Early Childhood Education
Laboratory Preschool

A Reggio Emilia-Inspired Program

Handbook

LSU
College of Human Sciences & Education
School of Education
Reggio Emilia Philosophy

The LSU ECE Lab School follows the Reggio Emilia approach to learning and teaching. The Reggio approach is based on several characteristics, including the collaboration and engagement of the child himself; the participation of families and community in the child’s learning; the role of the educator as documentaries, advocates, and co-constructors; the environment as the third educator; an emergent curriculum; the availability of rich, open-ended materials in ateliers; and the hundred languages of children. The Reggio approach allows children to explore and discover in natural, unaltered forms. We plan hands-on learning and encourage expression and creativity in the children.

The LSU ECE Lab School offers a play-based, developmentally appropriate curriculum for children that support the learning and development of each individual child. The program at the LSU ECE Lab School is highly influenced by both the National Association for the Education of Young Children (NAEYC) guidelines for developmentally appropriate teaching practices and the philosophy of Reggio Emilia. The following principles make up the philosophical framework of the program:

- Child-directed learning, centered on development
- Respect for everyone
- Children speak in Hundred Languages
- Curiosity of children create the curriculum
- Observation is our documentation

Educators in the LSU ECE Lab School combine their understanding of how children develop socially, emotionally, cognitively, and physically with what they know about each child’s interests, abilities, needs, and backgrounds to plan a developmentally appropriate learning environment. The activities and interactions provided in this learning environment give children a foundation for the cognitive and social skills essential for later academic success.

Vision and Mission

The Louisiana State University Early Childhood Education Laboratory Preschool (LSU ECE Lab School) is a Reggio-Emilia Inspired research facility within the School of Education, and is aligned with undergraduate and graduate programs in Early Childhood Education specifically. Embedded within the College of Human Sciences and Education, the LSU ECE Lab School serves as a laboratory for the generation of cutting edge research in the areas of child development and education. It also serves as a training site for undergraduate and graduate students and the community as a model demonstration site for high-quality early childhood programming. Through its support of research and teaching, the LSU ECE Lab School will generate and disseminate knowledge about best recommended practices in early childhood education to support children’s development and learning.

The LSU Early Childhood Education Laboratory Preschool exemplifies the LSU Flagship 2020
Agenda: In implementing, the LSU ECE Lab School is committed to providing the following to the student, the family, and the community.

**Discovery Opportunities**

Discovery: Early childhood faculty directed research at the LSU ECE Lab Preschool documents recommended practices in early childhood education and intervention. LSU ECE will continue to serve as a site for nationally-recognized research and partner with scholars in various disciplines in an effort to address critical social and educational issues, while pursuing opportunities to partner with industry to develop intellectual property and commercial applications.

**Developmentally Appropriate Learning**

Learning: The LSU ECE Lab Preschool would gain increased visibility through research and dissemination activities documenting recommended practices in early childhood education and care. This collaboration would promote opportunities for practitioners and scholars to seek external funding, co-author articles, and co-present findings.

*Undergraduate Program.* The multipurpose room at the LSU ECE Lab Preschool would serve as a university classroom where early childhood undergraduate students and graduate students could take coursework. The classrooms of the LSU ECE Lab Preschool could serve as field-based placements for early childhood students during their early childhood block courses. Additionally, undergraduate students would utilize their placement classrooms to conduct research on recommended practices in early childhood.

*Graduate program.* Housing the LSU ECE Lab Preschool within the Early Childhood Education program would make the program more visible and creates opportunities for graduate students to conduct research within the LSU ECE Lab Preschool. This collaboration would be attractive to potential graduate students and thus aid in recruitment and retention of graduate students in Early Childhood Education.

*Students.* The LSU ECE Lab Preschool will increase the engagement of students and the critical thinking and creative problem solving through real life practice and application in a Reggio Emilia laboratory setting.

**Diversity**

Enrollment of diverse learners across a larger age span would allow undergraduate and graduate students more opportunities to gain observational and hands-on experience interacting with young children in an expanded laboratory setting. The diversity of children in terms of race, socioeconomic status, religious affiliation and more would allow for greater discussions of diversity in classrooms as well as culturally responsive education practices. From an adult learning perspective, this provides much richer learning opportunities for both pre-service and in-service teachers.
**Engagement**

Many entities in the community look to LSU for leadership in early childhood. An expanded early childhood laboratory will help LSU in leading the community in the model demonstration of state-of-the-art research-based practices. Increased staff will allow for greater engagement of the LSU early childhood program in the local, state, and national/international communities through participation in professional organizations and dissemination of research.

The LSU ECE Lab Preschool serves to enhance LSU’s ability to attract and retain faculty, not only within the ECE program, but across the University.

**Confidentiality**

LSU Early Childhood Education Laboratory Preschool will establish and maintain efficient and effective record-keeping systems to provide updated and timely information regarding children, families, and staff. The confidentiality of the information is of the utmost importance. All information in regards to children, families and other faculty members must remain confidential and not shared with other staff members or parents. All information regarding policy changes or changes in general center policies will be communicated in writing by the administration.

**Research and Demonstration Program**

LSU ECE Lab School program serves as a research and demonstration site, which supports a variety of academic disciplines from the greater LSU campus. Children and families are often offered the opportunity to participate in research studies conducted by university faculty and students. Research is focused on instructional strategies designed to help children learn and develop, issues related to parent-teacher relationships, effective professional development strategies, and various aspects of child growth and development. Each research project must adhere to requirements that protect the privacy and rights of the children and families we serve. To learn more about our university’s research policies please see LSU’s policy on research [http://sites01.lsu.edu/wpORED/policies-compliance/](http://sites01.lsu.edu/wpORED/policies-compliance/).

LSU ECE Lab School is designed to demonstrate and disseminate information related to recommended early childhood education practices. The preschool program frequently hosts observers from other departments at LSU, as well as students and educators from the community. Observers from within the LSU community and beyond visit the school to learn about new, research-based early childhood practices. Each observer must adhere to our program’s confidentiality policies and child care licensing regulations. To learn more about our observation policies, please speak with the Director or visit our website.
Standards and Goals

The LSU ECE Lab School uses the standards and goals defined by the Louisiana Department of Education as measures of developmental and academic success. Program standards are reviewed at every parent-educator conference.


Observing

Documentation of the children’s behaviors and conversations, assessment of the children’s learning, and planning for future lessons come from educators’ observations. The purpose of observation in the classroom is to evaluate the children’s development, behaviors, and learning progress.

Documentation

We use various modes of documentation while observing, including running records, anecdotal notes, checklists, rating scales, or rubrics. Documentation allows the educators to review the evidence collected and plan for future learning. Documentation allows for individualization within our preschool and may not look the same for each child.

Assessment

The children are assessed through observation. Observation allows for authentic assessment of the children’s learning according to the Teaching Strategies GOLD Learning Objectives. The children’s play is not interrupted for formal, standardized assessments. Instead, the educators document the children’s learning and growth through play. Parents are given copies to complete a parent inventory to fill out upon enrollment into the program. This document serves as an insight into the goals of the family for the child’s involvement in the program. Parents are surveyed throughout the year to assess the programmatic needs of the center. When children are not meeting developmental milestones, center administration conference with parents to make the appropriate referral to Early Steps or school system pupil appraisal services.

Planning

Observations of the children’s playing lead to planning for future projects, activities, and field experiences. Teachers are continuously observing and learning from the children; making note of their conversations, their discoveries, and their questions. From this, planning takes place to expand on the children’s interests. Small group activities and field experiences are planned to allow the children to uncover more ideas and possible realms of their play.
**Enrichment**

Through collaboration with the LSU community and private companies, the LSU ECE Lab School preschool is able to offer enrichment opportunities for those children staying throughout the afternoon. Each day of the week offers a different enrichment activity. We are continually looking for partnerships with academic units to provide enriching experiences for our children as well as learning opportunities for undergraduate and graduate students. While most opportunities are provided at no additional cost, some private companies may charge a fee.

**Transitioning**

The LSU ECE Lab School Preschool staff will support you and your child as the time comes for he/she to transition to their next educational setting. This includes providing information about various programs or schools in the community, providing parents with information required for the application process, and talking to the children about the transition.

**Communication**

**Families**

Effective communication with families strengthens the quality of the program. Staff-family communication should include: opportunities for obtaining information about the child in care, encouragement of family involvement within the program, family-teacher conferences conducted as needed, but at least twice a year and ongoing communication with families regarding the well-being of the child in care. Staff are encouraged to communicate with parents through a variety of means including orientation activities, telephone, face-to-face conversations, notes, or newsletters.

**Staff**

An effective staff communication system supports the ongoing exchange of information among staff, is focused on quality of services, and represents the best interests of children and families. Effective formal and informal communication methods include:

- Establishing a supportive climate where staff communication can feel free to share ideas and concerns and provide constructive feedback to their colleagues and supervisors.
- Considering various ways that regularly scheduled staff meetings can be used to facilitate staff input and discussions.
- Meeting weekly among colleagues to discuss classroom updates and share resource information with each other.
- Meeting monthly with either the assistant director or director to discuss classroom updates and any concerns.
Child Safety

Alcohol and tobacco are prohibited from use by anyone in this center while on the premises. The use of tobacco products are prohibited throughout campus. The use or possession of illegal substances, unauthorized potentially toxic substances, firearms, or pellet or BB guns are prohibited from the LSU EDC (inside and outside) or on any field trip.

The LSU ECE Lab School prohibits the usage or possession of the following: alcohol, tobacco, illegal substances, unauthorized potentially toxic substances, firearms, fireworks, pellet or BB guns (loaded or unloaded)

All items listed above are not allowed on the LSU Child ECE Lab School premises, in the Center, on the playground, or on site of any Center-sponsored event. The LSU campus is a smoke-free environment and smoking is NOT permitted on, near, or around LSU ECE Lab School property. Please refer to LSU Policy document PS-67, regarding the misuse of drugs or alcohol.

Emergency and Evacuation Plans

Emergency and evacuation procedures and plans are easily located throughout the LSU ECE Lab School. These plans may be found in each classroom as well as in the Director’s office. These plans are annually updated, approved, and filed with the Office of Emergency Preparedness.

If a teacher senses a fire, he/she is asked to immediately pull the alarm box. As the center is being evacuated, the teacher should tell the director or assistant director who pulled the alarm and describe what prompted the person to do so. When the alarm sounds, the police and fire departments will be automatically notified. If the alarm does not sound, police and fire departments are not automatically notified, then they must be notified by telephone immediately. Whether the alarm sounds, or individuals are otherwise notified to evacuate, staff members will follow the fire drill procedure.

Individuals (including children) are not allowed back onto center premises until the director or the on-site fire department official declares the building is safe. The LSU Early Childhood Education Laboratory Preschool staff will be responsible for the safety of the children and for notifying parents as needed. If a non-fire emergency occurs, the alarm will not sound. Individuals are asked not to pull the fire alarm for non-fire situations.

Fire drills are held monthly, in accordance with the policy set forth by the Louisiana State Fire Marshal and the Department of Children and Family Services. Tornado drills and other emergency drills are also practiced monthly.

Emergency Text Messaging Service

The Emergency Operations Center on the main LSU Campus will notify parents that have registered with the text system for the following conditions: Armed intruder, inclement
Inclement Weather

If inclement weather occurs outside of Center hours, any closure notices will be posted using the following:

- LSU ECE Lab School website at www.lsu.edu/childcare
- Phone line at 225-578-7882
- Local radio and television stations
- LSU campus radio station- KLSU 91.1 FM

If severe weather occurs during Center hours and essential personnel are notified of need for dismissal and Center closures, families will be notified as quickly as possible. A minimum of two employees must remain until the last child is picked up.

Transportation

LSU ECE Lab School does not transport children from home to the Center, or from the Center to home, or from any area school to the Center.

