

Child Development Center

Old Dominion University

Parent Handbook

Interim Director: Dr. Sharon Judge
(757) 683-6777

Infant - 3 years
1520 W. 48th St.
Norfolk, VA 23529
(757)683-3320
Fax: (757)683-3335

4-5 years
45th & Hampton Blvd.
Norfolk, VA 23529
(757)683-5465

Table of Contents

Mission Statement	1
Admissions Policy	2
Welcome	3
Philosophy	4
Program Schedule	4
Inclement Weather	4
Tuition/Fee Information	5
Classroom Activities	5
Classroom Transition	5
Class Environment, Daily Activities, and Outdoor Play	5
Clothing for Learning	6
Food and Health Allergy Guidelines	7
Celebrations/Birthdays	7
Communication and Parent Involvement	7
Parent Concerns	7
Parent Communication	8
Parent Information, Education, and Resources	8
General Policies and Information	8
Arrival and Departure	8
Late Pickup	9
Children Arriving Late/Absent	9
Student Information	9
Personal Belongings	9
Discipline Policy	9
Sick Children Policy/Accident Insurance	10
Immunization and Health Information	10
Center Emergency Evacuation Plans	11
Field Trips	12
Participation in University Programs	12
Reporting Suspected Child Abuse Policy	13
Licensing Information	13
Withdraw from Program	13
Discontinuance Policy	14

Mission Statement

Old Dominion University's primary purpose in the children's programs at the Child Development and Child Study Centers is to train teacher candidates and provide a setting for research conducted by the university community. A secondary mission is to provide exemplary childcare for the ODU's faculty, staff, students, alumni, and the greater Hampton Roads community at large.

Commitment to Excellence in Early Childhood Development

The Child Study Center and Child Development Center will develop healthy, highly motivated, autonomous children with an enthusiastic, lifelong love of learning by providing exemplary child centered, developmentally appropriated by master's level teachers and characterized by the philosophy of *The 101s: A Guide to Positive Discipline*.

Admissions Policy

Child Development Center Old Dominion University

Parents who are interested in enrolling their child in the Child Development Center are asked to fill out a form to put him/her in the waiting pool. The form is stamped with the date when it is turned into the office. Currently there are over 600 names in our waiting pool. Usually vacancies occur during the months of May through August. It is very uncommon for a spot to open during the school year. When a child leaves the Center, first preference is given to a child currently enrolled in the next youngest room, who is developmentally ready to move up. When all movement within the Center has taken place, it is determined which room/s have the vacancies.

The waiting pool will then be consulted for children from a diverse population who are the appropriate age for the opening we have available. The position would be offered to the child who has been in the pool the longest and who is the appropriate age, using the following:

1. ODU faculty or staff
2. Sibling of current student at the Child Development Center
3. ODU alumni or student
4. Community at large

Welcome

Welcome to the Old Dominion University Child Development Center! We are a full-service, full-time program, serving children from age eight weeks through kindergarten. Our organization is contained within the Department of Early Childhood, Speech Language Pathology, and Special Education and the Darden College of Education at Old Dominion University. Our program offers quality care to children in the Hampton Roads area. We offer indoor and outdoor activities that encompass both fine and gross motor skills and address children's physical, cognitive, social, and emotional needs. Our child-centered facilities have been designed, both inside and out with the unique needs of children in mind.

Our staff includes a Lead Teacher for each classroom who is a Master's level professional, trained to be knowledgeable about and attentive to the individual needs of children. Practicum students from early childhood and elementary education assist each Lead Teacher. Teacher Assistants, who are individuals with training in Early Childhood and other academic areas of study and are interested in being with and caring for young children, also provide assistance.

Children in our care are divided into seven classrooms based on their age and developmental level. Children will progress into the "older" rooms based on age and readiness. All transitions will be facilitated with care for the individual child's needs. Prior to enrollment at the center, parents must fill out a registration form. Parents are REQUIRED to furnish proof of immunization upon enrollment. No child will be admitted without the immunization record. Proof of the child's identity must be provided within seven business days of initial attendance. A certified copy of the birth certificate, birth registration card, or notification of birth (hospital, physician or midwife record) are several of the documents that are acceptable. Within 30 days thereafter, the parent will provide an up-to-date health examination form. The parents are

required to notify the lead teacher or administrative assistant of any changes in home or work phone numbers, doctor's names and numbers, and information concerning those authorized to pick up their child. Current information will help meet the child's individual needs.

Philosophy of Early Childhood Education

Our philosophy of Early Childhood Education is based on the premise that children learn best through active interaction with their environments, in which they construct their own understanding of the world and their place in it. Our approach is a very "child-centered" one, which places the highest value on individual children, their needs, and what is developmentally appropriate for them.

Through careful attention to the environment we create for children, including the adults present who become significant in their lives, we attend to the intellectual, emotional, social and physical needs of these young individuals. We adhere to and endorse the guidelines from the National Association for the Education of Young Children (NAEYC), which state that "although the quality of an early childhood program may be affected by many factors, a major determinant of program quality is the extent to which knowledge of child development is applied in program practices--the degree to which the program is developmentally appropriate."

