

Welcome to the Early Childhood Education Center



INDIANA STATE
UNIVERSITY

Parent Handbook

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About Our Program

The Early Childhood Education Center, a department of the Bayh College of Education, offers professional care and developmentally appropriate experiences for children six weeks through five years of age. Support is rendered to families and community members in order to make a positive difference in the lives of children.

The programs are state licensed and rated Level 4 on Paths to Quality, Indiana's voluntary rating system for childcare providers. The programs are accredited by NAEYC, the National Association for the Education of Young Children. The ECEC offers a full time, year round program designed help families meet work and school obligations.

Mission

The mission of the ISU Early Childhood Education Center is to provide opportunities for teacher training, research and service to persons within the university setting and in the community at large. The ISU Early Childhood Education Center serves as a model of high quality early childhood education programming.

Philosophy and Curriculum

The ECEC implements a developmentally appropriate curriculum based on the view that children learn best when they are actively exploring a carefully constructed environment in the company of loving, professionally prepared teachers. Our curriculum follows the Indiana Department of Education's Early Learning Standards, and supports the use of hands on, experiential learning.

Translations

Please let us know if you need written or verbal translations, or if you would be willing to help us with translations.

Contact Us

Preschool Center Office	812-237-2547
Infant/Toddler Center Office	812-237-3510
Infant Room 105	812-237-3498
Infant Room 106	812-237-3507
Toddler Room 107	812-237-3578
Toddler Room 108	812-237-3441
2/3's Room	812-237-3049
North Preschool	812-237-2547
South Preschool	812-237-2547
FAX	812-237-8705
Website	http://www.indstate.edu/ecec

HOURS 7:15 am – 5:15 pm, Monday – Friday

Annual program calendars are provided to families and may also be found on our website. In case of bad weather, the ECEC will be closed if ISU is closed. The University Information Line, 237-7777 is able to confirm ISU closures. In the event of an unexpected closure, enrolled families will receive an email from program administration. Additionally, every effort will be made for classroom teachers to reach out to enrolled students via text or phone call to ensure information is received. ECEC social media accounts are updated frequently, and often reflect the most current status of program specific operations.

Admission Policies

Applications received by ECEC are kept on file for one year from their submission date. Priority enrollment consideration is given to ISU affiliated families (those with active 991 or 992 numbers). Additionally, siblings of children already placed in the program will be granted priority enrollment consideration.

Applications are generally processed in the order in which they are received, however, program administration reserves the right to make enrollment decisions necessary to keep the program compliant with age group parings and licensing requirements (13 month rule). Use of this discretion should be kept to a minimum in order to ensure equitable access to high quality childcare.

We do not discriminate on the basis of race, sex, religion, national origin, orientation, or disability.

Age Requirements

For admission, children must be at least 6 weeks of age. Children may attend our program until age 6, or when they start kindergarten.

Enrollment

Upon acceptance into the program, families will be asked to place a deposit equivalent to one week's tuition. This deposit is refunded in the form of a credit when a family is no longer in need of care. A two week notice of withdraw is required to receive the deposit tuition credit.

A copy of your child's birth certificate is required before care can be rendered. Additionally, an enrollment packet will need to be submitted. This packet can be printed and returned in hard copy or submitted electronically.

A physical examination form with record of up to date immunizations, signed by your physician is required within 30 days of enrollment. Families wishing to exercise their right to opt out of immunizations for religious or cultural reasons can request additional documentation from the administrative office.

Parking

Individuals picking children up from the Center may use the lots surrounding Units I and II. There are several 10-minute parking spots reserved for ECEC Families. Please be mindful of the presence of young children when entering and exiting the parking lot. Do not leave children unattended in vehicles. Children must be properly restrained while in a moving vehicle, even if you are not leaving the parking lot. Please do not idle.

Parent Involvement

- Parent Conferences - Conferences are held throughout the year and help the parent and teacher communicate and share in the child's progress and development. There need not be a concern for you to request a conference.
- Home Visits - Home visits are offered each year to help build relationships between home and school.
- Classroom Visits - Parents are welcome and encouraged to visit their child's classroom at any time.
- Parent Advisory Committee – Parents of enrolled students are encouraged to participate in PAC. Meetings are held quarterly, and give participants an opportunity to weigh in on program initiatives and assist the director in planning and implementing activities.
- Parent Resources - Books, pamphlets, and articles are available for parents to borrow. These items are located in the center hallways.
- Grievances – In the case of problematic situations or grievances, parents are encouraged to speak first with the classroom teacher, then the Director.