Non-Vehicular Excursions

A non-vehicular excursion is defined as a period of time when the children are not in the School or play yard and are not in a vehicle. The LSU ECE Lab School considers a non-vehicular excursion a walk with the children in the immediate area surrounding the School. Each family is asked to sign a blanket permission slip during enrollment that will grant the School permission to include their child on the walk.

Walking Field Trips

Walking field trips are limited to the LSU Campus and require parental permission. Families are notified of the destination, date, time, and price (if any). All educators attending the field trip are CPR/First Aid certified and must maintain the proper student to educator ratio at all times. A backpack with a first aid kit, a communication device, and any other necessary supplies are provided for each field trip. Parents are encouraged to attend.

Photography, Videotaping, and Digital/Audio Recordings

The LSU ECE Lab School maintains a video surveillance/recording system inside and outside the building. The LSU ECE Lab School will take photographs, digital records, video tapes, and/or audio recordings of the children for educational and decoration purposes (e.g. photos posted on bulletin boards, in cubbies, etc.).

Parents are allowed and encouraged to photograph, digitally record, video tape, and/or take audio recordings. Written parental permission for each child is required upon enrollment. The
LSU ECE Lab School strongly discourages the placement of classroom photos on Facebook or other forms of media.

A separate written permission slip will be solicited from families that choose to allow their child to participate in an event affiliated with an outside entity that requires the use of any type of photographs or recordings. Information regarding date and use will be provided for these situations.

*The LSU ECE Lab School will not release photographs and/or digital/video/audio tapings of any child enrolled to any outside entity, including newspapers, television stations, college students, or anyone not affiliated with the LSU ECE Lab School.

**Child Health**

**Immunization Records**

We aim to keep your child safe and healthy while in our care. Therefore, certain policies and procedures are in place to maintain a clean, safe, and healthy environment. We ask that parents keep staff updated on their child’s health status. The LSU ECE Lab School requires a current record of each child’s immunizations, which are to be updated annually.

**Required Documentation**

Each child is required by state regulations to have a health statement signed by a physician. This statement includes a record of up-to-date immunizations. Each child who has not had a physical examination within the last year must have one before entrance into the LSU CDL Preschool. Each child must have a statement signed by the parent or guardian to obtain or administer emergency care. Emergency numbers for reaching the parent or guardian and another authorized person must also be on file.

A statement of good health and an updated copy of each child’s immunization record is to be updated annually.

**Daily Health Inspections**

Parents are expected to examine their child daily prior to arrival. The educators perform daily health checks as the children arrive through a visual examination of each child for bruises, scrapes, insect bites, rashes, and/or possible symptoms of contagious illness or disease. The educator will request parents’ explanations for any of the above visible irregularities or symptoms.

**Wellness**

Young children are growing and building up their immune systems. Contagious illnesses spread in group care through touch and in the air, which makes it very important for ill children to not
be around other children. Parents and staff are responsible for keeping children healthy and preventing the spread of contagious illnesses and disease.

Prevention Methods: Frequent hand washing. Children wash their hands frequently throughout the day.

- After they use the restroom
- Before & after eating
- Before & after hands on activities (water play, etc.)

Potentially contagious individuals, staff or children, staying away from the center until no longer contagious.

- Parents may need to pick up their child during the day within the hour if the child is suspected ill and may be contagious.

NAEYC Guidelines: The decision for keeping a child at home or to send a child home from the LSU ECE Lab School is to be based on “the comfort of the ill child, the protection of well children and staff, the resources available to the program to meet any special care that is required, and the needs of families.”

The LSU ECE Lab School reserves the right to request a physician’s statement of eligibility to return to group care.

**Medication Administration**

The LSU ECE Lab School staff, volunteers, student workers, or student trainees will NOT administer over the counter medication to children.

Topical products, including diaper rash ointment, sunscreen, and insect repellant are considered medications. Only in special circumstances when it is necessary for common medications to be administered, a one-time authorization for the application of the topical product must be signed, dated, and placed in the child’s file to grant permission to the Center to administer the medications.

EMERGENCY medication is the only medicine that may be stored at the Center, and must be done so through the front office. Medication may not be stored in the child’s diaper bag, backpack, and/or refrigerator at any time. Emergency medical plans must be provided with an appropriate medicine dropper or measuring spoon to ensure medicine is given in accurate dosages.

Anytime a parent administers medicine to a child, the Center must be notified of the name of the medication and possible side effects. The child must be observed by the parent for 30 minutes after the medication is given.
Any prescription or medicine to be given throughout the day must be administered by a parent or guardian. Faculty and staff will not administer any medicine to the children, with an emergency plan being the only exception.

**Special Needs requiring Medication and/or Medical Attention**

Any child that has been diagnosed by a physician as having a severe allergy and/or special needs are required to complete an Emergency Medical Plan.

The following must be updated by a Physician every 3 months:

- Emergency Medical Plan
- Authorization Forms
- Side effects sheet (from the Pharmacy)
- Medication
  - All emergency medication will be checked-in and locked up in a cabinet in the front office.
  - *In the event that an Epipen® is needed, the Center will notify EMS upon the child’s exposure to the allergens. EMS will be available to assist in the event of a severe reaction.*

Family responses on the enrollment packet forms, emergency medical information, and authorization of non-prescription/maintenance medication and/or special medication procedures require additional information regarding medication administration and/or medical attention. The additional required information is listed below:

- Physician’s statement to include the diagnosis, symptoms, and treatment
- Completion of Emergency Information Form for children with special needs.

**Sanitation and Illness Prevention**

Staff, volunteers, and children must wash their hand with soap and water after using the toilet and before eating. Staff must wash hands with soap and running water **before and after** changing a diaper, assisting a child with toileting, feeding a child or handling food, and caring for a child with symptoms of a communicable disease.

**Hands shall be washed using the following method:** Turn on the warm water. Squeeze the liquid soap in hands and rub for at least 10 seconds making sure to wash all areas of the hands and nails. Rinse with running water and then dry with a disposable paper towel. Use paper towel to turn off water as last step, so you will not incur recontamination.

Toilets must be sprayed and wiped with bleach water after each use. Dirty diapers and/or pull-ups must be placed in plastic bags before placing in trashcan.

When putting children down for a nap on cots, the cots must be spaced at least 18 inches apart and children should be arranged in a head to foot arrangement.

*Early Childhood Education Laboratory Preschool Handbook (rev. 2016)*
Keep trash lids on the container.

The medication drawer in the refrigerator is only for children’s medicine.

Toys and objects put in the children’s mouth (all toys in the infant/toddler rooms) should be sorted, washed, and disinfected daily. All other toys should be sorted, washed, and disinfected weekly.

Table tops, shelves, and other furniture should be washed and disinfected weekly. Carpets should be vacuumed daily. Floors should be mopped daily with disinfectant. The bathrooms shall be cleaned daily. Disinfecting should be done with a solution of Cloro made fresh daily.

If the water table has water in it from the previous day, it shall be drained and cleaned.

Noses shall be blown or wiped with disposable tissue and discarded in plastic lined garbage container. If child or staff is outside when the nose is wiped, the hands should be wiped with a baby wipe and discarded. If the child or staff person is inside, then the hands should be washed using the proper hand washing procedure.

Draining or oozing cuts or sores shall be covered.

The following procedures shall be followed when handling blood, and blood containing fluids and wound exudates of all children in the center.

1. For spills of vomit, urine, and feces on floors, bathrooms, table tops, toys, kitchen counter tops, and diaper changing tables shall be cleaned and disinfected.
2. For spills of blood or blood-containing body fluids and injury and tissue discharges, the area shall be cleaned and disinfected. Gloves shall be used in these situations unless the amount of blood or body fluid is so small that it can be easily contained by the material used for cleaning.

Persons involved in cleaning contaminated surfaces avoid exposure of open skin sores or mucous membranes to blood or blood containing body fluids and injury or tissue discharges by using gloves to protect hands when cleaning contaminated surfaces.

Mops shall be cleaned, rinsed in sanitizing solution and then wrung and hung to dry.

Blood-contaminated material and soiled diapers shall be put in a plastic trash bag and tied then, put in the plastic lined trash bag.
**Illness Guidelines**

The LSU ECE Lab School does not provide care for ill children. Parents are encouraged to notify the Center of any illness that may result in a child’s absence.

When a child develops symptoms of any illness at the Center:

- Child will be isolated from other children
- Parent or guardian will be immediately notified.
- Notify the director and supervise until parent arrives
- Parent of authorized adult will pick up the ill child.
- Exclusion forms may be given to the parent if the Center suspects a possible spread of illness or disease.

Staff or volunteers shall notify the assistant director or director if any child in care exhibits the following illnesses or symptoms. These children shall be excluded from care. Periods may be extended beyond this depending upon the individual conditions.

<table>
<thead>
<tr>
<th>Symptom</th>
<th>Should child/staff stay home?</th>
<th>Illness/Infection When can child/staff come back?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken Pox</td>
<td>YES</td>
<td>When all the blisters/pox have scabbed over</td>
</tr>
<tr>
<td>Cold</td>
<td>NO (without fever) YES (with fever)</td>
<td>Refer to Fever</td>
</tr>
<tr>
<td>Coxsackie (hand, mouth, and foot disease)</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>Diarrhea (two or more stools or over and above what is normal for child)</td>
<td>YES</td>
<td>Diarrhea is resolved.</td>
</tr>
<tr>
<td>Ear Infection</td>
<td>NO (with doctors’ diagnosis)</td>
<td></td>
</tr>
<tr>
<td>Fever of unknown origin (100 degrees F oral or 101 rectal or higher) and some behavioral signs of illness</td>
<td>YES</td>
<td>Free of fever for 24 hours and fever reducing medications have not been given in the past 8 hours or on prescribed medication for 24 hrs.</td>
</tr>
<tr>
<td>Condition</td>
<td>Status upon Return</td>
<td>Notes</td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>--------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Fifth Disease</td>
<td>NO (without fever)</td>
<td>Refer to Fever</td>
</tr>
<tr>
<td></td>
<td>YES (with fever)</td>
<td></td>
</tr>
<tr>
<td>Giardia</td>
<td>YES</td>
<td>When diarrhea subsides or Doctor approves readmission</td>
</tr>
<tr>
<td>Hib disease</td>
<td>YES</td>
<td>Well and proof of non-carriage or cleared by Physician.</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>YES</td>
<td>One week after illness started and fever is resolved</td>
</tr>
<tr>
<td>AIDS (or HIV infection)</td>
<td>YES</td>
<td>Until child’s health, neurologic development, behavior, and immune status is deemed appropriate (on a case by case basis) by qualified persons, including the child’s physician chosen by the child’s parent or guardian and the Director.</td>
</tr>
<tr>
<td>Impetigo</td>
<td>YES</td>
<td>When treatment has begun</td>
</tr>
<tr>
<td>Lice</td>
<td>YES</td>
<td>When 1 treatment has been given</td>
</tr>
<tr>
<td>Meningococcal disease</td>
<td></td>
<td>Well and proof of non-carriage</td>
</tr>
<tr>
<td>(Neisseria meningitidis)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pink Eye</td>
<td>YES</td>
<td>25 hours after treatment has begun</td>
</tr>
<tr>
<td>Undiagnosed generalized rash</td>
<td></td>
<td>Well or cleared by child’s physician as non-contagious</td>
</tr>
<tr>
<td>Ring Worm</td>
<td>No (keep area covered)</td>
<td></td>
</tr>
<tr>
<td>Roseola</td>
<td>YES (with fever)</td>
<td>See fever</td>
</tr>
<tr>
<td>Rota virus</td>
<td>YES</td>
<td>24 hours after treatment has begun and fever free</td>
</tr>
<tr>
<td>Severe Cold (with fever, sneezing, and nose drainage)</td>
<td>YES</td>
<td>Refer to fever</td>
</tr>
<tr>
<td>Thrush</td>
<td>NO (should seek treatment)</td>
<td></td>
</tr>
<tr>
<td>-----------------------------</td>
<td>----------------------------</td>
<td></td>
</tr>
<tr>
<td>Any child with a sudden onset of vomiting, irritability or excessive sleepiness</td>
<td>YES</td>
<td>Evaluated and cleared by a physician</td>
</tr>
</tbody>
</table>

With most other illnesses, children have either already exposed others before becoming obviously ill (e.g. colds) or are not contagious one day after beginning treatment (e.g. strep throat, conjunctivitis, impetigo, ringworm, parasites, head lice, and scabies). The waiting periods required after the onset of treatment vary with the disease. Children who are chronic carriers of viral illnesses such as cytomegalovirus (CMV) and Herpes simplex can and should be admitted to child care centers.

