

ACC Child Development Laboratory School



Parent Handbook 2021-2022

“It’s ALL about the Children”

3110 Mustang Road
Alvin, Texas 7751
281-756-3644

www.alvincollege.edu



Welcome!

While your children are enrolled with us they will be provided a warm, loving environment in which they can feel confident and secure. They will receive a quality educational program designed to stimulate and enrich their physical, social, cognitive and emotional development and needs. The time your child spends at the ACC Lab School is an important part of his/her life. It is to the benefit of all concerned if we (teacher and parent/guardian) work as a team to provide your child many opportunities to learn.

Mission Statement

The ACC Child Development Laboratory School will provide high quality care and education for young children and serve as a model of excellence in early childhood education.

Role of the Laboratory School

The Lab School is maintained by the ACC Child Development & Education Department and serves two principle functions:

- a teaching laboratory for college students who are preparing for careers in early childhood professions
- providing a developmentally appropriate educational setting for young children.

Philosophy

We believe that the early childhood years are the most important years and a special time that should be filled with love, laughter and discovery. During the age's birth to five, most of a child's personality, cognitive ability, language proficiency and social skills are well established through life experience and education. Participation in a quality early childhood program enhances a child's development in all of these areas, as well as others.

We believe that young children gain more knowledge through active learning. Early childhood, after all, is a time of life quite different from adulthood, even from the later school years. Playing is a child's work. They learn extraordinary amounts through play, social interaction and exploration.

As children interact in a well-planned and developmentally appropriate environment, under the guidance of highly trained teachers, they "create" and apply their knowledge. We view children as active rather than passive learners. Based on such knowledge about what children of this age are like, we design our program to fit them. It works a lot better than trying to redesign them!

Our developmentally appropriate program is geared to our children, families and community.



Program Information

The Lab School is licensed by the Texas Department of Family and Protective Services. The Lab School operates on the ACC calendar and as a full day, full year program for children, 18 months to 5 years.

Program	Approximate Ages	Minimum Ratio
Toddler Room	18 months – 30 months	12 children/ 2 teachers
Romper Room	2 ½ - 3 ½ year olds	15 children/ 2 teachers
Preschool Room	3 ½ - 4 ½ year olds	15 children/ 1 teacher
Pre-Kindergarten	4 ½ - 5 year olds	18 children/ 1 teacher

Eligibility and Enrollment Procedures

Enrollment is open to any child, provided the child meets the age and health requirements; regardless of sex, race, color, creed, religion, or national origin.

Openings are normally not readily available and a waiting list is maintained. Parents should contact the Lab School to have their child placed on the list. As openings become available within the center, we refer to the waiting list to place children. When space is available, the parent is contacted, schedules a tour of the center, has a pre-enrollment conference with the Assistant Director and receives an enrollment packet.

Parents are notified in writing prior to any policy change.

Hours of Operation

The ACC Lab School is open Monday through Friday **7:00 a.m. to 5:30 p.m.** The Lab School will be open daily throughout the school year with the exception of the holiday schedule. Should there be a severe weather or emergency situation resulting in dismissal or cancellation of classes at ACC, Lab school parents will be notified through the ACC Rave alert-system, the ACC website www.alviningcollege.edu or the local radio stations.

Holidays & Closures (2021 / 2022)

September 6, 2021	Labor Day
November 24-26, 2021	Thanksgiving
December 15, 2021 – January 2, 2022	Winter Break
January 17, 2022	Martin Luther King, Jr. Holiday
March 13-20, 2022	ACC – Spring Break
April 15-18, 2022	ACC - Spring Holiday
May 30, 2022	Memorial Day
July 4, 2022	July 4 th Holiday Observed



Summer Hours:

ACC and the Lab School are closed on Fridays for the weeks of May 20 – August 12, 2022. The childcare program goes to a reduced rate for the 4 day week schedule.

Tuition and Fees

Tuition is payable weekly or monthly and is **due in advance**. ACC students will need to verify enrollment each semester.

A non-refundable registration/supply fee is required at the time enrollment paperwork is given for the child. We use this fee to continuously update our materials and present hands-on learning experiences.

Each Monday, tuition for the week is due.

If parents opt to pay on a monthly basis, tuition is due by the 5th school day of the month. If payment has not been made by this date, a \$25.00 late fee will be applied.

Parents whose accounts become more than 2 week delinquent will be asked to remove their child from the ACC Laboratory School. Any unpaid balances will be referred to the collection agency.

All tuition and fees collected are non-refundable.

Alvin Community College, according to college policy, reserves the right to withhold transcripts if any financial obligations of a student are unmet.

A reduction of tuition will be applied for school closures, if the holiday is three or more days of the week. There is no reduction in tuition for illness, or other temporary absences. Charges are for places reserved in the school and are not based on attendance of your child. Our expenses remain the same even when your child is not here.

Online Payment

Payments must be made online at www.alvincollege.edu

>Marketplace>Child Development Lab School >Childcare Tuition



Late Departure Fee

All children should be picked up from the ACC Lab School by 5:30 p.m. **There is a charge of \$1.00 for every minute past 5:30 p.m.**

Vacation

Families may accrue one week vacation for each school calendar year, after the child has been enrolled for 12 months. Unused vacation credit is not transferable to the next year. The vacation time is not allocated on a daily basis. If a family chooses to use less than a 5 day week, it will be understood that the entire week is used for bookkeeping of the vacation.

Notice of Withdrawal

A withdrawal form must be submitted two weeks in advance of withdrawal from the ACC Lab School. The contractual agreement will not end until notification is received.



Arrival and Departure

Children will be received as early as 7:00 a.m., but not prior to that time. A parent or adult must accompany children into the classroom. Be certain that your child is greeted by a teacher before you leave. Upon arrival, NO FOOD OR DRINK SHOULD BE BROUGHT INTO THE CLASSROOM.