Fees

A deposit equivalent to one week's tuition is required to secure your child's enrollment. A materials fee will be charged each semester. Weekly fees are due each Monday morning of the current week. Checks should be made payable to: **ISU ECEC**. If paying by cash, please make your payment directly to our administrative office where a receipt will be provided at the time of payment. Credit/debit payments are accepted by calling (812) 237-2547 or by visiting the administrative office.

Payroll deduction is offered for all ISU faculty and staff on ISU payroll. Please inquire at the administrative office. Voucher payments are accepted from outside agencies offering assistance. Assistance is available for families seeking to enroll in CCDF or On My Way PreK.

More information can be found here:

<https://www.in.gov/fssa/carefinder/child-care-assistance/>

Children enrolled in our program during the fall, spring, and summer semesters will be charged their full fee each week the center is open, whether or not the child attends. This policy applies to children enrolled either part time or full time.

Each family will receive a detailed explanation of our fee policy at the time of enrollment. A written fee contract will be provided as part of the registration packet. Parents should review carefully before submitting to gain a better understanding of payment expectations.

Withdrawal: Parents are expected to give two weeks written notice prior to the child's withdrawal from the program.

Clothing & Outdoor Play

Children should wear clothing and shoes that allow for easy movement. Washable, play friendly clothing is advised due to our educational philosophies surrounding developmentally appropriate practice. Parents who choose clothing that is in pristine condition are advised that ECEC staff will be unable to ensure it is maintained appropriately and will not restrict play or self-care opportunities (independent feeding, toileting, etcetera) to accommodate "new clothes". Children over 12 months or need to have soft soled shoes each day.

No sandals, flip-flops, slick soled, plastic (pretend/dress up) shoes or crocs should be worn, as they create safety concerns during active play.

Outdoor play is essential in building physical fitness and facilitating group play. Children play outdoors every day unless it is raining or very cold, (less than 25°), and should be dressed appropriately for the weather. Please have all outerwear marked for identification and be sure boots are easy for your child to get on and off.

For safety reasons, infants and toddlers should only wear earrings that are not removable by the child and necklaces are also not allowed.

Parents and guests visiting our infant classrooms should be advised that no outside/street shoes are to be worn in the room. Disposable shoe covers are available in the hallway for your convenience. Enrolled families are also welcome to leave a pair of slippers or slipper socks in the parent pockets for use during drop off and pick up.

Children will not play outdoors any day we receive advisement of unsafe air quality.

Toys & Articles to Share

Frequently, children want to bring toys to school. For several reasons, we discourage this practice. Activities are planned for children in alignment with our curriculum standards and toys from home tend to get in the way of children participating in school experiences. ECEC staff should focus on safety and security of children in their care throughout the day. It is unreasonable to expect them to keep track of toys from home. Children are disappointed when toys are lost or broken at school, and the most effective way to avoid this concern is to leave personal toys at home. Additionally, there are licensing regulations surrounding the size and composition of items introduced into the learning environment, and toys from home may not meet these standards, creating a safety hazard for classroom members. Scheduled sharing days will be communicated to families by classroom teachers.

Screenings

In order to support early intervention efforts and to plan curriculum for all children's individual needs, teachers screen all children within 30 days of enrollment, using the Ages and Stages Questionnaire.

ECEC staff suspecting developmental delays meet with the director so that decisions can be made as a team to plan for parent conferences, intervention, and support from outside agencies.

Our program consults with Covered Bridge Special Education District, Indiana First Steps, and Chances and Services for Youth (CASY) in order to provide successful early intervention and support services. Should a situation warrant intervention or referral, families will be asked to sign release forms for sharing of information with these organizations.

Lead screening will be offered each year by the Vigo County Health Department.

Vision screening is provided each year by the Lions Club for all children over 18 months of age.

Birthdays

Each child's birthday, which takes place during the school year, will be quietly celebrated at school. A nutritious birthday snack will be offered to the child and their classmates in addition to the regular menu snack offered during afternoon snack time.



Parents wishing to contact or invite other center families to outside birthday celebrations are welcome to place invitations directly in cubbies of children, or to physically mail or email to families. ECEC staff will not distribute invitations/flyers, nor will they post "all class" invitations or posters. A spirit of equity informs this practice.