With contagious diseases or parasites, a child must be kept at home. Some of these are lice, impetigo, measles (red or German), chicken pox, mumps and roseola.

If the doctor places a child on an antibiotic, for an ear or throat infection for example, the child should not be brought to the center until he/she has been on the medication for at least 24 hours and is fever-free without over-the-counter medication.

If a child seems really sick without obvious symptoms, please keep him/her at home. In this case, a child may look different or act abnormally. He/she may be unusually pale, irritable, tired, uninterested in usual activities or eating. If a child becomes miserable at the center without the above symptoms and requires one adult to be with him/her, thereby leaving the other adults with the rest of the group, the child should go home.

**Abuse and/or Neglect**

LSU ECE Lab School staff and volunteers are legally and ethically required to report child abuse to the local child protection agency, in accordance with LA R.S. 14:403. If you see suspicious marks on a child or if a child says something to you that causes you to be suspicious, share this information with the director. The director will determine if Child Protective Services needs to be called. For more information about the definition of what abuse and neglect are follow the link to Department of Children and Family Services


**Nothing shall prohibit the court from ordering medical services for the child when there is substantial risk of harm to the child’s health or welfare.**
Child Nutrition

Nutrition Guidelines

The LSU ECE Lab School abides by all applicable restrictions and guidelines regarding food safety set forth by the Louisiana Department of Health and Hospitals, the Louisiana Department of Children and Family Services, and the United States Department of Agriculture.

Infant Nutrition

Young infants are fed according to their own schedule. Their eating needs will change and be adjusted to align with the group schedule once they grow and begin eating solid foods. The feeding schedule is individualized for each infant yet flexible enough to accommodate the child’s daily needs.

Breastfeeding

Breastfeeding mothers are welcome to do so within the LSU ECE Lab School and are encouraged to drop by for feedings. The Center supports breastfeeding mothers by providing a comfortable, quiet space for them to be with their babies to minimize interruptions while feeding within the classroom.

Bottles

Parents of registered infants are welcome to feed their infants at any time in a private provided area. Parents of bottle-fed babies will need to provide 2 - 3 empty and labeled plastic bottles, nipples, and lids. Glass bottles are not permitted. We provide infant drinking water for infant formula. All bottles must be prepared on site and are warmed with warm water from the sink. USDA allows one month after a child’s first birthday to continue with formula. If formula is served past age 13 months, then a doctor’s note is required.

If you are breastfeeding, all breast milk must be dated and have your child’s name on it. Fresh breast milk will be stored for 24 hours in the refrigerator or up to two weeks in the freezer. Milk that exceeds this time frame will be discarded. Breastfeeding mothers are welcome to use the room to pump and can use the sink/kitchen area to do any necessary cleaning afterwards. If your child’s breast milk supply is depleted, we will attempt to contact you. If we are unable to reach you in a timely manner, we will feed your infant the formula served at the center. If you choose to continue to breastfeed after your child is 13 months of age, a note from your child’s doctor is not required.

Bottles must follow the following guidelines:

- Prepared and labeled with nipples and lids daily.
- All breastmilk bottle labels must include the date the milk was expressed.
- Picked up at the end of each day. Any bottles left in the refrigerator upon closing will be discarded.
● Warmed in a bottle warmer for no more than 5 minutes. The LSU ECE Lab School does **not** use a microwave oven to warm bottles or infant food.
● Warmed to a temperature of no more than 120° Fahrenheit.
● Authorized by a pediatrician in order for cereal to be added to a bottle.
● Fresh breast milk can be stored for 24 hours in the refrigerator or up to two weeks in the freezer. Milk that exceeds this time frame is discarded.
● Bottles are used only for breast milk or formula.
● Cow’s milk is not fed to children younger than 12 months.
● Whole milk is served only for children of ages 12 months to 24 months.

*Juice and/or water are **NOT** served in bottles or spill-proof cups to infants under the age of 12 months without a physician’s written statement of authorization.*

Infants receive personalized attention and are held for each bottle-feeding. Bottles are never propped and never given while in a crib or on a cot. Children do not carry bottles or sippy cups while crawling or walking. **Contents remaining in a bottle are discarded within one hour.** Parents are notified immediately if the child’s bottle supply is depleted and/or inadequate.

The LSU ECE Lab School works cooperatively with the families and their child’s routine; however, bottles are not common practice for children 12 months of age and older.

**Spill Proof Cups**

The LSU ECE Lab School will provide individually labeled spill-proof cups (sippy cups) when a child is 12 months of age or sooner upon parent request. Only formula or breast milk may be served in a sippy cup to children under the age of 12 months.

*Sippy cups from home are **NOT** permitted within the LSU ECE Lab School and will not be stored in refrigerators.*

**Beginner Foods**

As an infant grows and becomes more adept at eating, he/she will start to eat cereals, jarred foods, and eventually table foods. Gradually the child will begin to use their fingers for eating “finger foods”. It is recommended that infants try new foods at home first and then parents may request the new food to be incorporated into their child’s day at school. All food products must be commercially purchased, packaged, and factory-sealed. They may **NOT** be home-made. Dry cereal and/or commercially prepared baby food must be provided **unopened** and **clearly labeled with the child’s name**. Dry cereal must be left with specific mixing directions and cannot be mixed with juice. Baby food must be factory-sealed.

**Special Diets**

*All requests for special diets require documentation supporting the request and must be given to the Director and the child’s educator.* The special diets due to preference or religious reasons must be clearly documented by the parent and include a comprehensive list of all prohibited
foods. The LSU ECE Lab School will make every effort to accommodate by providing alternate foods during regularly scheduled meal times. Children with special diets due to food allergies and/or intolerance must have a written note from the child's doctor (primary doctor or allergist) regarding the special diet. The physician’s statement is required to include a comprehensive list of ALL prohibited foods. The LSU ECE Lab School will not provide food substitutions. Families requesting substitutions are recognized on an individual basis.

**Pacifiers**

Pacifiers are allowed at the LSU ECE Lab School for non-walkers and sleepers. Infants that are not yet walking may use pacifiers and any child may have a pacifier during nap time. Pacifiers attached to strings or ribbons shall not be placed around a child’s neck or attached to a child’s clothing.

**Accidents and Injuries**

All accidents and injuries are reported to the LSU ECE Lab School administration and documented on an accident report immediately, no matter the significance. The parents are given a copy of the report at the end of the day and the original remains in the child’s file.

Parents are contacted immediately in the following situations:

- Blood not contained in an adhesive strip.
- Head injury.
- Human bite that breaks the skin.
- Animal bite.
- An impaled object.
- Broken or dislodged teeth.
- Injury requiring professional medical attention.

**Medical Attention**

All full-time staff and many student staff are trained in CPR and First Aid. The educator or responding staff determines the action plan. First aid kits are in each classroom and the Center provides Band-Aids® and/or ice as needed.

EMS is called immediately if:

- The center believes the child’s life is at risk or there is a risk of permanent injury.
- The child has difficulty breathing, unable to speak, skin/lips look blue, purple or gray, vomiting blood, significantly dehydrated, or becomes less and less responsive.
- The child has rhythmic jerking of arms and legs and a loss of consciousness (seizures).
- The child has any of the following after a head injury: Decrease in level of alertness, confusion, headache, vomiting, irritability or difficulty walking.
- The child has increasing or severe pain anywhere, severe stiff neck, headache, and fever.
- The child has a cut or burn that is large, deep, and/or won’t stop bleeding.
*After EMS is called, the child’s parent/guardian is notified.*

If the situation is in need of medical attention, but not necessarily in need of ambulance transport, the situation is handled by notifying the parent/guardian of the child’s conditions. If the parent/guardian cannot be reached within an hour of the incident, EMS is called and the child is transported to the hospital.

The following situations require medical attention within one hour:

- Fever in any age who looks more than mildly ill.
- Fever in a child less than 2 months (8 weeks) of age.
- A rapidly spreading purple or red rash.
- A large volume of blood in the stools.
- A cut that may require stitches.
- Any medical condition specifically outlined in a child’s care plan requiring parental notification.

**Guidance and Discipline**

**Guidance**

Our goal of the LSU Early Childhood Education Laboratory Preschool is to foster creativity, encourage children to explore their natural environment, and allow them to make discoveries within a non-threatening atmosphere. Educators facilitate children’s learning by actively engaging in activities alongside the children as the co-learner.

Child guidance is addressed in a variety of ways to include teaching strategies that promote child development of socially-appropriate behavior, in consideration of child development.

Environments are engineered to promote child independence through the placement of materials that allow for children to complete tasks on their own (such as the placement of the sink, soap, and towels). Adults encourage child independence through verbal and physical prompting toward independence. For example, when helping children with self-care tasks, such as hand washing, toileting, or nose wiping, teachers will assist children in completing the task while providing verbal guidance (e.g., “Let’s wipe your nose” while handing the child a tissue and using hand-over-hand to assist the child).

Teacher strategies are used to assist children in appropriate social interactions. For example, even the youngest children are encouraged to touch a teacher's arm in order to gain adult attention when children are preverbal. Verbal children are also encouraged to use this strategy to gain attention when adults are engaged in other conversation to teach children to wait for a turn to speak (rather than interrupt). Educators within the center encourage the development of positive self-discipline techniques and engage in the following practices:

- Encourage creativity within all projects.
- Offer various choices when possible.
- Maintain a positive attitude and high level of professionalism
- Are kind, respectful, and composed at all times.
Use positive statements when guiding children’s behaviors.
  ○ Clear statement of the limit: “The blocks are for building.”
  ○ Redirection: “Let’s go see what Eric is cooking in the kitchen.”
  ○ Encourage problem-solving and compromising techniques: “How could you use your words to tell John that you would like to have a turn with that truck?”
  ○ Examples of reminder statements:
    ■ “Remember to sit down when you slide”
    ■ “Keep the puzzle on the table.”
    ■ “Use your “inside voice” when you’re inside.”

There are times when the above mentioned techniques have been used and the problem persists. It is at these times that educators might ask a child to sit quietly by himself/herself (supervised) until that child can return to the activity.

Our educators **refrain** from the following practices as these practices hinder the positive independent learning of the children:

- Intentionally Interfering in a child’s activity unless guidance or redirection is required.
- Modifying a child’s activity.
- Address a child harshly with intimidation or ridicule.
- Discussing a child within the presence of the child and/or other children.
- Visiting with other adults while in the classroom.
- Engage in negative conversations about the children, families, or colleagues
- Physically restrict a child in any way unless the child’s actions would bring harm to him/herself or others.

**Discipline**: The LSU Early Childhood Education Laboratory Preschool employs a positive method of discipline and maintains a safe, nonthreatening environment that correlate with both theories of child development and the Center’s mission. Educators engage in the following disciplinary practices:

- Provide positive logical consequences or choices: (“You are having difficulty playing with the blocks without throwing. I need you to choose another place to play.”)
- Model effective ways to express feelings and emotions: (“I do not like it when you grab the book from my hands. Please tell me that you would like to see it.”)
- Provide supervision to all children at all times regardless if the child has been removed from the group for disciplinary reasons.