Children should be picked up no later than 5:30 p.m. to avoid a late charge. Children must be picked up by an authorized adult (parent or person on enrollment form) and will not be released to siblings under the age of 18.

The adult **must** let the teacher know when a child is being signed out. It is important that you log your child into the attendance computer upon arrival, and log your child out when departing.

In the event a child has not been picked up after 30 minutes of closing and we are not able to contact the parent, the Alvin Community College Campus Police will be contacted.

Releasing Children

In order to protect your child, it is our policy not to release children to persons other than the child's parents or guardians. Children will be released to other adults under the following circumstances.

- The person's name is listed on the enrollment form by the parents or guardians;
- The person must bring identification
- Under an emergency condition, the parent has called the school (and has been identified by the Director or Assistant Director) and has given the name of the adult to pick up the child. The person's identification will be documented.

ACC Lab School staff is not allowed to take your child to your home or theirs, unless their name is listed on your enrollment form. They are not allowed to stay with your child at the school after closing either. Please don't ask.

Custody

Any document issued by the court, such as a "no contact order" or "joint custody order" should be on file with the Lab School Front Office. The Lab School staff may not legally prevent a child from being picked up by a parent.

Be Courteous to Routines!

Routines provide your child a sense of security. We recommend that as a family you set an arrival and departure routine that you can follow every day. Regular attendance benefits your child's learning experience, and coming in late disrupts the classrooms and the child's routine.

Arrival

- Walk your child to the classroom, greet the teacher, help settle items in their cubby and be sure to tell your child good-bye and not sneak away. Feel free to call and check on your child at any time of the day.
- **All children should arrive by 9:00 a.m.**

Departure

- Make contact with your child's teacher for any important information, check your child's cubby each day and be sure to walk out with your child and not allow them to run ahead.
- *Children may NOT arrive or depart between 11:00 a.m. & 3:00 p.m., unless a doctor's appointment is scheduled, as this is lunch & nap time.*

Parking

Parents may use the 15 minute child drop off lane in the front entrance to the school. The two outer lanes are for moving traffic. Please do not block the handicap ramp located in front of the awning. If you have other business to tend to while in the Lab School or at ACC, please park in the parking lot.

Clothing

Children should be dressed appropriately for a productive and active day. The type of clothing should be considered with the following conditions in mind: wash-ability, weather conditions, suitability for arts/crafts, tactile projects and physical activities. Clothing should encourage self-help skills; example overalls or tight belts might restrict a child's ability to care for bathroom needs.

Shoes should be well fitting and safe for playground activities. We recommend shoes with a rubber sole. Boots, cleats, heeled shoes, flip-flops and some sandals are inappropriate for many activities at school.



Please bring an appropriate change of clothing, (including underwear) for your child to leave at school in case a messy accident occurs.

Items from Home

Please do NOT allow your child to bring toys from home, as these items often create problems. We cannot be responsible for personal items that are lost or broken. All items from home, (blankets, extra clothing) should be labeled.

Children are NOT to bring food (including donuts), gum, or candy to school. Please have your child finish eating their breakfast before entering the Lab School. If your child has a special dietary need, please visit with the Director.

Birthdays

Please help us encourage life long healthy habits among our Lab School children. We ask that instead of bringing "sweets" to school to celebrate your child's birthday, you choose healthier food options that your child enjoys. Suggestions include: favorite fruits and/or vegetables with dip or yogurt, healthy foods in fun shapes, mini pizzas, etc. We know that it's hard to break old habits like cake, ice cream, and candy, but give it a try! Please talk with the Director if you have questions or need ideas.

Promotions

Age is only one of the criteria used to determine a child's placement in a class. The decision to move is based on the child's developmental level and available space. The director, teachers and parents will be involved in the discussion of promotion to ensure a smooth, gradual entry to the new classroom. Most promotions are made at the beginning of the academic year.





Lab School Staff

The Lab School professional staff is trained and educated in child development and early childhood education.

The Interim Director has a M.Ed. in Early Childhood Education and has served as the Department Chair of Child Development & Education at ACC since 2008.

The Lead Teachers are all ACC graduates with degrees in Child Development/ Early Childhood Education. These committed teachers provide quality care for the children and modeling and mentorship for the college students.

The Assistant Teachers have or are working towards a degree. These teachers are often hired out of the Lab School's pool of eager student employees. They receive mentorship and ongoing coaching from their Lead Teachers. They also bring an amazing level of commitment to our program.

The Student Workers, are another wonderful addition to our staff, they are ACC students studying in various departments and have a range of experiences with children.

The program thrives in part due to the contributions of other important staff members.

The Assistant Director/ Administrative Assistant maintains our Front Office, all of our school's important records and handles the tuition billing and payments and is in charge of the school's waiting list and enrollment process.

A talented, cheerful Food Technician prepares nutritious lunches and snacks.

Training for our entire staff is ongoing! All professional staff members attend a minimum of 24 hours of training each year to keep up with the latest early childhood research and innovations. They also maintain certification in First Aid and CPR.



Curriculum

ACC Lab School's curriculum is child-centered, interest-based and features a variety of enriching experiences to match your child's developmental needs.

We hope to provide a warm and loving learning experience that is based on respect for the individual and respect for the rights of others. Creativity is fostered and self-discipline encouraged as we assist each child in achieving the ultimate goal of a good image of himself and his capabilities.

The classroom teacher will create an "active-learning environment" with centers (art, blocks, manipulatives, math, science, dramatic play, sensory, books, writing, etc.) where the children have opportunity to explore their interest and promote their creative expression; as well as plan developmentally appropriate activities to guide each child to reach his/her potential.

For your child to take full advantage of our educational program, he or she should be at school by 9:00 a.m.

