or center records without prior consent. SJSU CDLP must make provisions for private interviews with any child(ren), or staff member; and for the examination of all records relating to the operation of the child care center to the Department of Social Services, the State Department of Education and other funding/regulatory sources.

The Department of Social Services shall have the authority to observe the physical condition of the child(ren), including conditions which could indicate abuse, neglect, or inappropriate placement, and to have a licensed medical professional physically examine the child(ren).

License Numbers

Both the Toddler and Preschool Lab programs are licensed by the Department of Social Services, Community Care Licensing. Our license number is 430710633. The local licensing agency may be contacted at the following address:

SAN JOSE REGIONAL OFFICE

2580 N. First Street, Suite 300, MS 29-08

San Jose, CA 95131

(408) 324-2148 FAX (408) 324-2160

Counties: Monterey, San Benito, Santa Clara, & Santa Cruz

Lab Preschool Contact Information Phone numbers:

Toddler lab 924-3724

Preschool lab 924-3727

Director's office 924-3727