There are times when the above techniques appropriate for the situation have been tried and the undesired behavior continues. If so, a child over the age of two may be instructed to move to a quiet area by himself/herself (in the presence of a caregiver) until he/she is able to appropriately return to the activity. The child’s age in years will determine the number of minutes away from the group. This quiet time is intended for the child to regroup and reflect on his/her actions.

*Early Childhood Education Laboratory Preschool Handbook (rev. 2016)*
The following disciplinary practices are strictly prohibited as these practices hinder the positive independent learning of the children:

- No child shall be subject to physical punishment, corporal punishment, verbal abuse, or threats by educators, staff, volunteers, or parents while on the center’s property.
- Cruel, severe, unusual, or unnecessary punishment shall not be inflicted upon any child.
- No child or group of children shall be allowed to discipline another child.
- No child shall be deprived of meals or snacks or any part thereof for disciplinary reasons.
- Written or verbal reports to parents regarding conflicts or disagreements between children shall not include the name of the child or children who were involved.
- No child will be subjected to spanking, yanking, shaking, pinching, extreme temperatures, or other measures producing physical pain.

Any form of punishment that violates the spirit of the following standard of discipline is prohibited by anyone on the premises of the LSU ECE Lab School.

*Any use of the restricted practices shall be grounds for immediate termination of educators, staff, volunteers, student workers, or student trainees.*

**Biting:** Biting is a sign of development and are often unavoidable occurrences within group child care, especially with toddlers. When it occurs, it can be scary, frustrating, and stressful for children, parents, educators, and staff.

The following are potential reasons a child may bite: teething, impulsiveness, excitement and overstimulation or frustration.

The educators at the LSU ECE Lab School have been trained to respond to a child’s biting behavior using the following techniques:

- Give attention to the bitten child.
- Have the child who did the biting help care for the bitten child (e.g. hold the ice, comfort, etc.).
- With the child who bit, discuss the effects and consequences on a developmentally appropriate level.
  - “Biting hurts. You hurt your friend.”
  - “Why did you bite?” “What is something else you could have done that would not have hurt your friend?”
- Examine the context in which the biting occurred and look for patterns.
  - Was it crowded?
  - Were there too many toys? Were there too few toys?
  - Was the biting child getting tired/hungry/frustrated?
- Provide reinforced instruction in non-biting responses within social contexts.
- Acknowledge appropriate behavior in potential biting situations.
● Consider changes to the room environment that may minimize congestion, commotion, or competition for toys and materials, or child frustration.

Educators will abide by the following procedures if a child is bitten (Bulletin 137):

● Wash the wound with soap and water and apply ice.
● If the bite breaks the skin, the parent and the Director, Assistant Director, or director designee will be notified. An accident report will be written and both families of both children will be contacted.

When biting changes from a relatively unusual occurrence to a frequent and expected occurrence, educators will address the situation with additional precautions:

● Record each occurrence, including attempted bites, with the location, time, participants, and circumstances.
● “Shadow” children who indicate a tendency to bite. In extreme instances where the child is consistently to be shadowed by a staff person to prevent repeated aggression, the parent will be notified to remove the child from the school and remain home until the aggression subsides.

A consistent approach between home and school is always the most effective way to solve any behavior issues. If biting seems to have become a pattern for a particular child, appropriate staff will meet with the child’s parents. In such cases, a behavior intervention plan will be discussed with the family which will include methods to provide positive reinforcement and promote positive behavior.

**Enrollment**

Enrollment at the LSU ECE Lab School shall be offered to children of LSU students, staff, faculty, alumni, and for those not affiliated with LSU.

**Eligibility:** Children six weeks to five years of age are eligible to enroll. Children who are 5 years of age prior to September 30th are considered kindergarten eligible and may not return to the four-year-old program.

**Application:** An application form must be completed, signed, and received with the $45.00 application fee in order to apply for enrollment. Applications are dated upon receipt. Completion of the application and payment of the application fee does not guarantee enrollment at the LSU ECE Lab School

**Waiting List:** Children are placed onto the waiting list in the order in which the application and fee are received. When a space becomes available at the LSU ECE Lab School, the waiting list will be searched, beginning at the top, for the following criteria:
● The first age-appropriate, eligible child.
● A date of desired enrollment as indicated on the application form.

Eligibility and the date of desired enrollment must coordinate with the date the space becomes available. Families are encouraged to contact the Center to update contact information and the child’s official date of birth, if applicable.

**Enrollment Priority**: Enrollment priority is determined by the following in the order presented:

● Siblings of children currently enrolled at the LSU ECE Lab School.
● Children of staff, faculty and full-time currently enrolled students at LSU.
● Children of individuals with secondary affiliations to LSU.
  ○ i.e. children of part-time LSU students, staff or faculty; children of LSU alumni; grandchildren of LSU students, staff, or faculty; children of individuals working for the LSU System
● Children from the surrounding community.

**Notification of an Opening**: When a space becomes available, a member of the LSU ECE Lab School administrative team will contact the family via phone and/or email to offer the opening to the family. The family will be allowed 48 hours to accept or decline the offer.

If the offer is declined or if there is no response within the 48 hours, the child will be removed from the waiting list and the opening will be offered to another family. The family of the removed child will be notified by written notification (letter or email) that he/she is no longer on the waiting list.

**Registration**: Upon acceptance of an opening, the family will receive an acceptance letter including the starting date of enrollment. The letter will indicate that the $200 non-refundable registration fee must be turned in to reserve the space for the child. A registration fee will be due prior to enrollment each year of attendance.

Required prior to enrollment each year of attendance:

● $250 Registration Fee
● $100 Building/Use Fee
● $300 Materials/Technology Fee
● 1st month’s tuition
● Signed contract
● Physician’s report
● Immunization record
● Enrollment Packet
● Additional forms given with the packet

*If full payment of the registration fee and first month’s tuition is not received by the due date indicated on the offer letter, a member of the LSU ECE Lab School administrative team will attempt to contact the family by phone and email. If the family is unable to be reached within 48 hours after the payment due date has passed, the space will be offered to the next family on the list, and the child’s name will be removed from the waiting list.*
Summer enrollment for children not currently attending the center is allowable each summer and is contingent on available space. The registration fee for summer only is $75 and does not guarantee fall enrollment.

**Tuition:** Tuition payments are due in full on the first day of each month. No adjustments will be made for absences due to illness, holidays, extended periods of family travel, weather closures, or emergencies due to circumstances beyond control (i.e. lengthy loss of utilities, etc.)

- **Late Tuition:** All payments not received by the 10th of each month are subject to a late fee of $25 per day.
- **Outstanding Charges:** The LSU ECE Lab School will make every effort to notify families regarding any outstanding charges in an attempt to avoid a disruption in care provided for the child. A request for cash or money order will be made for all returned checks and a processing charge will be assessed.
- **Non-payment:** Non-payment of all fees due for the current month (including tuition, late payment fees, annual registration fee, and/or late pickup charges) will result in the termination of services provided by the Center. A nonpayment of fees notice will be given to the family while the balance will be sent to the LSU Office of Bursar Operations and/or University Collections.

**Financial Assistance:** The Louisiana Department of Child and Family Services’ Office of Family Support offers the Child Care Assistance Program to families as a means of financial assistance for child care. Families that qualify are responsible for paying tuition and/or other charges that are not covered by financial assistance. This includes any tuition and/or charges that accrued prior to receiving the financial assistance.

Monthly payments are based on the following:

- Hours parent is working
- Hours parent is looking for work
- Hours parent is attending school or training
- Amount charged by the child care provider
- Family size
- Household income

**Non-discrimination:** The LSU ECE Lab School is open to all children ages 6 weeks through 5 years, regardless of race, color, national origin, sex, age or disability, in accordance with Federal law and the U.S. Department of Agriculture policy. The Center does not discriminate against children who are being breast-fed.

Any person(s) alleging discrimination has a right to file a complaint within 180 days of alleged discriminatory action. All civil rights complaints must be forwarded immediately to:

USDA  
Director, Office of Civil Rights  
Room 326-W; Whitten Bldg.  
14th Independence Avenue SW  
Washington, DC 20250-9410
Complaints must contain the following information:
- name, address, and telephone number of person filing the complaint
- specific location and name of the entity for whom the complaint is against
- the nature of the incident or action that led the complainant to feel discrimination was a factor
- the basis on which the complainant feels discrimination exists
- the date, titles, and business addresses of the persons who may have knowledge of the discriminatory action

**Withdrawal**: A two-week written notice is required before a contract can be terminated by the parent/guardian. If a two-week notice is not given prior to withdrawal from the program, the family is responsible for all accrued tuition, including up to two weeks after the written notification is received. A continuous absence of a period of two weeks without payment or notification is considered a withdrawal. Tuition will not be prorated for the month of August.

**Dismissal**: The LSU ECE Lab School reserves the right to dismiss a child, in its sole discretion, without notice, due to the following reasons:

- The Center cannot meet the physical, mental, or emotional needs of the child.
- The child threatens the safety, health and/or well-being of himself/herself or others.
- A formal parent conference is not attended (one requested by the Director).
- Non-payment of all assessed fees.
- The parents’ enrollment or employment at LSU is terminated by LSU.
- The parent/guardian refuses to have their child examined by a healthcare professional acceptable to LSU to determine if continued enrollment is in the best interest of the child.
- It is advised by a physician or child psychologist to discontinue enrollment.
- A misrepresentation was made in the application or enrollment process.
- Parents ignore Center guidelines, and/or cause stress or disruption to Center staff or operations.
- Continuous absence of a period of two weeks without payment or written notification.
- Repeated tardiness (excess of 3 times) in picking up a child at closing time.
- Parent/Guardian threatens the safety of the children, staff, and/or others.
- LSU has concerns about the health or safety of the child that are not being addressed by the parent/guardian to the satisfaction of LSU.
- Parent/guardian fails to provide adequate supplies for the child, including but not limited to diapers, formula, wipes, and proper clothing.
- The reduction of attendees is required to meet funding, supervision, or regulatory limitations.

**School Operations**

**License and Certification**: The ECE Lab School is a licensed by the Louisiana Department of Education as a Type III center. The LSU ECE Lab School meets and exceeds the minimum
standards for child care, as defined by Title 28, Part CLXI of the Louisiana Administrative Code. For more information, you may contact the licensing division.

LDE Licensing
P.O. Box 4249
Baton Rouge, LA 708213
Phone: (225) 342-9905
FAX: (225) 342-2498
www.louisianabelieves.com/early-childhood

The ECE Lab School is recognized at both the state and national levels as a high-quality early learning center and meets the most robust and rigorous national standards on education, health, and safety. The school is a 5-Star center as rated by Quality Start, the Louisiana quality rating system for child care. It is also accredited by the National Association for the Education of Young Children. For more information you may view their websites at www.qrslouisiana.org and www.naeyc.org.

**Grievances:** If a parent has a concern or has questions regarding daily operations, they are encouraged to follow the processes below:

- Discuss the concern with the child’s educator.
- Discuss the concern with the Assistant Director.
- Discuss the concern with the Director.
- If the concern remains, the Director will schedule a meeting with the Director of LSU Auxiliary Services.
- If the parent wishes to appeal the policy, regulation, or rule, as it applies to their capacity, they may file a PS-48.

Licensing concerns and complaints should be addressed to:

Department of Children and Family Services
Divisions of Programs Licensing Section
P.O. Box 3078
Baton Rouge, LA 70821
Office: 225-342-9905
Fax: 225-342-9690
Child: Staff Ratio

The LSU ECE Lab School attempts to maintain the following child to adult ratios.