Play is FUNdamental

We recognize play as a valuable part of a child's day. We do NOT allow weapon play. Children are not to pretend to play with weapons of any type (plastic guns, swords, etc.), pretend that other items are weapons (fingers, blocks, etc.). Competitive behavior is minimized in our program as well. Competition often increases negative behavior and anxiety and decreases acceptance of others. We prefer to be proactive, instilling positive characteristics such as cooperation, positive self-concept, acceptance of others and friendships. Parents' help in this area is appreciated.

Screen Time/Digital Media Use

"screen time/ digital media" refers to media content viewed on cell/ mobile phone, tablet, computer, television (TV), video, film, and DVD. It does not include video-chatting with family.

Screen time/digital media will not be used with children ages 2 and younger. For children ages 2 to 5 years, total exposure to digital media will be limited to 30 minutes per day at the end of the school day and of *high-quality* programming, and viewed with an adult who can help them apply what they are learning to the world around them.

When offered, digital media will be free of advertising and brand placement, violence, and sounds that tempt children to overuse the product.

Programs should prioritize physical activity and increase personal social interactions during the program day. It is important for young children to have active social interactions with adults and children.

Media use can distract children (and adults), limit conversations and play, and reduce healthy physical activity, increasing the risk for overweight and obesity. Media should be turned off when not in use since background media can be distracting, and reduce social engagement and learning.

Overuse of media can also be associated with problems with behavior, limit-setting, and emotional and behavioral self-regulation; therefore, caregivers/teachers will avoid using media to calm a child down.

Promotion of Indoor and Outdoor Physical Activity

ACC Lab School strongly believes and supports the need for physical activity each day.

When children participate in physical activity every day, multiple health benefits accrue. Regular physical activity builds healthy bones and muscles, improves muscular strength and endurance, reduces the risk for developing chronic disease risk factors, improves self-esteem, and reduces stress and anxiety. Beyond these known health effects, physical activity may also have beneficial influences on academic performance. In addition, cognitive skills and motor skills appear to develop through a dynamic interaction. Research has shown that physical movement can affect the brain's physiology.



Toddler age children will participate in a minimum of 60 minutes of moderate to vigorous active play each day. Romper, Preschool and Pre-Kindergarten children will participate in a minimum of 90 minutes of moderate to vigorous active play each day. Opportunities for active play may overlap with outdoor play when weather permits.

We will promote all children's active play every day. Children will have ample opportunity to do moderate to vigorous activities, such as running, climbing, dancing, skipping, and jumping, to the extent of their abilities.

All children will participate each day in:

- Two occasions of active play outdoors when weather permits.
- Two or more structured or teacher-led activities or games that promote movement over the course of the day.
- Continuous opportunities to develop and practice age-appropriate gross motor and movement skills.

Physical activity may take place in the classroom, in the Motor Room or on the playground,

When participating in physical activity, children's clothing should protect them from sun exposure and permit easy movement (not too loose and not too tight) that enables full participation in active play. Footwear should provide support for running and climbing. Hats may be worn to protect children from sun exposure.

Examples of appropriate clothing/footwear include:

- Gym shoes or sturdy shoe equivalent
- Clothing for the weather, such as a lightweight, breathable jacket without any hood and neck strings.

Examples of inappropriate clothing/footwear include:

- Footwear that can come off while running or that provide insufficient support for climbing.
- Clothing that can catch on playground equipment, such as those with drawstrings or loops.

When weather conditions prohibit outdoor play, physical activities will occur in the classroom during the scheduled outside time. Classroom teachers have activities planned in advance for "rainy days".

Parents must provide sunscreen and/or insect repellent and fill out a "Sunscreen/ Insect Repellent Permission" form if they want the products applied to their child prior to outdoor play.

See attached Sunscreen and Insect Repellent Guidelines for more information.

If your child is not well enough to participate in outdoor play, he or she is not well enough to attend school.

Routines

Rest Time

A daily rest period is required by state regulations for all children. Children are not required to sleep, but must rest quietly on their mat. Mats and mat covers will be furnished and laundered by the school. A **small** blanket (no bigger than 30' x 40"), **small** pillow (travel size) may be brought from home; parents are responsible for its weekly laundering. (No sleeping bags or full-size pillows are allowed due to lack of storage space.)

Meal Time

Well-balanced lunch is served daily along with nutritious morning and afternoon snacks. Children are NOT to bring food. This creates problems for other children as well as for the teachers. If your child has special dietary needs, food allergies, or other special conditions requiring attention please advise the director. It may require written approval from the child's doctor. The parent will be asked to provide foods or snacks when suitable substitutions cannot be made.

Weekly menus are posted on the hall bulletin board and in each classroom.



Nutrition

In an effort to provide the best possible nutrition for the children at Alvin Community College Child Development Laboratory School, we have adopted the following policies. The administration and staff appreciate support from the parents in promoting the health of our children.

Fruits & Vegetables

- We offer fruit to children every day
- We offer vegetables to children every day

Meats & Grains

- We offer high fiber, whole grain foods daily
- We offer beans or lean meats once a day
- We only offer pre-fried meats (chicken nuggets/ fish sticks) once a month
- We only offer pre-fried potatoes (French fries, tater tots) once a month
- We limit sweet or salty foods

Beverages

- We make drinking water freely available so children can serve themselves both inside and outdoors
- We offer 100% apple or orange juice once daily
- We offer 1% milk twice daily
- We do not serve soda, fruit punch, Kool-Aid or other sweetened drinks

Menus & Variety

- We have a 12 week cycle menu that allows for seasonal changes
- Our menus include healthy items from a variety of cultures
- Our menus include a combination of new and familiar foods



Feeding Practices

- Our staff encourages children to try a new or less favorite food
- We do not use food to encourage positive behavior
- Our teachers join the children at the table for family style meal times
- We provide annual training for staff on nutrition, health and wellness

Foods Offered Outside of Regular Meals & Snacks

- We celebrate holidays and birthdays with healthy foods or non-food treats
- We provide and enforce written guidelines for healthier food brought in and served for celebrations (see page 5)

Classroom Schedules



Toddler Room

We offer our youngest children a safe, loving and nurturing environment conducive to learning and development. This area is intended to stimulate children's natural desire to learn and explore the world around them. The Toddler teachers recognize that routine tasks such as eating, toileting and dressing are important opportunities to help children learn about their world, acquire skills and regulate their own behavior. Children have daily opportunities for exploratory activity such as water and sand play, painting and play dough manipulation. A strong emphasis is placed on language development, storytelling and reading with the children.