Please note that party favors or treats such as candy, birthday hats, gift bags, etc. will not be distributed through ECEC or by ECEC staff.

Food Program

The center's food program is developed according to the requirements set by the Indiana's Division of Family and Social Services and the USDA Child and Adult Care Food Program (CACFP). Dietary offerings are based on each child's age and the length of the child's daily attendance. Food is prepared at the center, and may not be brought from home.

A weekly menu will be posted at the center and on our website, and copies are available upon request in the administrative office. If your child has any food allergies or dietary restrictions, state law requires a note from the child's doctor specifying the allergy and required substitution to meet meal pattern guidelines. Information about allergies is considered confidential, but is posted discretely in the kitchen, in classrooms, and in the administrative office for reference by food service and classroom staff.

Breakfast is served at 9:00 a.m., lunch at 11:30 a.m., and a p.m. snack after rest time, approximately 2:40 p.m.

Infant feeding schedules and dietary needs are determined on an individual basis. During bottle feedings, infants are held in a quiet, relaxed environment. Baby bottles are not propped nor is any child placed in a crib or bouncer with a bottle. Infant menus are posted in the classroom and kitchen. If your child will be receiving breast milk, it can be supplied daily or in a frozen quantity. Please be sure to complete the required

documentation for transportation of expressed breastmilk, as provided in our registration packet.

Bottles

Toddlers, 2's and preschool children use cups, rather than bottles. Toddler cups are lidded, but 2's and preschool classes use unlidded cups. This is a wonderful opportunity for children to learn or increase self-help abilities.

Discipline

Discipline policies in our program have been established to encourage and strengthen positive behavior through opportunities for the children to interact with people and materials. One of the primary goals of the program is to maximize the learning of appropriate social skills including safety and respect for one's self and others.

Guidance is non-punitive. Positive techniques include redirection, anticipation and elimination of potential problems and encouragement, rather than competition, comparison, or criticism. Limits are set for children, and the environment is arranged so that a minimum number of "no's" are necessary. Clear consistent rules are explained to the children.

When children exhibit challenging behaviors, (including physical or verbal aggression to staff or children and disruptive behaviors) the following steps will be followed:

1. The problematic behavior will be studied and documented.
2. The classroom teacher will consult with the director to discuss ways to work with the child and improve the problematic behaviors.
3. Our staff will request a meeting with parents to discuss and consider solutions and establish a timeline. Parents may be asked to agree to a consultation with an outside specialist.

If minor changes to the routine, environment, or behavior plan do not seem to be effective, or if the parents are unwilling to work with an outside specialist, the child may be withdrawn from the program. At any time in this process if the child's aggression seems dangerous to themselves, other students, or staff, the child will be withdrawn from the program.

Biting

Biting is a behavior that is prevalent with 1 and 2 year old children. Because children of this age have very limited language ability, biting can become a way of expressing their feelings. We have methods of helping stop this kind of behavior and we will conference with parents should this type of behavior occur.

ISU Practicum Students

As a department of the Bayh College of Education, the ECEC is a frequent site for university class practicums. Students visit classrooms on a regular basis as part of their student teaching assignment or for coursework related to curriculum, child development, parent-teacher relations, special needs programming, etc. Nursing, Psychology and Physical Education students also participate in our classrooms at times. Students must be directly supervised by our staff, and are expected to conduct themselves as professionals.

Daily Program

ECEC staff plan daily activities designed to foster development in the areas of socio-emotional, physical, and intellectual growth. There will be a choice of various learning centers, such as art, science, dramatic play, language arts, and others throughout each school day. Part of each day is set aside for group activities such as music and storytelling, but for the most part the children are given the opportunity to interact with their friends and teachers individually and in small groups. We are committed to providing a curriculum that supports anti-bias and inclusive principles. The children's developmental needs and interests form the basis for classroom learning centers and projects.

Each classroom has an assigned Teacher. The teacher is responsible for the daily lesson planning, curriculum implementation, and formal parent communication in addition to maintaining the safety and security of their environment. Each classroom has an assigned Assistant Teacher. The assistant teacher is responsible for completing many of the support tasks of the classroom, such as diapering and toileting, handwashing and meal service, in addition to assisting the teacher with lesson planning and activity implementation. Parents are encouraged to find alternative care from a family member or friend (back-up care) in the event the center is closed.