<table>
<thead>
<tr>
<th>Ages of Children</th>
<th>Department of Education</th>
<th>LSU ECE Lab School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infants under 12 months</td>
<td>5 : 1</td>
<td>4 : 1</td>
</tr>
<tr>
<td>1 years old</td>
<td>7 : 1</td>
<td>5 : 1</td>
</tr>
<tr>
<td>2 years old</td>
<td>11 : 1</td>
<td>6 : 1</td>
</tr>
<tr>
<td>3 years old</td>
<td>13 : 1</td>
<td>7 : 1</td>
</tr>
<tr>
<td>4 years old</td>
<td>15 : 1</td>
<td>7 : 1</td>
</tr>
</tbody>
</table>

Hours of Operation:

The LSU ECE Lab School is open Monday - Friday from 7:15 AM to 5:15 PM.

The LSU ECE Lab School closes for the following:
- Labor Day
- Thanksgiving Day and the day after
- Christmas Eve, Christmas Day & the day after
- New Year’s Eve and New Year’s Day
- Mardi Gras Day
- Good Friday
- Independence Day
- 3 Staff Development Days
- 2 Parent Conference Days

The LSU ECE Lab School also closes in conjunction with the LSU schedule of operation. Please see the current year calendar for a schedule of LSU ECE Lab School Closures.

Drop-off and Pick-Up Guidelines (Bulletin 137):

Security codes are used to enter the LSU ECE Lab School building.

- Adult is to walk the child all the way into and from the classroom. For safety purpose make sure children are walking in the hallways.
- Adult must sign-in and out on the daily attendance log. The log must include legible time of arrival and departure, as well as a legible full signature.
- Children must remain in the classroom until the child is signed out.
- Children are not permitted outside the building without a supervising adult.
- Do not leave any children in the car unsupervised by an adult when picking up other siblings or children.
Late Arrival: Children should arrive at the center before 9 AM, we understand that there will be days when a child has doctor’s appointments or other commitments that result in late arrival to the LSU ECE Lab School. Arrival during transitions, lunch, or nap time often negatively affect the rest of the child’s day. The educator should be informed prior to the appointment if possible. Class schedules may differ, but please keep in mind these approximate time frames:

- Breakfast 8:30 – 9:00 AM
- Lunch 11:00 – 12:00 PM
- Naptime 12:00 – 2:30 PM

*If arrival time is after 9:00 AM or 11:00 AM, the family is expected to provide the appropriate meals for his/her child prior to arrival at the LSU ECE Lab School.

Late Pick-Up: The LSU ECE Lab School closes at 5:15 PM. A fee of $20.00 will be charged for any portion of the first 15-minute period overtime, plus a $5.00 per minute thereafter. Repeated tardiness in picking up a child at closing time may result in dismissal from the program. LSU Police and the Department of Children and Family Services will be notified and the child will be released into their custody if a child is not picked up by 6:15 PM, one hour past the center’s closing time.

Third Party Release: Each child’s safety is a primary concern of the LSU ECE Lab School. Only LSU ECE Lab School employees may release children to authorized individuals. All employees of the LSU ECE Lab School are instructed to verify any individuals intending to pick up a child. Individuals picking up children must be:

- At least 15 years or older.
- Authorized in writing by the enrolling parent, as stated on the master card and emergency/medical information forms.
- Authorized in writing with a dated note signed by an enrolled parent or guardian.
- Willing and able to present picture identification.
- Willing and able to provide his or her signature on the classroom roster noting the date and time the child was picked up.

Children will not be released to unauthorized individuals or to individuals that cannot be verified with photo identification. The Center will also not release a child at any time to a parent or designated individual who is visibly impaired due to alcohol consumption or substance abuse (either prescribed or illegal).

Early Childhood Care and Education Program

Early childhood development is a process that is continually changing and expanding. We offer both structured and unstructured activities for our children at the LSU ECE Lab School. Children learn through play, and both the environment and lessons reflect that belief. Children learn at Early Childhood Education Laboratory Preschool Handbook (rev. 2016)
different paces, in different ways, and using all of their senses to learn about the world around
them. Varied experiences and materials are provided for multisensory and whole brain
learning. Cognitive learning is not overemphasized; instead, children are given ample
opportunities to participate in pre-academic activities designed to form a positive self-image.
Children learn independence, turn-taking skills, how to interact with others, and practice their
motor skills.

Our atmosphere is to be one of acceptance, mutual respect, pleasure, fairness, consistency,
clear limits and expectations, and encouragement. A structured, organized, & routine
environment lead by highly-qualified, caring adults with clear expectations and appropriate
consequences supports the whole child. We view the outdoor play environment as an
extension of the classroom, requiring the same level of adult planning, supervision, and
involvement with children.

Schedule and Routines - Infants/Toddlers

The daily schedule for the children is a guide. It provides a framework for planning and
organizing the daily routine and play activities for the children. The daily routines for children
may be a little different based on the age of your child. Infants follow their own biological
needs. They are fed, changed, and nap when they need it. Toddlers are changed/taken to the
toilet before transitions in the day and as needed. Adjustments to the schedule are made as
your child gets older and his/her needs change. You may also notice that as your child gets
older, s/he may alter her/his own schedule to fit in with the group. Some common changes you
may notice in your child’s behavior after enrollment in any group care situation include altered
sleep/wake patterns (staying awake for longer hours or napping more frequently for short
periods of time) or changes in appetite.

Keep in mind again that, if needed, the schedule will include children’s individual needs based
on their age.

Mealtimes: Breakfast, Lunch and an afternoon snack are provided each day in a family-style
structure. As eating is a sensory experience, the children are encouraged to try different foods,
engage in conversation with their peers, and use appropriate table manners. LSU ECE Lab
School makes every effort to provide your child with wholesome, low sugar foods and to
introduce your child to a variety of food tastes and textures. Menus are posted on the parent
information bulletin board.

- **Infants:** Young infants will be fed according to their own schedule. Only breast milk,
  formula, or water will be placed in your child’s bottle as per licensing requirements.
  Contents remaining in any bottle must be discarded within two hours. (See Nutrition
  Section)

- **Older Infants and Toddlers:** As your infant grows and is introduced to solid foods, eating
times will be adjusted to coincide with the group schedule. It is recommended that
infants try new foods at home first, then parents can add the new food to the classroom
list. Parents with children younger than 12 months old have the option of choosing our
food or providing food. If the child is under 12 months old parents may bring in jarred baby food that has not been opened.

Children who are 12 months and older will be provided meals that are being served in the center along with whole milk. Older infants will be placed in chairs with trays or a small table with chairs. Toddlers will sit at low tables and chairs for all meals. Children in the toddler room (and some infants) will use sippy cups, regular cups, and utensils.

**Sleeping/Rest:** All children within the center will sleep/rest in cribs or on cots as determined by their age. All basic bedding for infants and toddlers are provided by the center and is washed at the center as well. Parents of all children are requested to bring a small blanket that will fit in the child’s basket in their cubby.

Infants nap according to their own schedules (Bulletin 137). Infants and toddlers under 15 months of age are provided with a firm, tight fitting mattress in a crib that meets current safety standards along with a sheet and blanket. There will be no pillows, quilts, bumpers, comforters, sheepskins, stuffed toys, or other fluffy products in the crib. These children will also be placed on their backs to sleep. After 12 months of age, other sleeping positions can be discussed with the educator.

When a child reaches 15 months of age, cot sleeping will be encouraged. Children who are on cots may also bring a soft stuffed animal or other soft attachment item (no cups or bottles).

*The above practices are required by the Department of Education licensing standards and is supported by the U.S. Consumer Product Safety Commission, the American Academy of Pediatrics, and the National Institute of Child Health and Human Development.*

All children under the age of four will be provided with a minimum rest time of 75 minutes (Bulletin 137).

Older children will be provided an opportunity to rest after lunch. Children will be required to rest on provided cots for the duration of the resting period. Quiet materials will be available to those children who are unable to fall asleep.

**Diapering:** Parents are required to provide disposable diapers and wipes for children in the Infant and Toddler classrooms. Your child will be changed at regular intervals throughout the day and as needed. Store-bought wipes are used when changing your child; we will use plain water and wash clothes for children with a diaper rash. As the use of baby powder has been linked to childhood asthma and other respiratory difficulties, we will not apply baby powder on any child. Due to sanitation purposes, cloth diapers are not allowed.

**“Shoe-Free” Infant Room:** LSU ECE Lab School strives to provide a clean, safe, and healthy environment within all classrooms. With our children under the age of two engaging in physical activity for a minimum of 60 minutes per day on the floor (Bulletin 137), we practice a “shoe-free” policy in the infant room. All persons entering the carpeted area of the infant room are asked to slip a pair of shoe covers over their shoes to prevent outside contaminants from being brought into the room and spread onto the carpet.
Schedule and Routines – Preschool: All children age two and older will be provided a minimum of 60 minutes of physical activity per day that is a combination of free choice and educator led. As we encourage children to explore through touching, moving, listening, and observing, there may be times when his/her clothing becomes messy or rumpled. For this reason, we request that parents send one complete change of clothing to remain at the center. Parents are to be sure to label all articles of belongings.

The children will sign-in each morning at arrival. This process helps develop fine motor skills, letter recognition / identification, and familiarization with print having meaning. Upon entering the classroom, the children will also wash their hands before playing with open-ended materials available on tables and greeting their peers. Each school day encompasses the following activities:

- **Morning Meeting**: The class uses this time to greet one another as a classroom community, discuss child friendly news / events, discuss the question of the day, and make plans for the day ahead.

- **Indoor investigations**: Indoor investigations give the children the opportunity to explore, observe, hypothesize, question, and discuss to clarify their understanding through an activity of their choice. The various areas within the classroom offer open-ended materials for the children to investigate. The areas include the Maker’s Space, writing, blocks, light table, science and discovery, dramatic play, math manipulatives, library and listening, and music. Throughout various projects and interests of the children, the materials may be changed to encourage exploration and the development of new ideas. The children may also participate in small group activities, including field experiences, that extend their exploration and knowledge of a specific topic as well as encourage child-initiated learning.

- **Water Activities**: Children enrolled at the LSU Early Childhood Education Laboratory Preschool will have opportunities to experience water activities. These activities include the use of water tables in the classrooms and water in cooking activities in the classroom.

- **Music and Movement**: The children will engage in whole-group music and movement activities. The activities range from playing various instruments, dancing, and listening to diverse forms of music.

- **Outdoor Investigations**: Outdoor investigations provide the children the opportunity to explore and investigate the outdoor classroom in the same capacity as the indoor classroom. The children are offered activities that physically challenge their bodies in natural ways while enhancing their gross motor abilities. Activities include but are not limited to climbing, balancing, and hanging as well as opportunities to work as a team through building or carrying activities. The children also have various opportunities to connect with nature through sand and water play, gardening, and natural materials found within the outdoor classroom. They also have access to tricycles, scooters, slides, and climbers and are offered many opportunities to work on projects similar to what is indoors.
○ Outdoor Attire: Weather permitting, all children, including infants, will spend a minimum of 15 minutes in daily outdoor play, unless the temperature is below 38 degrees. It is necessary that children have freedom of movement, so it is requested that children are dressed accordingly. Shoes and socks are required.

○ Water Activities: Water will occasionally be used in sprinkler play on the playground during the summer months. The LSU Early Childhood Education Laboratory Preschool does not use more than two feet of water in any activity, indoors or outdoors. The LSU Early Childhood Education Laboratory Preschool does not allow the use of water in wading pools at any time.

- Literacy Circle: The children engage in whole group discussions regarding a presented storybook. The storybook is typically related to a project or activity occurring within the classroom. During this time, the children are encouraged to comment, ask questions, and discuss topics related to the book.

- Enrichment: Enrichment activities vary daily and may be completed within the classroom or incorporated within a field experience. Participating with the LSU community through enrichment activities presents enhanced opportunities for every child.

Ateliers: We offer two types of ateliers to expand the children’s creativity and exploration. We house a Light and Shadow Studio where the children are invited to experiment with lights and shadows in various forms. The Light and Shadow Studio is open to the children upon request and for enrichment activities.