TODDLER SCHEDULE

Arrival Time - Free Play		Naptime
Center Play		Potty Time, Diaper Change, Wash Hands
Potty Time, Diaper Change, Wash Hands		Activity
Music and Story Time		Snack Time
Wash Hands, Snack Time		Outside Play
Outside Play		Potty Time, Diaper Change, Wash Hands
Potty Time, Diaper Change, Wash Hands		Music and Story Time
Lunch		Center Play

Romper Room

We offer a caring and supportive environment for our older two's and younger three's to grow and learn. Our Romper teachers realize that this is a unique time in a child's life; a distinct period of development with its own unique challenges and accomplishments. Children are provided plenty of materials and time to explore and learn about the environment, to exercise their natural curiosity and to experiment with cause and effect. Language development is encouraged and the teachers offer many experiences and opportunities to expand children's abilities. They read books, write stories, recite nursery rhymes and fingerplays, sing songs and play games.



ROMPER SCHEDULE

Arrival		Naptime
Center Play/ Potty		Wake Up & Potty
Circle Time		Story Time
Wash Hands		Wash Hands & Snack
Snack Time		Outside
Outside		Potty & Wash Hands
Teacher directed activity		Center Play
Potty & Wash Hands		Parent Pick Up
Lunch		



Preschool Room

The Preschool Classroom offers a positive, caring climate for learning. The curriculum provides age-appropriate activities which foster social, emotional, intellectual and physical growth and development. Curriculum content from various disciplines, such as math, science or social studies is integrated through themes, play and learning experiences, to assist children in developing an understanding of concepts and make connections across disciplines. The schedule offers a wide range of self and teacher initiated activities for the developing child, including block building, pretend play, creative music, storytelling, games and art.

PRESCHOOL SCHEDULE

Arrival/Morning Circle Time		Story Time/Prepare for Rest
Teacher Directed Activities & Learning Centers		Rest/Quiet Time
Clean Up		Teacher Directed Activity & Learning Centers
Snack		Snack
Group Time		Group Time
Outside Play		Outside Play
Lunch		Quiet Activities

Pre-Kindergarten

Teachers use a variety of approaches and provide daily opportunities to develop children's language and literacy skills through meaningful experiences such as listening to and reading stories and poems; dictating stories; seeing classroom charts and other print in use; participating in dramatic play and other experiences requiring communication; experimenting with writing, drawing, copying and using their own "invented" spelling. Teachers read to children throughout the day. Children have opportunities to develop print awareness, sense of story, appreciation for

literature and understanding of the various uses of the written word, while learning particular letter names and letter-sound combinations and recognizing words that are meaningful to them.

Our learning environment provides children with the structure in which to build upon their natural inclination to explore, to build and to question. The teachers support children to predict what might happen next or explore or question, which is advancing ideas of science, technology, engineering and math (STEM). Intellectual learning takes place through natural interaction with real things within the environment.

PRE-KINDERGARTEN SCHEDULE

Arrival/Morning Circle Time		Story Time/Prepare for Rest
Teacher Directed Activities & Learning Centers		Rest/Quiet Time
Clean Up		Teacher Directed Activity & Learning Centers
Snack		Snack
Group Time		Group Time
Outside Play		Outside Play
Lunch		Quiet Activities

Home and School Partnership

A close family-school relationship is essential for the school to be fully responsive to the child and benefits the child's early care and educational experience.

Parent Participation

Participation is eagerly welcomed in our program and enriches the learning experience for your child and their classmates. We hope that all parents will find meaningful ways to participate in their child's school experience. Some ways to participate include:

- Eating lunch with your child
- Reading a story or sharing a hobby with your child's class
- Collecting materials for classroom use (dramatic play props, good "junk" for art projects, old t-shirts to use as paint aprons, etc.)
- Assisting with special activities throughout the year (Pumpkin Patch Party, Snow Day, Easter Egg Hunt, etc.)



Parent Communication

Please check the calendar in the hall on a regular basis, take note of postings on the computer screen and doors.

Your child's teacher will send you an invite to join ClassTag, an electronic application that will be used to communicate classroom information.

For children in the Toddler and Romper Rooms, a daily recap sheet will be completed to tell you about your child's day, including nap, foods eaten, diaper changes, etc.

Parents may view the lesson plans, schedules and themes posted in each classroom. It is helpful to review activities planned for the day with your child.

Classroom Observations

Parents are welcome to visit the Lab School at any time to observe their child, the activities, the building, the premises and the equipment without prior approval. The Observation Rooms are available to parents when their child is in attendance. Observing allows a parent to note age and individual related behavior patterns while watching a child interact in a social environment. If you have questions about what you observe (i.e., children's behavior, use of materials, teacher's behavior, etc.), please ask your child's Lead Teacher about it.

Often an individual in the observation room will observe a snapshot in time and may not clearly understand the reasoning behind a certain action taken in the classroom. (Please see childcare staff for assistance with the video monitors.)