Supplies Required

On the first day of school, your child will need the following:

- One plastic bag with an extra set of clothes (shirt, pants, sock, and underwear) all marked with your child's name. Infants and Toddlers will need 2 sets. Please be sure your child has an appropriate change of clothes at all times that is in accordance with the season.
- One small blanket to use at rest time and a small crib-size or travel sized pillow, if desired. Infant families are welcome to provide a sleep sack, or they may use one from the infant classroom. Blankets and pillows are sent home each Friday to be laundered, and returned on each Monday. Swaddling is not allowed in licensed childcare. Weighted or sensory blankets are not allowed in licensed childcare.
- One package of diapers for infants and toddlers, and children not potty-trained. Teachers will communicate with parents when their supply is getting low. Parents are responsible for checking on their child's supply.
- During cold weather, please be sure to send a warm coat, hat, and gloves with your child each day.

Helping Your Child Adjust

We encourage you to visit our program with your child prior to his/her enrollment. Parents of non-English speaking children are encouraged to spend at least a portion of the child's first day at the center to help explain our daily routines, and answer their child's questions. This will help the child get off to a secure start at the center.

Some children have difficulty separating from their parents in the morning. Parents who have mixed or negative feelings about drop off communicate (nonverbally) these feelings to their child, resulting in problems of separation anxiety and adjustment.

We encourage parents to be direct in communication, and eliminate unnecessary emotion from the conversation. Parting comments such as, "I'll

pick you up right after nap time” or “You can tell me about your day tonight,” are more desirable than “Mommy doesn’t want to leave you, but I just have to go to work!” Children often take behavioral cues from trusted adults, so it is important to present a tone of interest and excitement related to school participation.

Arrival and Departures

The ECEC opens at 7:15 a.m. Children are not permitted in classrooms until this time. Children may be dropped off in or picked up from a combined classroom (a classroom in their age group other than their assigned classroom) in order to comply with state mandated licensing requirements. Parents should discuss their child’s arrival and departure times with classroom teachers upon enrollment, and should proactively communicate variances in attendance.

Quiet times for rest will be between 12:30-2:30. Please try to avoid drop off or pick up during this time frame. If you need to pick up or drop off during this time, please communicate to your child’s classroom teacher.

While dropping off, or picking your child up from the center, please remember to never leave your car idling, or leave children unattended.

A late fee will be charged any time a child is picked up late. You will be charged \$5.00 for each quarter of an hour you are late, starting at 5:30. This fee must be paid before the child returns to school. If there is an emergency and you must be late, please call the center so that arrangements can be made to care for your child. Parents who are repeatedly tardy may be asked to withdraw from the program.

Check-In / Dropping off Your Child

Each day, parents should:

1. Escort the child into the center.
2. Assist the child in hanging up his/her coat, and putting belongings away.
3. Notify a member of the teaching staff of the child’s presence.
4. Ensure the child’s comfort.
5. Fill out the sign in sheet.
6. Please remember that we cannot be responsible for any child who is not properly checked into the center.

Check-Out / Picking Up Your Child

1. Upon arrival to pick up your child, please assist them with putting on their coat, and collecting belongings.
2. Notify teaching staff that you are taking your child.
3. Record the time the child leaves the center on the sign out sheet.

Authorized Pick Up

Children will only be released to individuals on their emergency contact/authorized pick up list. Written authorization must be provided by a parent or guardian in order to add individuals to this list.

For your child's protection, adults unknown to classroom staff and pick up will be asked to show photo identification. Families new to the program should expect to be asked for ID multiple times before all staff members are familiar with their family dynamic. Please be sure to communicate this expectation to any grandparents, friends or colleagues who may be picking up your child for the first time.

If an individual arriving for pickup appears to be intoxicated or is otherwise displaying impaired judgment, ECEC staff will immediately report concerns to ISU Police and local law enforcement for timely support.

