

University of North Alabama

Kilby Child Development Center
Program Handbook
2016-2017

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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-

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.

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

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



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

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.

encouraged to wear smocks when appropriate, but they are always encouraged to



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 sleep.