Another atelier is our Maker’s Space. This area is dedicated to the encouragement of enhancing imagination and bringing ideas to life. We encourage the children to use the available open-ended materials to create costumes, tools, toys, and other objects they wish to create. We offer the children a variety of materials, including recyclables, materials from nature, clay, beads, etc.

Supported Learning: The children are supported within all domains of learning throughout daily routines and experiences. We strive to meet the needs of all children to assist in their growth and development by engaging in developmentally appropriate practice and reflective thought.

- Social-Emotional: We encourage the children to continuously compromise with their peers, find solutions to their problems, ask for help when needed, use appropriate language to express themselves, manage feelings, and form positive relationships.

- Physical (gross and fine): We offer opportunities for the children to develop their gross and fine motor skills. They are encouraged to challenge their bodies physically through climbing, carrying, pushing, pulling, etc. They are also encouraged to challenge and enhance their small muscle development, and fine motor skills. Activities include but are not limited to writing and manipulating clay/playdough as well as buttoning and unbuttoning their own clothing.

- Language: The children are given various opportunities throughout the day to develop their language skills. Children will be challenged to learn to express their wants and needs as well as learn to use social and linguistic clues to understand language. This
includes their ability to listen to their peers and respond appropriately, use and understand complex words, express their own needs, and follow directions.

- **Cognitive**: We encourage the children to be critical thinkers and think of themselves as researchers. We allow them to find solutions to their problems through scaffolding, to think symbolically through creations or pretend play, and to connect personal life experiences to classroom discussions and activities.

- **Literacy**: In preparation for transitioning into rigorous kindergarten programs in the area, the children are given opportunities to develop their literacy skills in organic ways by demonstrating knowledge of the alphabetic principle, understand print and its meaning, appropriately respond to books, and demonstrate writing skills.

- **Mathematics**: In their play, the children use number concepts, show knowledge of patterns, and compare and measure objects they interact with. Children learn quantitative vocabulary, comparison vocabulary, and concrete one to one correspondence through intentional mathematical means which is developmentally appropriate.

- **Science and Technology**: In our environment, the children are encouraged to use principles of scientific inquiry skills in various forms in an effort to solve problems. They are encouraged to use multiple types of technology to express themselves and solve problems. We focus on looking at living things, the Earth, and properties of objects and materials.

- **Social Studies**: As a part of the LSU Community, children have a greater understanding of their world, the world around them, and connect their experiences to other people and places.

- **The Arts**: The children are creative in expressing themselves through visual aids, drama, music, and movement. The children are encouraged to be resourceful in the way they express themselves to their peers.

**Staff Policies and Procedures**

**Personnel File**

A personnel file shall be kept on file for each employee, volunteer, and student trainee. The record will include, but is not limited to the following:

- Application and/or staff information form to include name, date of birth, social security number, address and telephone number, previous training, education, emergency contact information and work experience.
- Employee’s starting and termination date
- Health records, to include tuberculin test (TB) test result (as applicable) and documentation of good health, signed by a physician or designee
- Job description, including duties to be performed, hours of work, and supervisor
- Documentation of three (3) positive reference checks
● Documentation of appropriate driver’s license as required, if driving is part of employment
● Documentation of satisfactory criminal record check, as required by R.S. 15:587.1
● Documentation that consists of a statement/checklist, signed and dated by the employee and Director attesting to having received orientation training and four days of supervised work with children
● Documentation of completing 15 clock hours of training per center’s anniversary year, including 3 clock hours of Health and Safety training
● Current certification of CPR and Pediatric First Aid
● Documentation that consists of a statement/checklist, signed and dated by the employee and Director attesting to having received annual training to review topics covered in orientation training.

**Staff Performance Evaluations**

*For information on performance evaluation, please refer to LSU document PS-35.*

Performance evaluation is an ongoing process, which does not necessitate a formal evaluation procedure. The performance evaluation is to identify the employee’s training and professional development needs, modify performance agreements, as necessary, and assist each employee in improving his or her skills and professional competencies. A formal written evaluation will occur, however, upon completion of the introductory period (90 days), approximately twelve (12) months later, and annually thereafter. The purpose of the review at the end of the introductory period, and annually thereafter, is to appraise the employee’s position with LSU Early Childhood Education Laboratory Preschool and will not, automatically increase wages.

- The evaluation interview is a private, confidential session, which enables the director and the employee to exchange views and clarifies each other’s understanding about the work situation. Since these discussions are meant to be helpful personally, it is in the employee’s best interest to discuss any issues or suggestions that inhibit job performance or will enhance employee satisfaction.
- At the time of the review, the director will hold a discussion with the employee to cover the period from the last review to the present. The director will appraise the following performance factors at a formal evaluation: Competence, Organization, Quality of Work Productivity, Communication Dependability, Availability, Attendance, Initiative, Creativity Judgment, Interpersonal Relations, Compliance with Safety Policies, Job Knowledge, Compliance with Health Policies and Continuing Education.
- Circumstances may arise which may cause the annual performance evaluation date to be changed because of promotion, transfer, disciplinary action, and other performance related problems, or leave of absence. If an employee is promoted or transferred to another department, they may be given a performance evaluation after ninety (90) days.

**Staff Health**

Each staff member must have an initial health examination, including a screening for tuberculosis (TB) (when applicable), prior to employment with LSU Early Childhood Education Laboratory Preschool Handbook (rev. 2016)
Education Laboratory Preschool. The employee must have a health re-examination, including a screening for TB (if applicable), as often as required by licensing so as to assure that they do not, because of communicable diseases, pose a significant risk to the health or safety of others in the LSU Early Childhood Education Laboratory Preschool program. Staff, volunteers, and student interns shall not remain at work if he or she has any sign of a contagious Disease.

**Attendance**

Employees shall follow the personnel policies outlined by LSU in document PS-12 regarding sick leave, vacation time, and holidays. Staff are expected to arrive at work on time and leave at the appropriate times. Break times are designated in schedules. Consistent tardiness will not be tolerated.

**Leave Policy for All Employees** - Effective June 1, 2006

In an effort to alleviate the number of absences from the workplace and to provide fair and equitable regulations for all employees, the LSU ECE Laboratory Preschool will institute a policy governing application and certification of leave requests.

The following terms will apply:

- **Employee** refers to persons who are employed in some capacity by the LSU Early Childhood Education Laboratory Preschool.
- **Classified** refers to those employees covered by State Civil Service.
- **Unclassified** refers to administrative officers and professional staff who are exempt from the provisions of the State Civil Service System. These individuals hold their positions at the pleasure of the Board of Supervisors, except as otherwise stated in the Board of Regulations.

All employees will be required to maintain a balance of forty hours in both annual and sick leave. Employees eligible for leave under the Family Medical Leave Act (FMLA) or the Americans with Disabilities Act (ADA) will be subject to the policies and provisions of those laws and will be addressed in individual cases. In accordance with University Policy Statement 12, and the Positive Discipline System, the following will apply:

*When an employee’s leave balance falls below 50 hours (either sick, annual or both), the supervisor will conduct a coaching session with the employee to remind the employee of the departmental policy and advise the employee of the implications of having less than 40 hours of accumulated leave hours.*

Although it is hoped further corrective measures will not be necessary, the following will be implemented to initiate the process of placing an employee on leave sanctions:

- When the employee’s leave balance falls below 40 hours the supervisor will request an analysis of the employee’s leave record by an Office of Human Resource Management
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representative. HRM will review the employee’s leave record to determine if leave sanctions are applicable.

- If an employee is on Family Medical Leave (FMLA) or if any portion of the requisite 40 hours is included in an FMLA claim, leave sanctions cannot be imposed. When an employee returns from FMLA, they will be allowed nine months to accrue the requisite 40 hour leave balances. Additionally, leave sanctions will not be implemented if the individual has been employed with the department for less than nine months. Every employee will be given the opportunity to achieve the 40 hour leave balances in both annual leave and sick leave categories during the initial nine-month period.

- If leave sanctions are initiated, the employee’s immediate supervisor will conduct the first decisional conference with the employee. University policy requires leave sanctions to be mandated for a maximum of one year, with a review of status after three, six or nine months at the discretion of the department. (The University recommends review at the end of six months.) If improvement is noted, leave sanctions can be removed. If little or no improvement is apparent, a one-year mandate can be extended.

- Unclassified personnel are normally excluded from the leave sanction process and may be terminated giving such employees reasonable notice. “Reasonable notice” shall be interpreted to mean written notice initiated by the immediate supervisor following the initial coaching session in the event the employee does not demonstrate corrective measures.

- If an employee requests leave while on leave sanctions, and prior to review or revocation of the sanctions, the following will apply:
  - In order to maintain consistency in granting leave for all departmental employees, annual leave requests will be considered on a case by case basis and will be reviewed by the Child Care Center Management Team consisting of the Director, Assistant Director and Business Manager.
  - Annual leave will be granted only “in the case of an emergency or urgent need” (i.e.: Act of God, family emergency, etc.). If an employee has accumulated annual leave and requests annual leave while under leave sanctions, the supervisor will not sign the leave slip. By signing the leave request, he/she will have approved the leave and the employee cannot subsequently be placed on Leave Without Pay (LWOP).
  - Annual Leave can only be approved by the Director, or the Business Manager.
  - Sick Leave will never be denied if the employee has accumulated sick leave, but ALL Sick Leave requested will require written certification from a physician. THIS IS NOT OPTIONAL. If certification is not provided, the employee will be placed on unauthorized leave without pay.

**Annual (Vacation) Leave**

In accordance with University Policy Statement 12, the following will apply: “Long- duration leave (one week or more) is granted based upon the department’s work load, as well as scheduled vacations of fellow employees.” Departmental employees are required to make
written application for vacation leave at least one week in advance. The leave request will be approved by the supervisor and submitted at the time of approval.

Funeral Leave
In accordance with University Policy Statement 12, the following will apply: “Employees may be granted leave with pay to attend the funeral rites of a spouse, parent, step-parent, child, step-child, brother, step-brother, sister, step-sister, mother-in-law, father-in-law, grandparent, or grandchild; provided such time off shall not secede two days on any one occasion.”
Departmental employees are required to submit an obituary (or equivalent) on return to the workplace. The documentation will be attached to the leave request form and submitted by the employee’s supervisor.

Further, leave taken in excess of the two (2) days provided under PS-12 will be charged to annual leave or, in the event no annual leave is accrued, authorized leave without pay. In the event an employee requests sick leave immediately prior to or following the two days off, a physician’s certification will be required upon return to work.

Sick Leave
In accordance with University Policy Statement 12, the following will apply: “An employee who is absent from work because of illness or disability or other circumstances for which sick leave is appropriate shall immediately report the absence to a designated department official, and upon return to duty, file written certification for the amount of sick leave taken. Except in the case of Family and Medical Leave, the following shall apply”:

An employee must provide a doctor’s certificate for periods of absence exceeding two consecutive working days, and/or if sick leave is taken on a Monday, Friday or day preceding or following a University holiday. The need for written proof of short term illness, including those of two days or less, will be determined by the employee’s attendance record and other matters of which the supervisor may have knowledge.

***A notice of a minimum of two hours prior to scheduled arrival time is required if the employee is unable to report to work.***

Resignation
It is required for all professional staff to give a written thirty-day notice. This will give the Center the opportunity to advertise and hire for the position available.

Internal Dispute Resolution
For information regarding employee grievances, please see LSU document PS-80. In the event an employee may have a problem or complaint concerning their employment with LSU Early Childhood Education Laboratory Preschool, they are encouraged to bring the matter to the attention of the Center Director. In most cases, an open discussion with the Center Director is usually the easiest and most effective way to deal with the problem. The director and/or assistant director will attempt to investigate the concerns and provide the employee with a
response as soon as reasonably possible. An effort will be made to provide an opportunity to raise questions or problems in confidence and without fear of reprisal or discrimination. LSU ECE Laboratory Preschool will make every effort to investigate and settle the problem on a fair and equitable basis.

**Student Teachers**

Student teachers are learning about being teachers. They are never to be left alone with children in the classroom, on the playground or on the porch. If they are going to leave the room with children, they must be accompanied by a member of the LSU Early Childhood Education Laboratory Preschool staff. Student teachers should be included in team and staff meetings. Head teachers should plan on meeting with the student teacher on a regular basis to discuss the student’s work with children and in the room. Head teachers may also be asked to do an evaluation at the end of the student’s semester.

**Professionalism and Code of Ethics**

Those of us who have selected Early Childhood Education as our profession follow an important code of ethics that guides our involvement with children. We expect each of the staff, students, and volunteers who work in our center to be similarly committed to maintaining ethical behavior. The following guidelines relate particularly to staff, students’, and volunteers’ involvement in the child care center.

- The parents and children of the center deserve respect. We convey this respect by a variety of behaviors, including active and sincere valuing, patience, tolerance, and acceptance. Maintaining a professional attitude includes being responsive to the needs of teachers, peers, and children.
- It is essential that we protect the confidentiality of all personal information concerning our children and their families. Therefore, you may use the children’s names in discussions occurring during lecture and lab only, but not in situations other than these.
- During staff meetings, an observation or discussion of a child’s behavior is acceptable: “Sarah has been hitting several children today,” or “Joe has been playing by himself a lot today.” It is not acceptable to make evaluative comments regarding any child or family. Evaluative comments are unprofessional in nature, and, if overheard by the child or parents, can have serious consequences for the child and the program.
- Remember that you are free to maintain your own self-respect. Comments such as “I’m tired of running, I’d like to rest now,” will help children understand the limits of their expectations of others.

**Dress Attire and Professional Behavior**

The LSU ECE Laboratory Preschool is a model child care center. It is important that our faculty present an appropriate and professional atmosphere by exhibiting fresh, professional and well-groomed appearance at all times. The following are the minimum acceptable standards for appearance that are applicable to all employees:
• Attire should be modest, neat, pressed, clean and professional at all times. Suggested attire includes scrubs, tennis shoes, khaki pants, polo shirts, long skirts and Capri pants. Attire not allowed includes, but is not limited to leggings, athletic wear, revealing or sheer garments, tank tops, garments with spaghetti straps, garments that reveal the midriff, jeans, shorts and open toed shoes.
• Accessories such as earrings, and other jewelry should be worn in moderation. Shoes should be comfortable, clean and in good repair. Piercings, other than ears, that are on other visible body parts is strictly prohibited. Body tattoos or markings must be covered at all times.
• Hair must be neat, clean and controlled at all times.
• Fingernails are to be clean and should not exceed ¼ inch beyond fingertip.
• Makeup and perfume should not be excessive.

**Misconduct, Violence Free Workplace, Sexual Harassment**
Please refer to LSU document PS-102 and PS-73 for University policies regarding violence free workplace and sexual harassment. The following actions are not tolerated in the LSU Early Childhood Education Laboratory Preschool. Any employee, LSU student, or volunteer displaying these actions will be subject to immediate dismissal.

• Marring or defacing walls, furniture, or fixtures.
• Using obscene or profane language.
• Disrespectful conduct toward supervisory personnel.
• Use and/or possession of alcohol, drugs, firearms, or other lethal weapons on school premises.
• Threatening a child, other staff members, parent, LSU student, or volunteer.
• Sexually harassing a child, other staff member, parent, LSU student, or volunteer.
• Willfully perpetrating acts of dishonesty and deception.
• Handling a child in an inappropriate manner.
• Leaving a child unattended for any amount of time.
• Inappropriate discipline of a child as defined in the Child Discipline Policy, including isolation, verbal abuse, spanking pulling hair, or any other rough or inappropriate handling of a child.
• Any act that endangers the children.

**Employee Discipline**
Employees of LSU Early Childhood Education Laboratory Preschool shall be disciplined in accordance to LSU policy, document number PS-08. The Director must document staff incompetence based on the items listed in the staff performance evaluation section. The Director shall fire no staff member before he or she has consulted with the LSU Administration. The decision to fire a staff member shall be a joint decision of the Director and LSU Administration.

**Code of Ethical Conduct and Statement of Commitment**
National Association for the Education of Young Children (NAEYC) position statement was revised April 2005 and is endorsed by the Association for Childhood Education International. Adopted by the National Association for Family Child Care. Follow this link to the Code set forth by NAEYC which all employees should follow. https://oldweb.naeyc.org/about/positions/PSETH05.asp

*Our local health consultant advised that no DEET be used at our facility, which conflicts with NAEYC who requires the use of mosquito repellent with DEET.

Staff Position Descriptions

The following is intended to describe the general content and requirements of various positions within the LSU Early Childhood Education Laboratory Preschool. It is not to be construed as an exhaustive statement of all duties, responsibilities, or requirements.

Director of LSU Early Childhood Education Laboratory Preschool

The Director is responsible for the management of a comprehensive high-quality campus-based child care center. Duties include fiscal and facility management, staff and teacher supervision, collaboration with university, state and community agencies, program development and coordination, publicity and evaluation. The position reports to the Associate Vice Chancellor for Student Life and Academic Services.

● Required Qualifications
  ○ Bachelor’s Degree in Early Childhood Education or related discipline
  ○ At least three years’ experience in directing an employer-supported, church, or college/university child care or nursery school program
  ○ Demonstrated ability to collaborate with multiple agencies to coordinate support from a variety of sources
  ○ Demonstrated knowledge of programming and developmentally appropriate practices
  ○ Demonstrated ability to manage the fiscal components of large projects
  ○ Demonstrated ability to manage and supervise employees and volunteers
  ○ Demonstrated exceptional ability to work with people and communicate effectively

● Preferred Qualifications
  ○ Ph.D. or Ed.D. in Early Childhood Education or related discipline
  ○ Graduate work in program evaluation and early childhood assessment
  ○ Experience in the Louisiana State Higher Education system
  ○ Demonstrated success in fundraising and grant writing
  ○ Experience in data collection
  ○ Minimum of three years of teaching experience

● Responsibilities
  ○ Develops, coordinates, and maintains a high-quality Early Childhood program
  ○ Maintains liaisons with community agencies and organizations
  ○ Develops publicity and marketing programs
  ○ Hires, trains, supervises and evaluates staff
○ Designs and implements evaluation of center program and assessment of children
○ Produces strategic plan annual report
○ Develops and manages the budget and oversees financial operations
○ Oversees the physical facility, construction, and maintenance
○ Maintains Class A license and NAEYC accreditation
○ Maintains confidentiality of children, parents, and fellow staff members
○ A resource to the university community, parents, and community/state at large
○ Develops and presents parent programs and events
○ Maintains physical facility of the center
○ Plan and coordinate custodial-maintenance
○ Secures grants/contracts and collaboration with agencies sponsoring child care programs
○ Designs and/or participates in child care fundraising projects
○ Convenes with the Advisory Committee on a scheduled basis
○ Coordinates other projects as directed by the Associate Vice Chancellor of Student Life and Academic Services

**Assistant Director of LSU Early Childhood Education Laboratory Preschool**
A full-time professional who assists in the administration of facilities, operations, personnel, food service, curriculum, and programs within a center accommodating 170 children. Reports to the Director of LSU Child Care and assumes the Director’s duties in his/her absence.

- **Required Qualifications**
  ○ Bachelor’s Degree in Early Childhood Education or related discipline
  ○ Three years of full-time experience in administration of an employer-supported, church, or college/university child care or nursery school program
  ○ Effective leadership skills
  ○ Ability to work with diverse constituencies
  ○ Skill in developing partnerships to achieve strategic goals
  ○ Ability to coordinate and direct efforts of staff
  ○ Knowledge of curriculum development needs
  ○ Experience in developing sound operational policies/procedures
  ○ Excellent communication, problem-solving, analytical and organizational skills.

- **Preferred Qualifications**
  ○ Master’s Degree in Early Childhood Education or related discipline.

- **Position Responsibilities: Administrative**
  ○ Implement sound operating and procedural policies.
  ○ Plan programs in support of the educational goals of the children, students, faculty and staff.
  ○ Guide teachers in preparing educational materials required to implement the daily activity plan, planning a physical room arrangement that is conducive to optimal growth and development, and maintaining a clean and orderly physical environment.
○ Conduct observations and assessments of teaching staff.
○ Maintains Class A license and NAEYC accreditation
○ Investigate and respond to concerns of students, parents, University staff, and others in such a manner as to provide accurate information, good customer service, and foster good public relations.
○ Establish and maintain communication lines with parents, departments and divisions outside the Center.
○ Coordinate, supervise, and evaluate staff members (volunteers, full- and part-time) in their duties and responsibilities and insure the positive effects of the results of such duties and responsibilities.
○ Participate with the Director in the development and presentation of parent programs and events.
○ Conduct frequent inspections of the facility to insure that the highest level of custodial and maintenance services available are being maintained.
○ Direct an effective security program to enable children’s personal safety. Develop and administer safety procedures, regulations, and training programs as needed.
○ Coordinate informational and promotional materials.
○ Insure that the application and enrollment procedures for each family is accurate and clearly states both benefits and responsibilities. Insure that the enrollment management process considers both student and University needs and that the assignment of children insures their reasonable safety, health, welfare, and educational development.
○ Incorporate adequate feedback mechanisms to evaluate all aspects of the Center operations (i.e. policy, facilities, staff, services, programs, and assessment of children) on a timely basis.
○ Oversee the Parent Advisory Committee for input into operation of the Center.
○ Assist with long-range planning and development of the mission statement, goals and objectives in conjunction with University flagship agenda and assessment of Center programs.
○ Maintain confidentiality of children, parents, and fellow staff members.
○ Monitor current trends in child care services to determine potential application and impact to the Center.
○ Prepare reports concerning the operations and activities of the Child Care Center as requested or deemed necessary.
○ Assist director with grant writing and maintains data, records, and reports for grant reporting.
○ Prepare presentation materials and coordinates publication of marketing materials.
○ Coordinate fundraising activities, secure grants/contracts and collaborate with agencies sponsoring child care programs.

● Position Responsibilities: Staff Development
○ Initiate and coordinate the recruitment, selection, training, evaluation, and retention of staff.
○ Provide staff development activities as needed.
○ Establish and maintain a communication network within the Center that allows the flow of information essential for all staff to perform their responsibilities.
○ Maintain appropriate staff records, conduct performance evaluations, and provide opportunities for staff improvement and development.
○ Serve as a resource person for teaching staff.
○ Assist with supervision and technical assistance for all teaching staff, student workers, and volunteers, and determine staff schedules based on projected enrollment by day and hour.
○ Supervise and assist teachers in conducting assessments on children’s growth and development and conducting individual conferences with parents of each child in order to better foster the growth and development of their children.

● Other Responsibilities:
○ Other projects and duties as requested by the Director.
○ On occasion, serves as a substitute teacher to ensure child-teacher ratios are in compliance.
○ May require occasional evening or weekend meetings.

**Business Manager of LSU Early Childhood Education Laboratory Preschool**
The position reports to the Director of LSU Child Care.

● **Required Qualification**
  ○ Bachelor’s degree in accounting, business administration or finance
  ○ Ability to accurately forecast and prepare budget projections for future operations
  ○ Knowledge and experience in performing and managing financial activity throughout the full accounting cycle
  ○ Knowledge and experience in use of computer spreadsheets, database, word processing and utility programs, accounting software
  ○ Experience in handling complex tasks, data and fiscal planning for the future
  ○ Demonstrated ability to work with people and communicate effectively

● **Preferred Qualifications**
  ○ Experience in collections
  ○ Two to three years’ experience in accounting or business with administrative managerial and supervisory skills

● **Position Responsibilities: Financial**
  ○ Serve as the fiscal officer for the department
  ○ Coordinate budget preparations with respect to budget allocations and prepare budget adjustments. Analyze income and expenditures of funds and prepare budget forecasts based on budget history and future projections. Track expenditures on a monthly basis, establishing controls and adherence to the
departmental budget control software programs, creating databases and spreadsheets. Maintain the department’s computer-based accounting system. Use the university mainframe statistical analysis software programming to create monthly reports and prepare quarterly budget updates.