Parent-Teacher Conferences

Conferences are important opportunities for the parents and teachers to gain insights about the child, the classroom and the home setting. Conferences provide a forum to share information and to plan future exchanges. You are invited to schedule conferences through the Front Office for a time when the teacher is free of classroom responsibility.

Parent – Questions and Concerns

The ACC Lab School Staff is committed to a team approach in working with parents to resolve questions and/or concerns. Do not hesitate to bring any question or concern to the attention of the Lead Teacher. If the concern regards school policy, please contact the Director. The Director is always available to assist parents and staff in resolving conflicts.

College Student Participation

Alvin Community College students work with children in the Lab School under the supervision of professional lab staff members. Parents must accept this practice as part of the enrollment agreement. Parents understand that children may be observed, assessed, or evaluated as part of the professional preparation of college students.

Parent Breastfeeding Accommodations

Mothers have the right to breastfeed or provide breast milk for their child while he/she is attending the Lab School. An adult size chair is provided in the Observation Room adjacent to the Toddler Classroom to provide a comfortable, private area for nursing mothers.

Health, Safety & Emergency Procedures

Health Requirements

Your child's health is most important to us. At enrollment, we must have a medical form completed by a physician to comply with the requirements of the Texas Department of Family & Protective Services. A copy of your child's completed immunization record (or a vaccine exempt form) must be on file at the Lab School by the date of admission. (see attached vaccine requirements)

If your child has an allergy, please circle in red the allergy section on your child's enrollment form and complete a food allergy emergency plan.

Children four years of age or older must also be screened for possible vision and hearing problems within 120 calendar days of enrollment.

Illness

Families may not bring a child to school when signs of illness or infection are present. If the child is not well enough to play outdoors, the child should stay at home. We cannot send a group outside with inadequate staffing while a needed teacher is left in the classroom with one child.

If your child has had any of the following symptoms within the last 24 hours, do not send the child to the Lab School:

- Oral temperature of 100.4 degrees or greater
- One or more incidents of vomiting or diarrhea
- Severe coughing
- Headache, muscle pain
- Sore throat
- Loss of sense of taste or smell
- Yellowish skin or eyes
- Pink eye
- Chicken pox that are not scabbed
- Head lice
- Impetigo
- Open and/or weeping sores
- Mouth sores with drooling
- Wheezing
- Rash with fever
- Lethargy
- Known close contact with a person who has been lab confirmed within the past 14 days to have COVID-19



Note: Some conditions may require a written certificate from a physician for readmission to the Lab School.

If your child becomes ill after arriving at school, a parent will be called immediately. **Children must be picked up within one hour after contact.** The child will remain in the Front Office until picked up.

Please keep emergency telephone numbers current. You will be notified immediately should your child become ill at school.

It is most important that we be notified if your child contracts a communicable disease. Other parents will need to be informed of the possible exposure. Written notices are posted when children have been exposed to a communicable disease.

If a child needs immediate medical attention, we will call 911 first and then contact the parent. If no family member is present, a staff member will accompany the child to the hospital. Again, it is of utmost importance that you keep contact phone numbers current.

Accidents

Parents will be notified of all known injuries by a written accident or incident report. We must have a form on file stating that we may use First Aid items (antiseptic, band-aids, etc.) on your child.

Medication

For medication to be administered at the Lab School, an “Authorization for Dispensing Medication” form must be completed.

Prescription and over-the-counter medications must be in the original container and labeled with the child’s name, date, instructions, and physician’s name. Over the counter medication will not be given to children under the age of two without authorization and amount to be given in written form from the child’s doctor. Out of date medication will not be given.

Sample medications must have written authorization from the child’s physician. All medications must be given to a staff member.

For the safety of all children at the Lab School, do not send medication (including cough drops, vitamins, etc.) in your child’s backpack.

If a child has a periodic and recurring medical problem such as asthma attacks or allergic reactions, a parent may sign a medical authorization for up to six months at a time. The authorization must include information on symptoms to watch for. The parent will be notified prior to administering medication.

Vaccine- preventable diseases

The staff meets the required guidelines set by the regional Texas Department of State Health Services related to vaccinations for childcare providers.

Emergency Procedures

Emergency evacuation plans are posted in all hallways and classrooms. Fire, severe weather and active shooter drills are conducted on a monthly basis. Fire extinguishers are located in the lobby, kitchen and in each hallway.

Emergency Preparedness Plan

In the event of an emergency situation, ACC Lab School has a response plan in place. The complete Emergency Plan Manual is available for review in the Front Office.

We will make every effort to notify parents as soon as possible so it is vital that emergency contact information be kept up-to-date. Emergency Alerts will be sent out through the ACC Rave System. Information about the event can be obtained through local radio and television stations and the ACC website. Once children are safely cared for, parents will be contacted by



ACC Lab School staff and given reunification information. The Assistant Director will be in charge of the Red Book containing parent contact information and emergency medical authorization forms during emergencies. Lead Teachers will be in charge of class rosters.

Evacuation Sites

- Back fence of playground, beyond swings (e.g., fire)
- Building G (e.g., building emergency)
- Nolan Ryan Center 2925 S. Bypass 35 (e.g., widespread flooding)
- If a relocation off-site is ordered, the Brazoria County Emergency Management Agency or the City of Alvin Emergency Management Team will determine the best available location for ACC to go to.

Transportation to Evacuation Locations

- All children will walk with staff to the playground evacuation site.
- Toddlers will be pushed in Bye-Bye Buggies to Building G site and all other children will walk.
- Children will be transported in a college vehicle (bus, van) driven by a Campus Police Officer to the Nolan Ryan Center (2925 S. Bypass 35) or the off-site location.

