

**PARENT HANDBOOK
SAN JOSÉ STATE UNIVERSITY
CHILD DEVELOPMENT LABORATORY PRESCHOOL**

This handbook is intended to inform you about our procedures, and policies that help the lab preschool function effectively. Much of the information is required by State law. Additional information will also be provided to you that is not included in this handbook.

Philosophy

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 dealings with children. While we exist because we are a learning laboratory for adult students, whenever children are present, they are our first concern.

Discipline Guidelines

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)

Staff and Student Teachers

Each of the lab instructors' criminal records (through finger printing) and references have been checked. Student teachers are an integral part of the program providing individual attention to your child, and at the same time they themselves are learning through direct, hands-on experience how to foster a child's development. As part of their participation in the lab, student teachers select one child to observe for the entire semester. At the end of the semester, students develop term papers using the information drawn from these observations. Children in the lab may be the subject of these term papers repeatedly or not at all during the time they are enrolled in the program.

Signing 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.

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

Preschool Lab

Morning

9:00 Gradual Arrival 12:30
9:00 Indoor/outdoor play
9:55 Snack
10:10 Return to Indoor/outdoor play 1:45
11:10 Clean up and Circle activities 2:40
11:30 Departure

Afternoon

12:30
1:25
3:00

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. 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 toileting. 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 take home toys 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.

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.

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.

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.

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.

Adult student observations

In addition to their other activities, adult students enrolled in the lab program are required to select one child to observe throughout the semester. These observations are conducted during the regular flow of activity in the classroom. The student's written report based on the observations is a class assignment. If at anytime 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 students 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.

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 and be free of all nits.

Fever: Children should remain home if they have an above-normal temperature.

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.

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 classroom 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.

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. At the time of enrollment, all parents must sign a form indicating that they have received a brochure with information regarding child sexual abuse. We are required by law to provide this brochure.

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.

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; and 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:

1. 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.
2. 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.
3. 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.
4. The law authorizes the person in charge of the child care facility to deny access to a parent/guardian under the following circumstances:
 - a) The parent/guardian is behaving in a way which may pose a risk to children in the facility, or

b) 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 Child Development Laboratory Preschool shall have rights which include, but are not limited to, the following under the law:

- 1) To be accorded dignity in his/her personal relationship with staff and with other persons.
- 2) To be accorded safe, healthful, and comfortable accommodations, furnishings and equipment to meet his/her needs.
- 3) 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.
- 4) 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.
- 5) 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.
- 6) To leave or depart the facility at any time (with a parent or guardian), from whom legal authority has been established.
- 7) Not to be locked up in any room.
- 8) 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)

(b) 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.

(c) 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 07815793. The local licensing agency may be contacted at the following address:

Santa Clara County (408) 324-2148
2580 N. First Street, Suite 300
San Jose, CA 95131

Lab Preschool Contact Information

Phone numbers

Toddler lab 924-3724

Preschool lab 924-3727

Director's office 924-3725