Daily Schedule – Toddlers

7:15-9:00	Center opens , Arrival and drop off
9:00	Hand washing and breakfast
9:20	Activity/center time. Fine motor, pretend play, cognitive, language and art experiences are provided
10:30	Outdoor play and activities
11:15	Music time
11:30	Hand washing and lunch
12:00	Clean up and prepare for nap. Wash, change, potty.
12:30-2:30	Nap time
2:30	Change diapers and potty; quiet activities
3:00	Snack time
3:30	Outside or inside play and learning centers
4:30	Quiet activities; parents and staff share information.
5:15	CCC closes – time to go home
<p>*Diapers are changed as needed throughout the day. This is a typical day's schedule and often varies slightly from day to day.</p>	

Daily Schedule – 2 to 5 Year Olds

7:15	Center opens; teacher and assistants greet families and children. Free choice learning centers are available.
9:00	After washing their hands, the children eat breakfast.
9:20	Group times (movement, music, stories, discussion of the day's activities)
9:30 - 10:45	Learning Centers. Children choose from a variety of activities and projects planned by the staff and children. These learning centers typically include art, writing, math manipulatives, dramatic play, science, music, blocks and language.
10:45 – 11:15	Outdoor play and activities.
11:15	Short group time or games and preparation for lunch.
11:30	Lunch
12:30 – 2:30	Rest time for 2-5 year olds. Staff help make children comfortable, pat backs and help children rest. Non-sleepers are offered quiet activities after 30 minutes.
2:40	Snack Time. Children use restroom and wash hands before eating.
3 – 5:15	Free play, outdoor play, individual activities, and teachers/assistants converse with parents as children are picked up.
This is a typical day's schedule and often varies slightly from day to day.	

Health Considerations

Indiana licensing standards prohibit children from attending the program during periods of contagious illness. It is our belief that children need the quiet, individualized attention of a special adult when they are ill. In general, use the following guidelines.

Symptom	Keep Child Home If
FEVER	Fever registers above 100.4 degrees
RASH /DRAINING SORES	Unexplained rash especially with a fever or itching
EYE INFECTION	Red, mucus or puss is draining from eye and returns after wiping
UPSET STOMACH, DIARRHEA, AND/OR VOMITING	3 or more instances of loose stools in a 24 hour period. Child should be symptom free for 24 hours before returning to school
HEAD LICE	Live lice are present

If a child becomes ill while at the center, the parent or other authorized adult will be contacted immediately and the child will be kept as comfortable as possible under supervised isolation until the parent arrives. Please notify the center if your child will be kept home because of illness.

Unexpected illness can cause inconvenience for parents, particularly for those with work or school obligations to meet. We ask for your tolerance in our efforts to protect the health of all children and maintain a safe environment for them.

Medication

There are only 2 types of medications, which may be legally given by the child care staff:

- a) Those specifically ordered by a physician for the individual child in a prescription container, and
- b) The most common types of medications we are asked to administer are decongestants and cough medicines. Please ask your physician to prescribe a prescription form of these and other medications to be used at school, or give you a written order stating what your child is being treated for, how often, and how much of the non-prescription medicine your child is to be given.

Immunizations

All children must have up to date immunizations in their student files. Please check with your physician prior to enrollment to make sure your child's immunizations are up to date. Parents should provide a copy of immunization records whenever shots are updated. Parents who wish to request a religious or cultural exemption for vaccination requirements should notify program administration.

Asthma, Allergies and Food Restrictions

Please notify us if your child has asthma or any food allergies. Your physician's written instructions concerning medications and specific allergies (eliminations and substitutions) must be on file at the center. Please notify us in writing if your child has any food restrictions due to cultural or religious beliefs.

Safety Policy & Procedures

Emergency procedures for fires and tornadoes are posted in each classroom. Practice drills are conducted on a monthly basis.

All staff members are required to maintain Adult/Child/Infant CPR and First Aid certifications. Additional training on Universal Precautions is a requirement as well.

In case of fire, the ECEC is connected to the central ISU alarm system. If the alarm system should activate, children will be evacuated, and assemble on the playground outside the building. No one will reenter the building until an “all clear” is received from ISU Public Safety or an authorized first responder.

In the event of a tornado warning, Infant & Toddler groups will gather in their hallways, and Preschool Center children will gather in the tornado room until they receive an “all clear” call from ISU Public Safety or an authorized first responder.

Environmental Safety – Our pest control company uses an integrated pest management (IPM) program. This means that the center is monitored but not sprayed on a regular basis. If needed, spraying is done at a time when children are not present in the center or on the playground.

A contracted pest control service responds to individual circumstances as need.

Child Abuse and Neglect Reporting Responsibilities

ECEC staff will report concerns of child abuse and neglect to the Indiana Department of Child Services at 1 (800) 800 – 5556. Staff do not have to have administrator permission or support to place a call. The center shall immediately report the incident to the local police agency.

Please let us know if you need us to provide forms and written materials in a language other than English.

Notes: