



University of North Alabama

Kilby Child Development Center
Program Handbook
2012-2013



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KILBY CDC ORGANIZATIONAL CHART

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3 year old program teacher Kilby CDC

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Ms. Melanie Kennedy, Pre-K Auxiliary Teacher

Work Study Students

KILBY CHILD DEVELOPMENT CENTER

History of the Program

Program Philosophy

Welcome to Kilby Child Development Center and congratulations on choosing a program that is accredited by the National Association for the Education of Young Children (NAEYC), the nation's largest organization of early childhood educators.

Kilby Child Development Center (CDC) was established in the 1940's as a nursery school to serve as a laboratory for students taking course work in child development. In 2001 the Child Development Center became a model Pre-K site for the state of Alabama. In addition to the Pre-K class, Kilby CDC offers a multi-age, part-time child development class and continues to provide faculty and students with opportunities for study and research related to preschool children.

Our program philosophy is based on a child-centered theory of instruction which stresses active learning. Children learn about the world around them through play and exploration. Within the early years, instruction should be based on developmental appropriateness. Experiences and activities are planned which are appropriate to the children's developmental stages and to each child's individual pattern of growth.

It is the belief of the faculty that maximum development occurs when children are actively involved in purposeful work in a secure environment, where they are sure that their best efforts will be accepted. Our faculty believes that all children can learn and should be provided with opportunities to support their learning style and ability.

The first educators of every child are the family members who care for that child, who will have the primary responsibility for his/her development from birth to adulthood. It is an important role of the CDC to nurture and support the family in fulfilling its function.

Mission Statement

The mission of Kilby Child Development is to provide a safe and stimulating learning environment that promotes an appreciation for cultural diversity, develops moral and ethical character, while providing opportunities for cognitive, language, emotional, social, and physical development.

Kilby Child Development Program Goals

The Kilby Child Development Center has identified nine desired outcomes for children enrolled in our program that guide planning and curriculum. The desired outcomes for the children enrolled in our program are:

- To encourage and foster the development of positive self-esteem and self-concept for each child
- To have each child become a self-confident, risk-taking learner
- To have each child develop positive social skills
- To have each child develop fine and gross motor skills
- To have each child develop cognitive, creative skills in the areas of literacy, math, science, music, art and language development
- To have each child develop independence, self-reliance and self-discipline
- To provide opportunities for each child to develop communication skills
- To provide opportunities for each child to develop sound health and nutrition practices
- To celebrate the children's similarities and differences while recognizing each child's special contribution to our school community

KILBY CDC POLICIES



Curriculum and Assessment

The Child Development Center's adopted, state approved curriculum is the Creative Curriculum (<http://www.teachingstrategies.com>), which is based on research that demonstrates that children learn best in programs that are developmentally appropriate, provide a lot of hands-on experiences, and address all aspects of a child's development. In addition, the Child Development Center implements the Pearson Opening the World of Learning Early Literacy Program, a research based curriculum designed to build oral language skills, develop phonological awareness, and build letter knowledge in developmentally appropriate ways and Piramide, an approach to deepen children's learning.

Assessments are conducted at the Kilby Child Development Center to support learning, identify special needs, and to guide the curriculum. The Kilby Child Development Center implements the Teaching Strategies Gold Assessment System developed by Creative Curriculum. Teaching Strategies Gold is consistent with our philosophy because it is based on a child-centered theory of instruction which stresses active learning and focuses on helping children progress in all areas of development, e.g., social/emotional, cognitive, physical, and language. Teaching Strategies Gold also considers the role of the teacher in planning activities and content based on the needs of the children as revealed in continuous, on-going assessment.

To collect data, teachers conduct ongoing observations on the children throughout the year and maintain a portfolio for each child. Checklists and photographs are also used to collect data. Evaluation of observation notes and portfolio samples provides an indication of where each child is on the Developmental Continuum. All Kilby Child Development Teachers have received training in Creative Curriculum.

The part-time, multi-age class conducts a check-point two times during the year, e.g., in November and again in April. Pre-K teachers enter final check-point data using Teaching Strategies Gold On-line (www.teachingstrategies.com) in October and again in May. These checkpoints coincide with scheduled parent conferences which are conducted twice a year.

Teachers keep samples of work in individual files in data boxes. Information is released only to parents and/or legal guardians. If a school system requests information in a child's file, it is not released unless the family consents and signs a release form.

The Pre-K class is also assessed using the Language and Early Literacy Assessment tool (LELA) and the Ages and Stages Questionnaire (www.agesandstages.com). The LELA is administered during the first and last months of school by the Pre-K teachers. The purpose of the LELA is to determine teacher effectiveness in the area of language and literacy development. The Ages and Stages Questionnaire is given to students during the first month of school. Parents are also asked to complete a portion of the questionnaire. The purpose of the Ages and Stages Questionnaire is to monitor the development of each child based on input from both the teacher and the parent. All teachers have received training on how to administer and interpret both the LELA and Ages and Stages Questionnaire.

Criteria for Admission

Children must be four years of age by September first of the year they will attend the Pre-K program. Any four year old child is eligible to attend, and children are selected for the program through promotion and a lottery system. Notice of enrollment is posted one month in advance of enrollment date in local health departments, newspapers, and pediatrician offices. Applications for the 2013-2014 academic year will be accepted beginning January 10, 2013.

Children must be at least three years of age by September first for the part-time, multi-age preschool class. This class is open to UNA students, faculty, staff, and community members on a first-come, first-served basis, with preference given to UNA students, faculty, and staff. Applications for the 2013-2014 academic year will be accepted beginning January 10, 2013.

**Admission to Kilby Laboratory School is a separate process, and application for K-6 is made in the Kilby school office.



Fees

The Pre-K tuition charge is \$25.00 per week in addition to lunch charges. Pre-K tuition is due at the end of each month. Parents will receive a reminder notice from the office and tuition will be considered late if not received by the 10th.

Tuition fees for the part-time, multi-age classroom are:

2 days/week.....	\$390/semester
3 days/week.....	\$585/semester
5 days/week.....	\$925/semester

Tuition may be paid in three installments and is due by the 1st of each of the following months: September 1st, October 1st, November 1st, February 1st, March 1st, and April 1st. Tuition will be considered late if not received by the 10th. Tuition will NOT be asked for during August, December, January, and May. The part-time, multi-age class follows the UNA class schedule and children only attend a few days during each of these four months.



Lunch Program and Snack

The CDC participates in the Federal School Lunch Program through Kilby Laboratory School. All Pre-K families are required to purchase lunch. The menu is published and made available to all families monthly. You may supplement lunch with a sandwich or fruit, but please no lunch boxes.

Parents are welcome to join us for lunch! Simply let us know a day ahead so that there will be a lunch ready for you. Lunches are \$2.25 for students and \$3.00 for parents/visitors.

To qualify for free or reduced-price meals, parents/guardians must meet the financial guidelines and complete the appropriate forms at the beginning of each school year. Parents will receive notification of eligibility or non-eligibility. Parents are encouraged to apply for free or reduced lunches.

Each morning at 9:00 and in the afternoon at 2:00 p.m., a snack is served. As part of our curriculum, the children assist with the preparation of snack. Nutritional foods are prepared and include such things as muffins, macaroni and cheese, biscuits, apples,

and pizza. A beverage, e.g., 100% fruit juice, water, milk, is also served with morning snack. The children serve themselves and drink from cups. We do not allow sippy cups at school.

Our physical examination form asks physicians to list all allergies. If a child has a food allergy, a copy of the report is sent to our cafeteria manager and is posted in the cafeteria. A copy is also posted in the classroom with the parent's permission.