Shelter in Place

In the event of a chemical or biological emergency, the ACC Laboratory will follow a security plan known as “shelter in place”. For the safety of everyone, the school will be kept in “lock down” status and heating and cooling units will be turned off. Nobody will be allowed into or out of the building until given an “all-clear” message from public safety officials.

Severe Weather

1. All children will be brought to central hallway and seated against the wall.
2. Lead Teachers will bring class rosters and orange supply buckets to the hallway.
3. Director/ Asst. Director will monitor local weather stations and communicate with Campus Police for updates.

Communicable Disease Outbreak

1. All staff members will follow policies and procedures regarding diaper changing, toileting, hand washing, food preparation, cleaning and sanitizing to prevent the spread of germs.
2. The Director will notify the Health Department and Child Care Licensing, if required.
3. All parents will be notified about the situation in writing within 48 hours.

Hostile Intruder

A hostile intruder can be in the form of a verbally or physically aggressive person, hostage taker, or an active shooter.

1. The Director and Asst. Director will notify staff and call 911 and/or Campus Police.
2. Teachers will secure classrooms (lock & barricade doors, turn off lights, silence electronic devices, etc.) and take children to the class “Safe Place” immediately.
3. Children will be kept calm, quiet and out of sight.
4. Campus Police will assist staff and children out of building when safe to do so.

Gang-Free Zone

Under the Texas Penal Code, any area within 1000 feet of a child care center is a gang-free zone, where criminal offenses related to organized crime activity are subject to harsher penalty.

Preventing and Responding to Child Abuse

Please be aware that as early childhood professionals, our staff members are legally required to report suspected child abuse and neglect to Children's Protective Services. Each staff member is required to complete 1 hour of annual training on preventing, recognition and reporting of child abuse and neglect. See attached *Childhelp* handout for parent resources.

Child Abuse Hotline 800-252-5400

Classroom Guidance Strategies

Positive guidance strategies are used at the Lab School. Guidance will be consistent and based on an understanding of the individual needs and development of the child. The key to effective guidance is found in loving, respecting and guiding children toward acceptable behavior. Adults provide children with clear and positive expectations. Guidance directives are stated positively instead of negatively. (i.e. "Walk inside" "Use your words to tell him you're angry" "We sit in chairs").

Teachers take preventive measures by preparing and managing the daily schedule and environment based on knowledge of each child. They provide support, focused attention, physical proximity and encouragement to the children throughout the day. Children will be taught to respect themselves and one another. Your children will be learning to be part of a social group. Teachers help each child develop self-control by helping them to recognize, talk and express their emotions appropriately.

At no time will physical punishment be used, nor will the child be shamed or made fun of by the other children or adults. We also recognize that young children are very egocentric and are not yet capable of understanding the concept of sharing and taking turns. Therefore, it is the adult's responsibility to lend guidance through redirection to other activities when conflict situations occur.

Specific Guidance Techniques Used by Lab School Staff

- Maintaining realistic expectations for young children
- Providing clear and simple limits
- Planning an environment that facilitates a caring atmosphere
- Keeping children productively involved
- Modeling appropriate behavior
- Redirecting inappropriate behaviors toward desired outcomes
- Giving children choices between two appropriate alternatives
- Encouraging children to work together to solve problems and make cooperative decisions
- Encouraging children to use their words to solve problems or to elicit cooperation
- Providing logical and natural consequences for children's actions
- Removing children from the situation until they are calm and able to discuss the problem

In unusual circumstances, it may be necessary to remove a child from the program for a day while plans can be made by the teacher, family members and director for the child's safe return to the classroom. In such circumstances, parents are expected to immediately remove the child from the classroom. Children and teachers need to feel physically and emotionally safe at the

school. All efforts will be made to ensure a healthy and safe environment for each child and staff member. Therefore, if the classroom atmosphere continues to be adversely affected by the non-modifiable behavior of a child, we reserve the right to ask that the child be withdrawn from the program.



A BIT ON BITING

Biting is a behavior that is very disturbing to all concerned. It frightens the child who is bitten and alarms his parents. It also worries the parents of the child who bites-and often scares the biter as well.

Although most children do not bite, biting is by no means rare in a group setting. When it does occur, biting cannot be ignored. Children bite for different reasons. Sometimes they feel frustrated or threatened; in other cases, they get a sense of power over others.

We must clearly label biting as unacceptable and explain the reason in words that the child can understand. After first comforting and caring for the child who was bitten, we say something like this: "Biting hurts. I do not allow other people to hurt you and I will not allow you to hurt other people by biting them. You may not bite anyone." We then redirect the child to another area of the room.

To nip biting in the bud, we assign an adult to stick close to the child who has bitten, ready to jump in and prevent a bite. Of course, we also talk with the child's parents to ensure that we're all responding consistently-at home and at school. In addition, we want to see what parents notice about the biting, such as cues that the child is about to bite or observations about situations in which biting seems to happen.

If a child continues to bite, we will ask that a parent pick him/her up for the rest of the day. Sometimes this break in routine is all that is needed to stop the biting. We make it a major priority to prevent further biting, both to avoid damage to potential "bitees" and because the shrieks and tears of another child are often rewarding to the biter-increasing the chances of still more biting. Other children in the group may decide to try biting, too.

We want all parents to know that we take prompt, determined action to eliminate biting in our classroom. In the past, our methods have worked and biting has been brought to a quick stop.

If our methods fail to work and the classroom atmosphere continues to be adversely affected by the non-modifiable behavior of a child, we reserve the right to ask that this child be withdrawn from the center.

We are honored that you have chosen us to care for your child.

Feel free to contact us if we may be of any assistance, or if you have any questions.

F.Y.I.