Recognizing that there are a number of different ways in which children learn, we provide group learning activities, where children receive information and exchange thoughts with peers, as well as large blocks of time for individual play and learning. Because we respect and foster each child's individuality, we constantly assess development and adjust the program to suit individual needs and interests. Our goal is to provide a challenging, integrated, developmentally appropriate and nurturing environment for each child in our care.

Philosophy of Discipline Practice

The practices of the Child Development and Child Study Centers are based on *The 101s: A Guide to Positive Discipline*. The principles in *The 101s: A Guide to Positive Discipline* are based on research findings and support the guidelines of effective discipline identified by the American Academy of Pediatrics. These include: a learning environment characterized by positive, supportive parent and teacher-child relationships; a strategy for systematic teaching and strengthening of desired behaviors; and a strategy for decreasing ineffective behaviors. (AAP, 1997)

Program Schedule

The Old Dominion University Child Development Center operates on the same annual calendar as the University, observing breaks, holidays, and closings due to weather according to the University's schedule. The Child Care Development Center will provide care for children 48 weeks out of the year. The Center will be closed approximately ten days during the University's holiday break and two other weeks (one week in March and one week in August).

Inclement Weather Policy

The ODU Child Development Center follows the University's Inclement Weather/Emergency closing policy. Students, faculty, and staff will be informed when the University closes due to weather. Announcements of University closings are given on all major TV and radio outlets in the local area. The ODU website, www.odu.edu, is another great source of information for closings and updates.

Reimbursement Policy

If a child is absent from the center for any reason, (such as holidays, inclement weather, sick or vacation days, or other state regulated or administrative closings), no fees will be reimbursed.

Tuition/Material Fees

There is a materials fee of \$100.00, per child, which will be due at the time of registration and will be assessed annually during the month of August. This fee is non-refundable.

Families are responsible for payment of the weekly tuition for all of the weeks that the Center is open. Family vacations taken during weeks other than those during which the Center is closed are not exempt from tuition responsibility. Tuition for a full week will be charged for weeks in which state holidays occur. Tuition is due the Friday before your child attends the center. A late fee of \$15.00 will be assessed on Tuesday after 5:00 pm if payment is late. When a child is out sick or absent for other reasons, all fees are due and payable the first day back. When tuition becomes 30 days late, your child will be removed from the program. If your child is removed from the program, you are still responsible for payment of the tuition.

Tuition Schedule (updated 2008)

Weekly tuition is based on the age of the child and changes at the following ages:

Infants (8 weeks - 15 months)	\$195
Toddlers (16 months - 2 years)	\$175
3, 4 and 5 years old	\$170

Tuition includes all jar food and cereal until the children are able to eat Center prepared food. Parents of infants will be offered the option of providing their own breast milk/ infant formula or using the brand the Center provides.

Tuition for children in all other age groups will include lunch and two snacks per day. Parents of children in diapers will keep a two- week supply of diapers and wipes for their children at the Center and will be informed by the teacher when additional diapers are needed.

Classroom Activities

Our philosophy for each classroom is that each child develops at his/her own pace academically, socially, and emotionally. Therefore, we look at the child's progress in each of these areas to determine what would be in the best interest of that particular child. We do not go by chronological age as a means of determining if or when the child will move up but rather, both teachers confer and use assessments, portfolios, and observations in order to make their decisions. Promotions to the next class occur when a spot becomes available. The teachers at the Child Development Center discuss with the parents the possibility of moving the child to the next room. The final decision, however, is made by the Child Development Center team. We want to assure you that we do our very best to make certain that the child's academic, social, and emotional needs are being met in each classroom.

Class Environments and Daily Activities

Sample Daily Schedule

- 7:30 – 9:30 Children engage in Developmentally Appropriate Play (DAP), Gross Motor Play, Diaper/Toileting Needs, art activities
- 9:30 – 10:30 Snack Served, Circle Conducted
- 10:30 – 11:30 Small Group Activities
- 11:30 – 1:00 Lunch Served, Diaper/Toileting Needs
- 1:00 – 3:00 Nap/Quiet Time
- 3:00 – 4:00 Snack Served, Diaper/Toileting Needs
- 4:00 – 5:30 DAP, Gross Motor Play, Story Hour

Learning, we believe, should be a positive experience. Sometimes it's noisy and messy. Often it's joyous! The ODU Child Development Center provides a unique educational setting for children in the early stages of learning and development. There is a strong emphasis on self-motivation and creativity, construction play and individual instruction, development of positive attitudes toward learning, and the establishment of good self-concept.

Parent and Teacher communication is very important. Please check the Information Board located outside of each classroom. You will find specific information about daily activities, special

events, weekly lesson plans, classroom newsletters, parent resource notes, and developmental milestones.

The infant daily schedule is by demand. A daily log for each child gives parents important information of feedings, eliminations, length of naps, stimulating activities, and daily health information. The daily log for each child is located inside the infant room.

Outdoor Play

Each teacher provides daily outdoor activities. **It is our policy that a child who comes to the center is well enough to participate in both indoor and outdoor play.** If there are medical reasons why a child cannot participate in outdoor activities, but is well enough to be at the center, we will be happy to comply with your physician's written request and instructions. Our children do not play outdoors in inclement weather or in extreme hot/cold conditions.

Parents should apply sunscreen and insect repellent to children (as needed) before bringing them into the classroom. Teachers are not permitted to reapply sunscreen or insect repellent throughout the day.

Summer water activities will be coordinated by classroom. During water days, teachers ask that each child wear his or her bathing suit under clothing. Other items to bring include water shoes, towels, and a change of clothes. Please be sure to label all items and apply sunscreen before coming to class.

Clothing for Learning

Your child should wear clothing that is comfortable so that he or she can take advantage of all learning experiences that are provided throughout the day. These may include indoor and outdoor activities. Clothes should be washable and adaptable to spills, paint, sand, and water play. Shoes must cover your child's heel or include a strap across the back, holding the shoe firmly on your child's foot. Socks and non-skid or tennis shoes are highly recommended for all our gross motor play. Be sure to follow the requirements of your child's specific classroom. Please provide for seasonal changes in weather including hat, coat, boots, rain gear, and mittens.

Nutrition Information

The Old Dominion University Child Development Center prepares lunches and snacks on the premises. These meals and snacks are prepared according to the USDA nutritional requirements for children of the ages we serve. Sample menus might include a combination of the following:

Morning Snack

Milk, juice, animal crackers, pudding, graham crackers, canned or fresh fruit, vanilla wafers, raw vegetables

Lunch

Milk, Garden pasta salad, macaroni and cheese, soy nut butter and jelly sandwiches, fish filet, roast turkey, spaghetti w/meat sauce, chicken nuggets, pizza, mashed potatoes, green beans, sliced carrots, broccoli, mixed vegetables, bread and butter, canned or fresh fruit, and applesauce.

Afternoon Snack

Milk, juice, graham crackers, oatmeal cookies, canned or fresh fruit, or raw vegetables. Our goal is to make mealtime a warm and relaxing experience.

The Center is participating in the USDA Food Reimbursement Program for childcare centers. This program reimburses the Center a small amount for each lunch and snack provided to children. The amount reimbursed depends on the income of the families whose children are in the Center. **All families with children in the Center will be required to submit an Income Eligibility Form, which is included in the Forms section of this handbook.** (Of course, information provided on all Center forms will be kept confidential.)

FOOD AND HEALTH ALLERGY GUIDELINES

Please discuss with the teacher any food or health allergies a child may have. Please list all food or health allergies in your child's records and update as needed. Every effort will be made to accommodate a child's special needs. We also have many resources located in our Center office for parents regarding food allergies.

Celebrations/Birthdays

A child's birthday is a very special occasion. If you would like to celebrate a birthday, we encourage you to bring a nutritious treat. Here are a few suggestions: fruit juice bars, muffins, cupcakes, fruit, or pudding cups.

Another alternative to a food treat is to donate a book in honor of the child's special day. Arrangements can be made in advance with the teacher for a parent or grandparent to read the book during a special classroom visit. Our center will be glad to place a sticker in the book honoring the child's birthday celebration.

Because many children in our center have severe peanut/food allergies, we ask that all celebration/birthday foods be approved by the child's teacher. Please label all containers. If you have any questions or concerns, please contact the center. *Balloons are fun but can be very dangerous for young children. Please do not send Latex Balloons.

To avoid hurt feelings, invitations will not be given for an outside party unless there are invitations for all the children in the classroom. Please use direct mail for invitations to students you wish to invite to a party, if you are not inviting the entire class. Teachers are not responsible for passing out invitations.

Communication and Parent Involvement

The Old Dominion University Child Development Center staff views our role as team members with parents in caring for your children. We are the second level of adults significant in the lives of your children and are honored that you have chosen to share your children with us. Consistent with this view, we invite parent involvement in the Center program on many levels.

Parents are invited into the Center at any time. Come whenever your schedule will allow. Observe the activities in the classrooms through the observation windows at any time, without calling the attention of teachers or children. A second level of involvement would include parents volunteering to help in the classrooms, by offering to share a special talent with the children, or helping children with an activity, reading and/or playing with the children, going on field trips, or helping to serve lunch or snack. Arrangements to participate should be made with the lead teacher ahead of time. At times we will have special activities to which a separate invitation will be made so that all who are able may attend. Of course, conferences between the teachers and parents will be scheduled as desired.

Parent Concerns

If you have a concern about anything that is being done in the Center, we encourage you to come to us right away. If the concern is with a particular Lead Teacher, an appointment should be made to talk about the concern with the teacher at a time when he or she can be away from the children. If the concern is with a teacher aide, you may follow the same route to speak directly with the supervising Lead Teacher. After speaking with the Lead Teacher, if concerns persist, an appointment to speak with the Coordinating Teacher may be made. If concerns continue to persist, the Director, or Chair of the Department of Early Childhood/Special Education may be called.