Attendance

The hours for the Pre-K program are 8:00 a.m. to 2:30 p.m. The Kilby CDC building will open each day at 7:45 a.m. Prior to that time there is no supervision for children. Teachers are busy preparing for the school day. Parents are expected to pick up their child by 2:45 p.m.

Alabama Department of Children's Affairs policies state that excessive tardiness and/or absences will result in withdrawal from the program or participation in the Early Warning Truancy Prevention Program.

The hours for the part-time, multi-age class are 8:00 a.m. to noon. We open at 7:45 for people who have to get to work and to class.



Health and Safety

Your child must have a copy of the health certificate (blue slip) from the Health Department or your doctor on file and a health form of the Alabama Department of Children's Affairs signed by your child's physician must be submitted on the first day of attendance.

All school accidents are reported to the CDC Program Director and recorded on the University's accident form. The parents are always notified if there is any reason to believe a serious injury has occurred. UNA students who have children in the CDC will be asked to keep a class schedule on file in the Center office so they can be reached in case of emergency.

Any child who is exhibiting unusual behavior or appearance may be requested to return home, as these may be the onset of an illness. Such signs may include, but are

not limited to, fever, rashes which may or may not itch; sores that are oozing; pink eyes; quietness and lethargy in a child who normally is active; headaches; excessive trips to the toilet; paleness or being flushed.

Children must be fever free for 24 hours in order to return to the center. Children with vomiting or diarrhea must also be free of these symptoms for 24 hours before returning to school. Please do not give your child fever-reducing medication within 24 hours of returning to school.

Parents are asked to assist the school in keeping children safe by monitoring what they bring to school very carefully. In general, it is better to leave toys at home.

Smoking and any kind of tobacco products are prohibited on the premises of the CDC. This provides a cleaner and safer environment for everyone.

If illness or injury is serious enough to require emergency first aid, we will call 911 and alert Kilby office. If the illness or injury is serious but does not require emergency first aid, the parent or person designated on the emergency card will be notified and asked to pick the child up. If no designated person can be reached the staff may take the child to the University Infirmary if the required form is in the child's file.



Building Security and Access

Parents will be issued a security code to enter their child's classroom. Parents are welcome at any time. There is also an observation room where you can observe your child at work and play.



Discipline Policy

Our staff strongly believes in the philosophy of positive reinforcement for classroom management and guidance. Consistent, clear rules are developed in conjunction with the children. These are:

1. Take care of yourself.
2. Take care of your friends.
3. Take care of your school.

Children are disciplined through positive phrasing, redirection, discussion of appropriate behavior and logical consequences. When a child misbehaves, the teacher

will move closer in proximity to the child and through non-verbal communication, e.g., eye-contact, a gentle touch, a nod of the head, invite them to change the behavior voluntarily. If the behavior continues, the teacher will then speak to the child privately and redirect them to another area to play.

If a child's behavior is chronically disruptive, parents will be contacted to determine positive steps toward a solution.

If a child continually causes harm to himself /herself or to others, local school agencies may be contacted for consultation. All efforts will be made to ensure the safety of all children. Dismissal will be the last resort.



Kilby CDC Parent Organization

The parent organization for the Child Development Center has an account at the UNA Business Office. The parent organization plans and carries out activities to benefit the CDC program. In recent years these plans have included fund raising for the playground and to provide classroom computers, field trips, and expeditions to local plays for children.



Family Enrichment

The Kilby CDC strives to involve parents in many of its activities. Parents are encouraged to volunteer in the classrooms and become a part of the activities.

The Office of School Readiness requires Pre-K parents to participate in a total of twelve hours of parent participation during the program year. Of the required 12 hours parents must attend at least 6 parent enrichment workshops and volunteer for at least 6 hours in the classroom, e.g., helping with field trips, reading to children or attending special programs.

Each year Kilby CDC offers at least 12 hours of planned family enrichment activities. A copy of the scheduled family enrichment workshops will be distributed at parent orientation. All families are welcome to attend these workshops.