- Parents may review a copy of the State of Texas Minimum Standards for Licensed Child-care Centers in the front office or online at [www.dfps.state.tx.us /Child_Care](http://www.dfps.state.tx.us/Child_Care)
- The most recent Licensing inspection report is posted on the bulletin board in the Lobby
- Contact information for the local Licensing Office:
Texas Department of Family and Protective Services
123 Rosenberg Ave
Galveston, Texas 77550
www.dfps.state.tx.us.
Phone: 713-287-3238
- Child Abuse Hotline: 1-800-252-5400
- The ACC laboratory school's tax identification number is 74-1405330. Statements for income tax purposes will be given to each family no later than January 31 of each year.
- ACC Laboratory Childcare Center phone number: 281-756-3644
- Jeanine Wilburn; jwilburn@alvincollege.edu
Department Chair, Child Development & Education
Interim Director
- Sheila Jones; sjones@alvincollege.edu
Assistant Director, Administrative Assistant
- Beth Kolb; lkolb@alvincollege.edu
PreK Lead Teacher
- Lori Brown, lbrown@alvincollege.edu
Preschool Lead Teacher
- Bea Ortiz, bortiz@alvincollege.edu
Romper Lead Teacher
- Claudia Pouncey; cpouncey@alvincollege.edu
Toddler Lead Teacher



Insect Repellent & Sunscreen Guidelines

**Parent permission form can be found in the enrollment packet.*

The Lab School does not supply insect repellent and sunscreen. If a parent wants insect repellent and sunscreen applied to their child prior to outside play, the products must be supplied and written permission must be given by the parents.

Repellents with 10-30% DEET offer the broadest protection against mosquitoes, flies, chiggers and fleas.

Please read product labels and confirm that the product is safe for children and contains no more than 30% DEET before bringing to the Lab School.

The use of DEET should reflect how much time the child will be exposed to biting insects:

- 10% DEET is generally effective for 2 hours
- 24% DEET is generally effective for 5 hours
- Products with more than 30% DEET should NOT be used on children
- Do not use products that combine insect repellent and sunscreen. This is because sunscreen may need to be applied more often and in larger amounts than repellent.
- If Sunscreen is also used, **apply sunscreen first**. DEET may decrease the SPF of sunscreen by 1/3. Sunscreens may increase absorption of DEET through the skin.

Picaridin and IR3535 are other products identified as providing repellent sufficient to help people avoid the bites of disease carrying mosquitoes.

Guidelines for Use of Repellents on Children

- Apply repellent to the adult's hands first
- Use just enough to cover exposed skin
- Do not apply under clothing
- Do not use on children's hands
- Do not apply to areas around eyes and mouth
- Do not use over cuts or irritated skin
- Do not use near food.

2020 - 2021 Texas Minimum State Vaccine Requirements for Child-Care and Pre-K Facilities

This chart summarizes the vaccine requirements incorporated in the Texas Administrative Code (TAC), Title 25 Health Services, §§97.61-97.72. This chart is not intended as a substitute for consulting the TAC, which has other provisions and details. The Department of State Health Services (DSHS) is granted authority to set immunization requirements for child-care facilities by the Human Resources Code, Chapter 42.

A child shall show acceptable evidence of vaccination prior to entry, attendance, or transfer to a child-care facility in Texas.

Age at which child must have vaccines to be in compliance:	Minimum Number of Doses Required of Each Vaccine							
	Diphtheria / Tetanus / Pertussis (DTaP)	Polio	Hepatitis B (HepB) ¹	<i>Haemophilus influenzae</i> type b (Hib) ²	Pneumococcal conjugate vaccine (PCV) ³	Measles, Mumps, & Rubella (MMR) ^{1, 4}	Varicella ^{1, 4, 5}	Hepatitis A (HepA) ^{1, 4}
0 through 2 months								
By 3 months	1 Dose	1 Dose	1 Dose	1 Dose	1 Dose			
By 5 months	2 Doses	2 Doses	2 Doses	2 Doses	2 Doses			
By 7 months	3 Doses	2 Doses	2 Doses	2 Doses	3 Doses			
By 16 months	3 Doses	2 Doses	2 Doses	3 Doses	4 Doses	1 Dose	1 Dose	
By 19 months	4 Doses	3 Doses	3 Doses	3 Doses	4 Doses	1 Dose	1 Dose	
By 25 months	4 Doses	3 Doses	3 Doses	3 Doses	4 Doses	1 Dose	1 Dose	1 Dose
By 43 months	4 Doses	3 Doses	3 Doses	3 Doses	4 Doses	1 Dose	1 Dose	2 Doses

↓ Notes on the back page, please turn over. ↓

Texas Minimum State Vaccine Requirements

- ¹ Serologic evidence of infection or serologic confirmation of immunity to measles, mumps, rubella, hepatitis B, hepatitis A, or varicella is acceptable in place of vaccine.
 - ² A complete Hib series is two doses plus a booster dose on or after 12 months of age (three doses total). If a child receives the first dose of Hib vaccine at 12 - 14 months of age, only one additional dose is required (two doses total). Any child who has received a single dose of Hib vaccine on or after 15 - 59 months of age is in compliance with these specified vaccine requirements. Children 60 months of age and older are not required to receive Hib vaccine.
 - ³ If the PCV series is started when a child is seven months of age or older or the child is delinquent in the series, then all four doses may not be required. Please reference the information below to assist with compliance:
 - For children seven through 11 months of age, two doses are required.
 - For children 12 - 23 months of age: if three doses have been received prior to 12 months of age, then an additional dose is required (total of four doses) on or after 12 months of age. If one or two doses were received prior to 12 months of age, then a total of three doses are required with at least one dose on or after 12 months of age. If zero doses have been received, then two doses are required with both doses on or after 12 months of age.
 - Children 24 months through 59 months meet the requirement if they have at least three doses with one dose on or after 12 months of age, or two doses with both doses on or after 12 months of age, or one dose on or after 24 months of age. Otherwise, an additional dose is required. Children 60 months of age and older are not required to receive PCV vaccine.
 - ⁴ For MMR, Varicella, and Hepatitis A vaccines, the first dose must be given on or after the first birthday. Vaccine doses administered within 4 days before the first birthday will satisfy this requirement.
 - ⁵ Previous illness may be documented with a written statement from a physician, school nurse, or the child's parent or guardian containing wording such as: "This is to verify that (name of child) had varicella disease (chickenpox) on or about (date) and does not need varicella vaccine." The written statement will be acceptable in place of any, and all varicella vaccine doses required.
- Information on exclusions from immunization requirements, provisional enrollment, and acceptable documentation of immunizations may be found in §97.62, §97.66, and §97.68 of the Texas Administrative Code, respectively and online at <https://www.dshs.texas.gov/immunize/school/default.shtm>.

Exemptions

Texas law allows (a) physicians to write medical exemption statements which clearly state a medical reason exists that the person cannot receive specific vaccines, and (b) parents/guardians to choose an exemption from immunization requirements for reasons of conscience, including a religious belief. The law does not allow parents/guardians to elect an exemption simply because of inconvenience (for example, a record is lost or incomplete and it is too much trouble to go to a physician or clinic to correct the problem). Schools should maintain an up-to-date list of students with exemptions, so they may be excluded in times of emergency or epidemic declared by the commissioner of public health.

Instructions for requesting the official exemption affidavit that must be signed by parents/guardians choosing the exemption for reasons of conscience, including a religious belief, can be found at www.dshs.texas.gov/immunize/school/exemptions.aspx. The original Exemption Affidavit must be completed and submitted to the school.

For children claiming medical exemptions, a written statement by the physician must be submitted to the school. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.

Documentation

Since many types of personal immunization records are in use, any document will be acceptable provided a physician or public health personnel has validated it. Validation includes a signature, initials, or stamp. An immunization record generated from an electronic health record must include clinic contact information and the provider's signature/stamp, along with the vaccine name and vaccination date (month, day, and year). An official record generated from a health authority is acceptable. An official record received from school officials, including a record from another state is acceptable.



TEXAS
Health and Human
Services | Texas Department of State
Health Services

└ Nolan Ryan
Center

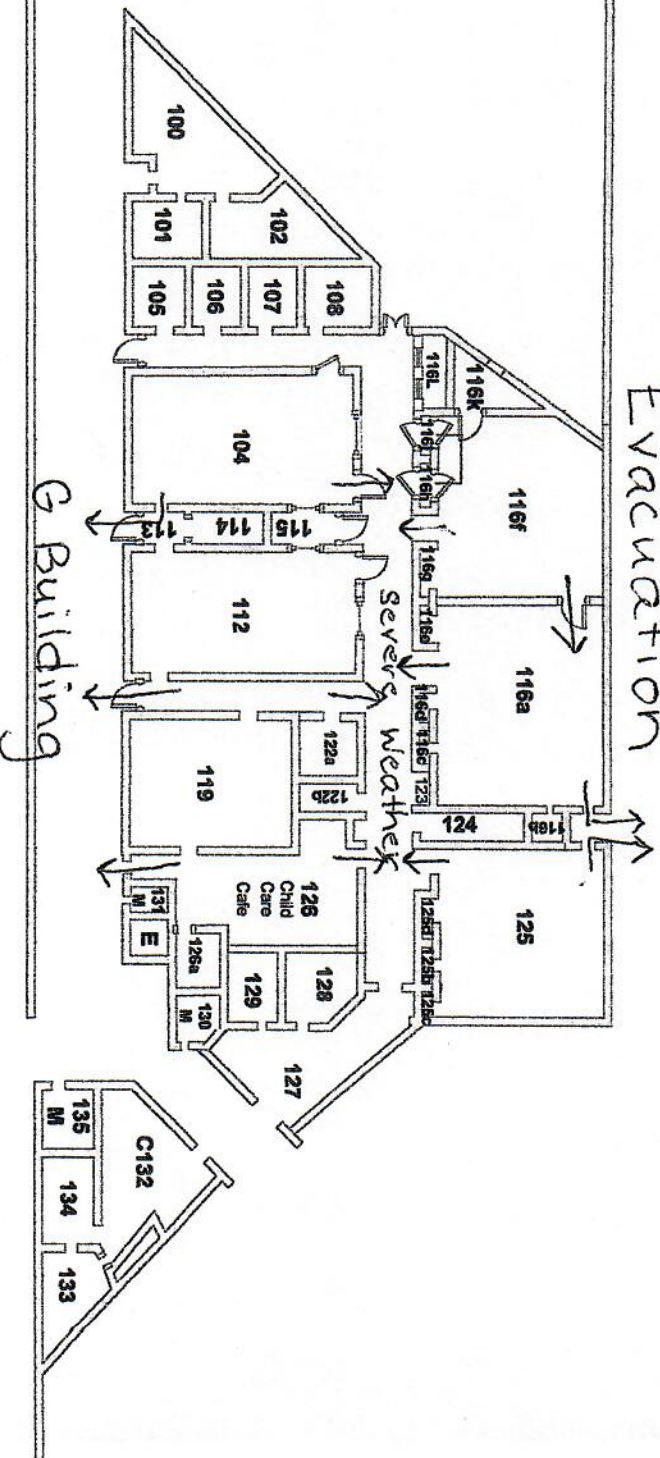
C - Building

1st

Swings

Floor

Evacuation



Abuse | Bullying | Neglect



**CALL
IF YOU
NEED HELP**

**No one has the right
to hurt you.**

CHILDHELP NATIONAL CHILD ABUSE HOTLINE

1-800-4-A-CHILD
(1-800-422-4453)

The Call is Confidential | We're Here to Help

WWW.CHILDHELP.ORG