Parent Communication

Daily Reports/Newsletters: We recognize that communication between teachers and parents is essential. Every effort will be made to communicate the kind of day each child has had at the center. We also appreciate parents sharing any insight that could influence a child's daily progress at the center. Our weekly newsletters for each class keeps parents informed of classroom and center activities. Included are announcements, notes about upcoming parent/children events, health, and nutrition.

Conferences: If you would like an individual conference, please talk with your child's teacher so a convenient time can be scheduled.

Parent Information, Education, and Resources

The Parent Information Board is located beside our main desk. It displays center news, information flyers, menus, health alerts, and classroom/teacher events. The center suggestion box is below the information board. We welcome your ideas and suggestions at any time.

Old Dominion University's Kiwanis Parenting Center is located at 45th and Hampton Boulevard. It offers collections of resources and books of interest to parents on child development, parenting, and upcoming parent workshops. Parents are encouraged to use these resources.

Parent Chats are held each month at 4:00 p.m. except for the month of August. This is an opportunity to learn and share positive parenting tips, information and concerns with the director, the teachers and the parents.

ALL parents are requested to attend at least two Parent Chats a year.

GENERAL POLICIES AND INFORMATION

ARRIVAL AND DEPARTURE

The ODU Child Development Center opens at 7:30 in the morning and closes at 5:30 in the evening. Infant through Preschool II classes are located at 1520 W. 48th Street in Norfolk. We have several parking spaces reserved for our parents. When bringing children to the Center or picking them up, parents are invited to park in the spaces marked "Child Development Center Loading and Unloading Only." Please be very careful in watching for traffic as you cross the street to enter or when leaving the building.

Once in the Center, parents will sign children in and out daily on a clipboard at the front desk. For safety reasons, please do not leave any child or sibling unattended or unsupervised for any reason. We recommend that you hold your child's hand all the way to the car.

Pre K and Pre K/Kindergarten classes of the Child Development Center are located at the Child Study Center. It is the parent's responsibility to sign in on the classroom clip boards daily and complete all requested emergency information.

Children will only be released to individuals named on the Registration Form as those authorized for pick up. If someone who is not listed on that form is to pick up a child on a given day, the parent will need to supply the Center with a written note stating who is authorized to pick up the child on that date. The center does not allow siblings under 16 to pick-up children.

Parents and children need to enter and exit through the center's front door. The playground gate is for emergency exiting only.

Late Pickup

If a parent is late picking up a child, a phone call to the parents will be made to discover if there is a problem. If unable to reach the parents, a call to one of the "Emergency Contact" people listed by the parent will be made requesting they pick up the child.

If a parent is late picking up a child after closing (5:30), **a late fee of \$10.00 per child will be charged for up to 10 minutes and \$1.00 per minute after that.** Payment is due the following day.

Children Arriving Late/Absent

In order to coordinate appropriate staffing efforts and ensure we provide enough meals for every child in attendance, the Center requests that parents notify the teacher when their child will be arriving late, changing their normal schedule, or absent for the day. Please call the Child Development Center office at 683-3320 before 9am if possible. For Pre K and K classes, please call 683-5465. If you know the day before that the child will be late or absent on the following day, please notify the child's teacher in advance.

Student Information Changes

If at any time family information changes (address, telephone, health, allergy, authorized individuals for pickup, employment, or emergency information) please contact the office and the child's teacher. Health information must be updated every six months or as needed. Please ask your child's teacher for your child's Health Information Form before taking your child for a well-baby or well-child checkup.

Personal Belongings

Every child in the Center will have a "Cubbie" for storing personal belongings. Each child is required to bring a complete change of clothes which will be stored in the "cubbie." All coats, jackets, mittens and "extras" brought from home will also be stored in these spaces. **All items sent from home (including baby bottles, jackets, toys, etc.) must be marked with permanent marker with your child's name. Licensing prohibits children from bringing food into the classroom.** Please allow your child to bring only one beloved "comfort" toy to the Center at a time. We would feel badly if toys got lost and keeping track of many extras for each child could be difficult. Please do not allow your child to bring any weapons-type toys (guns, knives, bows and arrows, etc.) In addition to storing your child's belongings, the cubbies will be used to send messages home to the parents, so please be sure and check your child's cubbie every day.

Discipline Policy

Our policy regarding discipline is based on a positive approach, the goal of which is to instill inner discipline and self-control. Our teachers have all been trained in the use of positive alternatives to punishment and have gained expertise in the use of many techniques including positive reinforcement, redirection of less-than-positive behaviors, and, as a last resort, "take a break." Whenever "take a break time" is used, it is offered as an opportunity for the child to get herself or himself "under control," as opposed to being a punitive action. It will not be used in a way that is embarrassing or belittling to the child and will always be presented in a positive light, such as "When you get yourself under control, we will be happy to have you join us again." Also a child may be given a timer to choose how much time he/she needs until he/she is ready to cooperate.

Sick Children Policy/Accident Insurance

Our intention is to make every effort to insure the health of your child. For this reason, the following guidelines regarding health practices have been established in compliance with the Norfolk Health Department. All Center staff have been trained in matters regarding childhood illnesses and health and safety practices. Please keep your child home when he/she has a fever of 100° or above, diarrhea, rash, vomiting, or discharge from the eyes. Not only is your child contagious, but his resistance is down and he could get sicker. **Your child should be fever- and symptom- free throughout the next full day without medication before returning to school.** If your child begins a new medication, please keep the child home the following day. At arrival each day, attention will be given to each child's state of health to decrease the possibility of infection being transmitted.

If a child should become ill while at the Center, he or she will be removed from the classroom. At that point, the child's parent will be called and the parent will be requested to come for the child AS SOON AS POSSIBLE. Your child must be picked up within one hour. Failure to comply could lead to expulsion from the program. Your child may return when symptoms of illness have been absent for a full day without the aid of medication.

If your child has been free of symptoms for 24 hours but is still in need of prescribed medication, Center staff will dispense medication **according to the following guidelines. Parent/guardians will be required to fill out a Medical Form with instructions on the time and amount of medication to be dispensed. This form must be filled out completely and signed before medication is to be administered.**

- No non-prescription/or over the counter medication can be given by Center staff.
- All prescription medication shall be in the original bottle labeled with the child's name, the name of the medication, the dosage amount, and the time to be given.
- All medication is to be kept at school for the duration of the prescription. It will be kept in a locked container.
- The medication shall stay at school for the duration prescribed by the physician.
- Sun screen and bug repellent needs to be applied prior to coming to school (as needed).

During registration, all parents must sign a form stating their understanding of and agreement to these policies.

The Old Dominion University Child Development Center is fully covered with all necessary medical/professional and liability insurance. This program also covers medical care for accidents that are an unfortunate but natural part of childhood, (such as falls while running, for example).

Immunization and Health Information

It has always been our goal to provide the children in our Center with the safest and healthiest environment possible. The Child Development Center continues to take positive steps towards this goal and we are continually enhancing our health policies and procedures. We use guidelines from Virginia State Licensing for Childcare, State and Local Health Departments, National Association for the Education of Young Children (NAEYC), and the Center for Disease Control. We are also required by the Virginia Department of Health to periodically audit each child's medical health and immunization history. The Entrance Health Form is completed and signed by a physician and the parent upon entrance to the center and must be updated each year. The office or teacher will let you know if updated information is needed. If you schedule a well check-up or immunization, please stop by the office to take a new Health Form for your physician to complete. We appreciate parents helping us with the collection of this valuable information.

Emergency Preparedness Plans

Child Development Center
1520 W 48th Street

Depending on the type of emergency presented, different plans are listed below. In each case, the ODU police will be our center emergency officers (683-4000) and will alert local authorities (911) and the media when necessary. Teachers or their assistants will contact parents. Our fire alarm system, the telephones in the office by our classroom, and word of mouth delivered at our doors will be the primary tools of communication.

A. Remaining in Place for Shelter

1. Implied Threat in Building - The building will go into a "Lock Down" mode. They will lock doors, staying inside away from doors and windows. The teachers will do a head count and have emergency contacts handy. We will await an all-clear signal from ODU Police, while trying to keep children involved and entertained.
2. Imminent Severe Weather (Tornado, Strong Wind, Hurricane)- The children will be placed in rooms with four interior walls. In our case, it will be the kitchen, adult bathroom, the observation rooms and big room. We will divide the children into small groups, based on the number of teachers, putting some in the bathroom, some in the kitchen, and some in the observations rooms, always with a teacher. Doors will be closed. First aid kits and health supplies will be taken to the kitchen and any necessary medicines will be taken there also. The head teacher will have the emergency contact roster. Food and restroom facilities are once again available. Should it be necessary to exit the facility, due to damage, we will follow the advice of the ODU Police. Parents will be called. Normally, the Powhatan Village Apartments, multipurpose room located on Powhatan Ave. is our first evacuation location.

B. Evacuating the Building Due to an Implied Threat

1. Fire - Our fire drill procedure, which is practiced monthly, mandates that we exit the building through the closest playground door and proceed to the back fence. A fire alarm is installed in the building and is monitored by the Fire Safety Division on campus. Fire station # 7 is our first responder, should there be a real fire. If there is a real fire, we are to continue through the fence gate into the Powhatan Village apartments, multipurpose room.

Teachers do a head count, based on sign-in sheets, and carry an emergency contact roster with them outside. A first-aid kit is also available and any necessary medicines will be taken. Parents would be contacted to pick up their child at the Powhatan Village apartments, multipurpose room, across the street from the Child Development Center.

C. Evacuating the Building. (Chemical Spill or Terrorism)

1. Should it be necessary to evacuate our building, we would be notified by ODU Police and the sounding of our fire alarm.
2. Teachers would gather children, sign-in records, emergency contact rosters, necessary

medications, and the first-aid kits. Based on the situation, we would use the doors recommended by the ODU police.

3. Holding hands, we would escort the children down to the Powhatan Village apartments, multipurpose room. Phones, restrooms, and food are available there. Parents would be contacted at this time.

D. Evacuation of the Campus Totally (Natural Disaster, Terrorism)

1. Should this scenario be mandated and advised by the ODU police, parents will be contacted immediately.

2. The teachers will gather children, sign-in sheets, emergency contact rosters, necessary medications, and the first-aid kits. The five classrooms will gather in the big room. Holding hands, the group will proceed to a site that has been recommended by the ODU police.

This plan has been developed in cooperation with the overall Old Dominion University Emergency Directives, already in place, and with consideration given to the presence of children on campus. The ODU police and Fire station #7 will be our first liaisons in the event of an emergency that involves your child. You will be called or contacted as soon as possible, using the emergency numbers you have provided us.

Please note the location of teachers and children will change, depending on the type of emergency. It may not be possible to stay in the classroom.

This safety plan will be reviewed and updated annually, if needed. Teachers will receive training each year and new teachers will be advised upon hiring. The center shall conduct a minimum of two shelter-in-place drills each year. Fire drills are conducted monthly.

Child Development Center
45th Street and Hampton Blvd.

Depending on the type of emergency presented, different plans are listed below. In each case, the ODU police will be our center emergency officers (683-4000) and will alert local authorities (911) and the media when necessary. Teachers or their assistants will contact parents. Our fire alarm system, the telephones in the office by our classroom, and word of mouth delivered at our doors will be the primary tools of communication.

A. Remaining in Place for Shelter

1. Implied Threat in Building - The classrooms will go into a "Lock Down" mode. They will lock classroom doors and observation rooms, staying inside away from doors and windows. The teachers will do a head count and have emergency contacts handy. We will await an all-clear signal from ODU Police, while trying to keep children involved and entertained. Restrooms and food are available in the classrooms.

2. Imminent Severe Weather (Tornado, Strong Wind, Hurricane)- The children will be placed in rooms with four interior walls. In our case, it will be the two restrooms in each classroom and the small galley kitchen. We will divide the children into small groups, based on

the number of teachers, putting some in each bathroom and some in the kitchen, always with a teacher. Doors will be closed. First aid kits and health supplies are in the kitchen and any necessary medicines will be taken there also. The head teacher will have the emergency contact roster. Food and restroom facilities are once again available. Should it be necessary to exit the facility, due to damage, we will follow the advice of the ODU Police. Parents will be called. Normally, the Darden School of Education (building next door) is our first evacuation location.

B. Evacuating the Building Due to an Implied Threat

1. Fire - Our fire drill procedure, which is practiced monthly, mandates that we exit the building through the closest playground door and proceed to the back fence. A fire alarm is installed in the building and is monitored by the Fire Safety Division on campus. Firestation # 7 is our first responder, should there be a real fire. If there is a real fire, we are to continue through the fence gate into the Darden School of Education.

Teachers do a head count, based on sign-in sheets, and carry an emergency contact roster with them outside. A first-aid kit is also available and any necessary medicines will be taken. Parents would be contacted to pick up their child at the Darden School of Education, the building right next door to the Child Study Center. There are restrooms and food available in the School of Education. We do not carry snacks or coats during fire drills.

C. Evacuating the Building and Our Side of Hampton Blvd. (Chemical Spill or Terrorism)

1. Should it be necessary to evacuate our building and leave our side of Hampton Blvd, we would be notified by ODU Police and the sounding of our fire alarm.

2. Teachers would gather children, sign-in records, emergency contact rosters, necessary medications, and the first-aid kits. Based on the situation, we would use the doors recommended by the ODU police. The four classrooms would assemble in the foyer.

3. Holding hands, we would escort the children down to a pedestrian crossing at a red light, across Hampton Blvd. to the Tedd Constant Center. Phones, restrooms, and food are available here. Parents would be contacted at this time.

D. Evacuation of the Campus Totally (Natural Disaster, Terrorism)

1. Should this scenario be mandated and advised by the ODU police, the teachers have three possible choices. They can walk to the McDonald's on Hampton Blvd., the #7 Firestation, or Larchmont Elementary School. This will depend on the threat and how far we must move from the ODU campus. Food, restrooms, and phones are available in all three of these sites. Parents will be contacted immediately.

2. The teachers will gather children, sign-in sheets, emergency contact rosters, necessary medications, and the first-aid kits. The four classrooms will gather in the building foyer. Holding hands, the group will proceed to a pedestrian crossing at a red-light and then to the site that has been recommended by the ODU police.

This plan has been developed in cooperation with the overall Old Dominion University Emergency Directives, already in place, and with consideration given to the presence of children on campus. The ODU police and Firestation #7 will be our first liaisons in the event of an emergency that involves your child. You will be called or contacted as soon as possible, using the emergency numbers you have provided us.

Please note the location of teachers and children will change, depending on the type of emergency. It may not be possible to stay in the classroom.

This safety plan will be reviewed and updated annually, if needed. Teachers will receive training each year and new teachers will be advised upon hiring. The center shall conduct a minimum of two shelter-in-place drills each year. Fire drills are conducted monthly.

April 12, 2006

Field Trips

We will be planning field trips to various places of interest on a periodic basis. All transportation to and from field trips will be provided by qualified personnel and children will be transported in car seats at all times. **Parents will sign a general permission slip during the registration process and will be informed regarding each individual field trip.**

Participation in University Programs

The Child Development Center serves as a training facility for undergraduate and graduate students at Old Dominion University majoring in Early Childhood Education, Elementary Education, Special Education, and Speech and Language Pathology, as well as other disciplines throughout the University. Qualified faculty members approve and supervise any videotaping, filming, testing, case discussion or classroom presentations where there are children involved.

At the time of registration, parents are provided and return a permission slip, regarding their child's participation in these activities.

Staff Policy Regarding Suspected Child Abuse

Staff of the Center have been trained on matters relating to child abuse. Should staff become concerned about a particular child, consultation with the Coordinator and Director will take place. If warranted, procedures will be followed to either consult with the parent about the concern, or a report will be made to the local Child Protective Services agency.

Licensing Information from The State Agency

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

Standards for licensed child day centers address certain health precautions, adequate play

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

Compliance with standards is determined by unannounced visits to the program by licensing staff within the Department of Social Services. In addition, parents or other individuals may register a complaint about a program which will be investigated if it violates a standard. Three types of licenses may be issued to programs. Conditional licenses may be issued to a new program to allow up to six months for the program to demonstrate compliance with the standards. A regular license is issued when the program substantially meets the standards for licensure. A provisional license, which cannot exceed six months, is issued when the program is temporarily unable to comply with the standards. Operating without a license, when required, constitutes a misdemeanor which, upon conviction, can be punishable by a fine of up to \$100.00 or imprisonment of up to 12 months or both for each day's violation.

The Old Dominion University Child Development Center has been carefully established according to the guidelines issued by the Department of Social Services in order to operate as a fully licensed facility.

If you would like additional information about the licensing of child day programs or would like to register a complaint, please contact:

Regional Office of Social Services

Eastern Regional Office

Pembroke Office Park

Pembroke Four Office Building, Suite 300

Virginia Beach, Virginia 23462-5496

(757) 491-3990

Withdrawal From the Program

When it is time for your child to withdraw from our center, we ask that you give us as much notice as possible, preferably one month. **The notification must be written and received at least two week's prior to withdrawal.** If less than two weeks' notice is given, parents will be responsible for two weeks' tuition.

We do not anticipate any problem that would require the Center to ask for a child's removal from the program. Any problem that might come up will be addressed by the staff, with the parents, as members of a team. However, should a problem become unmanageable, after sincere attempts have been made to work it out, Center policy will include asking the parents to make other arrangements for their child. The Agreement Form that all parents are asked to sign during registration includes a statement to this effect.

Discontinuance Policy

The Early Childhood programs and the childcare programs at Old Dominion University may discontinue a child for reasons which include, but are not limited to: parent failure to pay tuition or fulfill participation requirements; disturbance of the Center's program by a parent; continued disagreement or dissatisfaction of a parent to the point of disruption for the teachers and/or children, or determination by the transdisciplinary team that a child may need a more appropriate environment. Before dismissal is recommended, the following steps will be followed:

1. Gather documentation for a minimum of two weeks on the concern.
2. Meet with the parents to discuss concern.

3. Meet with the transdisciplinary team to discuss strategies. The transdisciplinary team includes faculty from the three disciplines of the Department of ESSE.
4. Attempt implementation of suggested intervention.
5. Reconvene team meeting for consideration of discontinuance in program. If a child is being dismissed the transdisciplinary team will make referrals to other programs within the community, when appropriate).

In the event the parent is not in agreement, an appeal may be made to the Director of the Child Development Center.

- Every year parents will be asked to read and sign the policy booklet. The Center will be required to keep a record of this information.

POLICY FORMS

Old Dominion University Child Development Center Program Schedule, Tuition and Withdrawal Policy Form

The Old Dominion University Child Development Center operates on the same annual calendar as the University, observing breaks, holidays, and closings due to weather according to the University's schedule. The Child Development Center will provide care for children 48 weeks out of the year. The Center will be closed approximately ten days during the University's holiday break and two other weeks (one week in March and one week in August).

There is a materials fee of \$100.00 per child which will be due at the time of registration and will be assessed annually during the month of August. This fee is non-refundable.

Families are responsible for payment of the weekly tuition for all of the weeks that the Center is open. Family vacations taken during weeks other than those during which the Center is closed are not exempt from tuition responsibility. Tuition for a full week will be charged for weeks in which state holidays occur. Tuition is due the Friday before your child attends the center. A late fee of \$15.00 will be assessed on Tuesday after 5:00 pm if payment is late. When a child is out sick or absent for other reasons, all fees are due and payable the first day back.

Tuition Schedule Per Week

Infants (8 weeks – 15 months)	\$195.00
Toddlers (16 months – 2 years)	175.00
Three, Four & Five-year-old	170.00

Parents of infants will be offered the option of providing their own infant formula or using the brand the Center provides. Tuition for children, other than infants, will include lunch and two snacks per day. Parents of children in diapers will keep a two week supply of diapers and wipes for their children at the Center and will be informed by the teacher when additional diapers are needed.

When it is time for your child to withdraw from our center, we ask for one month's notice, though only written notification of two weeks is required or the parents will be required to pay for two weeks tuition. The notification must be written and received at least two week's prior to withdraw.

We do not anticipate any problem that would require the Center to ask for a child's removal from the program. Any problem that might come up will be addressed by the staff, with the parents, as members of a team. However, should a problem become unmanageable, in accordance with our Discontinuance Policy, parents will need to make other arrangements for their child.

I have read the description of the ODU Child Development Center's policies, program schedule, tuition, and withdrawal policies and agree to the terms outlined.

Child's Name

Parent's Signature

Date

Sick Child Policy Form

Our intention is to make every effort to insure the health of your child. For this reason, the following guidelines regarding health practices have been established. All Center staff have been trained in matters regarding childhood illnesses and health and safety practices. Please keep your child home when he/she has a fever, diarrhea, rash, vomiting, discharge from the eyes. Not only is your child contagious, but his resistance is down and he could get sicker. Your child should be fever and symptom free throughout the next full day without the aid of medication before returning to school. At arrival each day, attention will be given to each child's state of health to decrease the possibility of infection being transmitted.

If a child should become ill while at the Center, he or she will be removed from the classroom. At that point, the child's parent will be called and the parent will pick up the child within one hour. If your child has been free of symptoms for a full day but still is in need of prescribed medication, Center staff will dispense medication according to the following guidelines. Parent/guardian's will be required to fill out a Medical Form with instructions on the time and amount of medication to be dispensed. This form must be filled out completely and signed before medication is to be administered.

- No non-prescription/or over the counter medication can be given by Center Staff.
- All prescription medication shall be in the original bottle labeled with the child's name, the name of the medication, the dosage amount, and the time to be given.
- All medication shall remain at the center for the duration of the prescription and will be kept in a locked container.
- The medication shall stay at school for the duration prescribed by the physician.

I have read the description of the ODU Child Development Center's Sick Child Policy and agree to the terms outlined.

Child's Name

Parents Signature

Date

Participation in University Programs

The Child Development Center serves as a training facility for undergraduate and graduate students at Old Dominion University majoring in Early Childhood Education, Elementary Education, Special Education, and Communicative Disorders, as well as other disciplines throughout the University. Qualified faculty members approve and supervise any videotaping, filming, testing, case discussion or presentations where there are children involved.

I understand that my child will be participating in activities described above and give my permission for participation.

Child's Name Parent's Signature Date

Field Trip Permission Slip

I understand that the ODU Child Development Center will be planning field trips periodically for my child's class. I know that I will be informed of up-coming field trips and be given the opportunity to accompany the group. I also understand that every care will be taken to insure my child's safety in transportation, including the wearing of a seat belt at all times. Beyond this, I will not hold the Old Dominion University Child Development Center responsible for any damages incurred during a field trip. In order to simplify planning for these excursions, I give permission for my child to be included in the Center's field trips.

Child's Name Parent's Signature Date

As a participant in the USDA Child and Adult Care Food Program, the Center will provide the following meals and snacks for your child, according to the meal pattern chart on the enclosed "Building for the Future: flyer;

_____AM Snack _____Lunch _____PM Snack

Infants will be provided with one brand of iron-fortified infant formula. The Center will also provide solid foods for an infant when they are over 4 months and developmentally ready for it.

Days & Hours of Care: M T W T F

Time dropped off _____ Picked UP _____

Child's Name_____

Parent's Signature_____ Date _____

Parent Acknowledgment

This parent handbook has been prepared to familiarize the parents of Old Dominion University's Child Development Center with the rules and regulations concerning licensed child care centers in Virginia.

By signing this form, you acknowledge and agree to comply with all of the guidelines and policies of Old Dominion University's Child Development Center.

Please sign and date this form and return it to your Child's teacher.

Parent/Guardian _____ Date _____

Home Phone

Cell Phone

Beeper

Work Phone

OLD DOMINION UNIVERSITY Forms

1. Registration/Emergency Contacts/Emergency Authorization Form
2. Physical Examination Form
3. Program Schedule/Tuition/Withdrawal Policy Form
4. USDA Eligibility Form
5. Sick Child/Dispensing Medication Form
6. University Participation Permission Form