Parent-Teacher Communication

Open, two-way communication is essential in a preschool class. All parents are anxious about their child being in preschool. For many students, it is their first experience at school, away from Mom and Dad. Frequent communication between teachers and parents is the only way to help eliminate these first year fears and anxieties. Parent-teacher communication takes place naturally and casually. Teachers will try to talk briefly with parents at arrival and dismissal. If you need to speak privately with the teacher, please let them know and a meeting or phone consultation can be scheduled.

Parent conferences are held twice a year, and attendance at the conferences is required by the Alabama Department of Children's Affairs as part of the parent contract with the program.

Every parent has a message pocket outside the classroom. Monthly bills, newsletters and other notices will be placed in this pocket. Please be sure to check it daily. A parent board is located in the entry way. Weekly lesson plans, menus, class lists and other information is posted on this board. Please check it regularly.



Parent Concerns or Grievances

We regard communication between parents and teachers as essential to the well-being of each child in the program. Should you wish to consult with the teacher at any time, please let us know. Teachers can arrange to meet with you or schedule a phone call at your convenience. Concerns and/or grievances should be addressed to your child's teacher as soon as possible. All attempts will be made to resolve the concern.



English as a Second Language

Families often express concern about their children learning English while retaining or continuing to acquire their home language. We strongly encourage you to use your native language with your child at home. Your child will acquire English quite easily through his/her experiences with the other children and teachers.

If a translator is needed or requested, Kilby CDC will contact the UNA Foreign Languages Department and/or International Student Services to assist in locating a volunteer who speaks the language of the family being served.



Programs for Exceptional Children

There are limited special programs for exceptional children in the Kilby Child Development Center. Some areas of exceptionalities are served in the child's home school or a centralized location within their home school system due to the low incidence figures of the exceptionality. Each child's most appropriate educational setting or least restrictive environment is determined by his/her Individual Education Planning (IEP) Committee.

If the Kilby CDC is considered to be the most appropriate education setting for a child with special needs, the lead teacher will attend the child's IEP meetings and include recommendations developed in such meetings in their lessons plans for that child.

If a child is suspected of needing special services, referrals will be made through the child's home school system. The lead teacher and/or director will be part of the process for any referred child and will sit in on the referral and IEP meetings.



Confidentiality

All information regarding children or families of the Kilby Child Development Center is regarded as confidential and the property of the CDC and the family involved. Requests for release of information to other agencies will be honored only if made in writing and with the permission from the parent. Family phone number and addresses will be released to other families only by permission.



Arrival and Dismissal

The Child Development Center does not transport children to and from the school. In the morning, parents are required to escort their child into the classroom and sign the daily sign-in/sign-out sheet located at the front counter. Children will remain in the classroom until a parent or authorized individual arrives to pick them up and sign them out. We want our parents to visit in the classroom. You are always welcome to

stay in the morning when it is convenient or to come early in the afternoon to spend time with your child in their classroom.

There is 15 minute parking available to parents at the front entrance to the center. If these spaces are full, you may use the faculty/staff spaces while you escort your child.

The CDC staff is trained to release children ONLY to parents or persons listed on the Emergency Card. If anyone else is going to pick up a child, please give us a note authorizing us to release the child to that person. We will ask for identification if we do not know the person.

The multi-age, part-time class dismisses at 12:00 noon. Pre-K dismisses at 2:30 and children must be picked up by 2:45. If you are running late, please give us a call (256-765-4244) to let us know that you are on your way. Habitually late parents will be called in for a conference with the assistant director.



Fire and Tornado Drills

The director of Kilby Laboratory School has developed a plan for the evacuation of buildings in case of emergencies such as fire, tornado, or bomb threats. The alarm signal and evacuation procedure for these emergencies shall be explained to all faculty, staff members, and students. Drills will be held on a routine basis in order to provide sufficient practice in the event of an actual emergency.



Clothing

Parents are asked to provide a change of clothes which are kept at the Child Development Center. Wet or soiled clothing is placed in a plastic bag in the child's cubby to be taken home and washed.

The children will spend time outdoors any day that it is not raining and the temperature is above freezing. Please be sure that your child has appropriate clothing for the weather. Shade hats and protective clothing are highly recommended especially between the months of March and October when the sun is intense.

The children will be very active at school. They will crawl on the floor, dig in the garden and the sandbox, make mud pies, do finger painting, and enjoy all of the experiences that small children love and mothers hate to clean up. Children are

encouraged to wear smocks when appropriate, but they are always encouraged to experiment with the available materials. Please dress your child for these experiences.

Active children run and climb. Flip flops, high heels, and clogs are dangerous. Children need to wear gym shoes which they can put on and take off by themselves (Velcro, etc.) Tying shoes is not normally learned until 5 or 6 years of age. If your child can tie their shoes, they may wear shoes with laces.



Inclement Weather and School Closings

If it becomes necessary to close school during the day or before the students arrive in the morning due to inclement weather, the following guidelines will be in effect. Kilby will close or be closed if UNA closes or is closed. If opening school is delayed due to bad weather, Kilby will follow the delayed opening for UNA. Please listen to the radio or television for weather announcements pertaining to school closings. Since parents are driving to school, they are advised to use their judgment about driving during inclement weather and assure safety for their child or children.

UNA and Kilby School participate in an emergency communications system known as LION ALERT. This system allows parents to receive time-sensitive emergency messages (such as weather-related closings) in the form of e-mail, voice, and text messages. At parent orientation, all families will be asked to provide emergency contact information for the LION ALERT program.



Medications

It is the general policy of the Kilby Child Development Center NOT to administer medication to children while in our care. However, we understand there may be special circumstances when it is necessary to administer medication.

All medications must have a prescription. Medicine must be in its original container with the original label. The parent/guardian or a designated responsible adult shall deliver all medication to be administered during the school day to the program director. The parent/guardian must sign the **Alabama State Department of Education School Medication Prescriber/Parent Authorization form** granting permission for the child to receive medication at school. Parents are encouraged to schedule medication administration before and after school hours.



Use of Technology

Kilby CDC has a policy on the appropriate use of technology with young children. We use technology in ways that support the natural learning styles of young children, that allow them to explore, learn at their own pace, and that support, rather than interfere with active learning by other means.

Activities on the Internet are sometimes used as an activity under teacher supervision, but no child is allowed to participate unless the parent has signed a release form.

We believe that television should be used as an educational supplement, supporting and extending concepts. It should never be used as a babysitter. Programs shown on the television should be selected by the teacher, and have a relationship to the ongoing curriculum.



Field Trips

Throughout the school year, we take regular walks across campus to explore the university community. A field trip permission slip is included with registration materials and maintained in your child's file. This form covers short walks and activities on campus.

Twice a year we try to take an off campus field trip. Parents will be notified well in advance and are invited to join us. A separate field trip permission form will be required for an off campus trip. When off campus trips are planned, we reserve a school bus equipped with seat belts for each child. Parents who are able to join us follow in personal cars due to limited seating on the bus.

Teachers are required to bring the following items on field trips: cell phone, walkie-talkie, attendance sheet, a copy of each child emergency card, and a first aid kit.



Birthdays

Birthdays are celebrated at the CDC by making a special snack at school to share with the class. Parents are welcome to visit and help prepare something with the children.

Due to accreditation standards, any food brought into the school must arrive unopened, as it was packaged by the bakery or store where it was purchased.



Rest Time

Children are required to rest for 45 minutes to an hour in the afternoon. They may rest quietly or go to sleep. Rest time is important to help them grow as well as to encourage them to develop their imaginations! You may bring a small blanket or beach towel for your child to use during nap. A small stuffed animal may also be brought to school for your child to use during nap time. Kilby CDC provides a cot and sheet for each child. Sheets are washed every Friday and blankets/pillows sent home every month to be cleaned.