- Develop, implement and monitor financial policies, procedures and reports for budgeting, billing, purchasing, accounting, auditing, cash handling and ensure strict adherence to university guidelines.
- Audit and oversee records and reporting to the United States Department of Agriculture for the Child and Adult Care Food Program (CACFP)
- Plan and coordinate food service functions within the Center.
- Prepare invoices and monthly statements for payment, reconciling any discrepancies. Ensure that invoices and monthly statements go out in a timely manner.
- Process and record payments received and other accounts receivable. Prepares, processes, and makes deposits.
- Journalize all department transactions using the university’s general ledger system. These transactions include but are not limited to: simple and compound journal entries; budget creation and adjustment entries; internal transactions; MOT reconciliation.
- Establish and maintain internal controls within the department. Conduct periodic audits to test the internal controls and/or investigate possible ways for improved financial operations. Conduct quarterly audit of payroll records.
- Prepare benchmarking reports for use in management and budget preparation.
- Prepare recommendation for rate increases. Annually analyzing and summarizing rates at benchmark institutions and are child care programs.
- Prepare all financial documents and correspondence including contracts, purchase orders, payroll and various internal and external billings and transactions.
- Collect policy or financial information, conducts analyses, and prepares recommendations based upon data obtained.
- Participate as a member of the management staff in long-range planning, goal setting, and assessment.

- **Position Responsibilities: Enrollment Management**
  - Responsible for application, registration, and enrollment processes.
  - Responsible for the collection of application, tuition, and registration fees, and communication regarding financial assistance programs. Monitor and enforce collections policies on delinquent accounts.
  - Maintain database of enrollees and coordinate routine communication with Director and Assistant Director

- **Position Responsibilities: Personnel Functions**
  - Prepare and processes payroll, personnel forms, and leave tracking for all department employees (civil service and professional).
• Maintain departmental records of position inventory, appointments, salaries, and other required documentation.
• Coordinate and reconcile travel requests for LSU Early Childhood Education Laboratory Preschool staff and prepare requests for director’s signature.

- **Position Responsibilities: Purchasing**
  • Responsible for inventory and property control.
  • Prepare requisitions, purchase supplies and equipment; verify receipt of goods and services.

- **Position Responsibilities: Administrative**
  • Represent the department at any level of university administration to communicate or present information concerning the department.
  • Attend business manager meetings scheduled for units and serve on university and child care committees as assigned.
  • Maintain confidentiality of children, parents, and fellow staff members.
  • Assist director with grant writing and maintains data, records, and reports for grant reporting.
  • Prepare presentation materials and coordinates publication of marketing materials.
  • Coordinate other projects as directed by the Director.

**Educator - Infant/Toddlers (6 weeks to 24 months) of LSU Early Childhood Education Laboratory Preschool**
The position reports to the Assistant Director and the Director.

- **Required Qualifications**
  • Have a BA/BS degree in Early Childhood Education or related discipline
  • Have at least one course related specifically to infants or toddlers
  • Minimum of two years teaching experience
  • Involvement in a professional Early Childhood Education organization
  • Demonstrated ability to work with people and communicate effectively

- **Preferred Qualifications**
  • Have an M.A./M.S. degree in Early Childhood Education or Child Development with specialized training in infant and toddler
  • At least three years teaching experience as an infant or toddler (6 weeks to 24 months) teacher

- **Position Responsibilities:**
  • Serve as a leader for the infant and toddler (6 weeks to 24 months) care team
  • Plans the curriculum for the assigned age group of children with the teacher
  • Conducts developmentally appropriate activities for children in a safe environment
  • Plans physical room arrangement that is conducive to optimal growth and development of children
  • Maintains a clean and orderly physical environment
○ Prepares, outside of class time, educational materials required to implement the daily activity plan
○ Reports daily events, changes in schedule, feeding times, food amounts, infant’s health and sleeping habits to the parents
○ Conducts assessments on children’s growth and development
○ Maintains communication with parents of each child in order to better foster the growth and development of their children
○ Attends and actively contribute to staff planning and evaluation meetings and professional meetings
○ Appropriately shares information with other staff members, and serves as a resource person in a specific area
○ Maintains confidentiality of children, parents, and fellow staff members
○ Assists the management team with assessment of the infant/toddler program
○ Knows and complies with the policies and procedures of the center
○ Coordinates other projects as directed by the Assistant Director or Director

**Educator - Preschool (2 year-olds to 5 year-olds) of LSU Early Childhood Education Laboratory Preschool**
The position reports to the Assistant Director and Director.

**Required Qualifications**
○ Have a BA/BS degree in Early Childhood Education or related discipline
○ Teacher certification
○ Minimum of two years teaching experience
○ Involvement in a professional Early Childhood Education organization
○ Demonstrated ability to work with people and communicate effectively

**Preferred Qualifications**
○ At least three years teaching experience as a preschool teacher
○ Have an M.A./M.S. degree in Early Childhood Education or Child Development

**Position Responsibilities**
○ Serve as a leader for the preschool (2 year-olds to 5 year-olds) care team
○ Plans the curriculum for the assigned age group of children with the teacher
○ Conducts developmentally appropriate activities for children in a safe environment
○ Plans physical room arrangement that is conducive to optimal growth and development of children
○ Maintains a clean and orderly physical environment
○ Prepares, outside of class time, educational materials required to implement the daily activity plan
○ Conducts assessments on children’s growth and development
○ Conducts individual conferences with parents of each child in order to better foster the growth and development of their children
○ Attends and actively contribute to staff planning and evaluation meetings and professional meetings

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- Appropriately shares information with other staff members, and serves as a resource person in a specific area
- Maintains confidentiality of children, parents, and fellow staff members
- Assists the management team with assessment of the preschool program
- Knows and complies with the policies and procedures of the center
- Coordinates other projects as directed by the Assistant Director and Program Director

**Child Development Specialist (6 weeks to 24 months) of LSU Early Childhood Education Laboratory Preschool**

The position reports to the Infant/Toddler Teaching Coordinator, Assistant Director, and Director.

- **Required Qualifications**
  - Have a B.A./B.S. in Early Childhood Education or related discipline
  - Minimum of one year of teaching experience
  - Demonstrated ability to work with people and communicate effectively

- **Preferred Qualifications**
  - At least two years of experience working with children ages 6 weeks to 24 months
  - Involvement in a professional Early Childhood Education organization

- **Substitute Qualifications**
  - Associate’s Degree in Early Childhood Education or related field with 12 credit hours in ECE or Child Development with 3 years of teaching experience and/or a Child Development
  - Associate Degree.

- **Position Responsibilities**
  - Assists in planning and implementing the daily program under the direction of the infant/toddler teaching coordinator
  - Conducts developmentally appropriate activities for children ages 6 weeks to 24 months in a safe environment
  - Assists in planning the physical room arrangement that is conducive to optimal growth and development of children ages 6 weeks to 24 months and preparing the learning environment
  - Maintains a clean and orderly physical environment
  - Prepares, outside of class time, educational materials required to implement the daily activity plan
  - Maintains communication with parents of each child in order to better foster the growth and development of their children
  - Conducts assessments on children’s growth and development
  - Attends and actively contribute to staff planning and evaluation meetings and professional meetings
  - Appropriately shares information with other staff members
  - Assists the infant/toddler teaching coordinator in any appropriate way
Child Development Specialist (24 months to 36 months) of LSU Early Childhood Education Laboratory Preschool

The position reports to the Preschool Teaching Coordinator, Assistant Director, and Director.

● **Required Qualifications**
  ○ Have a B.A./B.S. in Early Childhood Education or related discipline
  ○ Minimum of one year of teaching experience
  ○ Demonstrated ability to work with people and communicate effectively

● **Preferred Qualifications**
  ○ At least two years of experience working with children ages 24 months to 36 months
  ○ Involvement in a professional Early Childhood Education organization

● **Substitute Qualifications**
  ○ Associate’s Degree in Early Childhood Education or related field with 12 credit hours’ in ECE or Child Development with 3 years of teaching experience and/or a Child Development
  ○ Associate Degree.

● **Position Responsibilities**
  ○ Assists in planning and implementing the daily program under the direction of the preschool teaching coordinator
  ○ Conducts developmentally appropriate activities for children ages 24 months to 36 months in a safe environment
  ○ Assists in planning the physical room arrangement that is conducive to optimal growth and development of children ages 24 months to 36 months and preparing the learning environment, setting up interest centers
  ○ Maintains a clean and orderly physical environment
  ○ Prepares, outside of class time, educational materials required to implement the daily activity plan
  ○ Conducts assessments on children’s growth and development
  ○ Maintains communication with parents of each child in order to better foster the growth and development of their children
  ○ Attends and actively contribute to staff planning and evaluation meetings and professional meetings
  ○ Appropriately shares information with other staff members
  ○ Assists the preschool teaching coordinator in any appropriate way
  ○ Maintains confidentiality of children, parents, and fellow staff members
  ○ Knows and complies with the policies and procedures of the center
  ○ Coordinates other projects as directed by the Preschool Teaching Coordinator, Assistant Director, or Program Director
Child Development Specialist (3 year-olds to 5 year-olds) of LSU Early Childhood Education Laboratory Preschool

The position reports to the Preschool Teaching Coordinator, Assistant Director, and Program Director.

- **Required Qualifications**
  - Have a BA/BS degree in Early Childhood Education or related discipline
  - Minimum of one year teaching experience
  - Demonstrated ability to work with people and communicate effectively

- **Substitute Qualifications**
  - Associate’s Degree in Early Childhood Education or related field with 12 credit hours’ in ECE or Child Development with 3 years of teaching experience and/or a Child Development
  - Associate Degree.

- **Preferred Qualifications**
  - At least two years teaching experience as a preschool teacher
  - Teacher certification
  - Have an M.A./M.S. degree in Early Childhood Education
  - Involvement in a professional Early Childhood Education organization

- **Position Responsibilities**
  - Assists in planning and implementing the daily program under the direction of the preschool teaching coordinator
  - Conducts developmentally appropriate activities for children ages 3 years to 5 years old in a safe environment
  - Assists in planning the physical room arrangement that is conducive to optimal growth and development of children ages 3 years to 5 years old and preparing the learning environment, setting up interest centers
  - Maintains a clean and orderly physical environment
  - Prepares, outside of class time, educational materials required to implement the daily activity plan
  - Conducts assessments on children’s growth and development
  - Maintains communication with parents of each child in order to better foster the growth and development of their children
  - Attends and actively contribute to staff planning and evaluation meetings and professional meetings
  - Appropriately shares information with other staff members
  - Assists the preschool teaching coordinator in any appropriate way
  - Maintains confidentiality of children, parents, and fellow staff members
  - Knows and complies with the policies and procedures of the center
  - Coordinates other projects as directed by the Preschool Teaching Coordinator, Assistant Director, or Program Director

Child Development Assistant of LSU Early Childhood Education Laboratory Preschool
The position reports to the Teaching Associate, Teaching Coordinator, Assistant Director and Director.

- **Required Qualifications**
  - Have an Associate Degree or Child Development Associate
  - Demonstrated ability to work with people and communicate effectively

- **Preferred Qualifications**
  - 6 hours in Early Childhood Education or Child Development or related field
  - At least one-year experience working with specified age group

- **Position Responsibilities:**
  - Assists in implementing the daily program under the direction of the Teaching Associate
  - Assists in conducting developing developmentally appropriate activities for children in a safe environment
  - Assists in maintaining a clean and orderly physical environment
  - Prepares, outside of class time, educational materials required to implement the daily activity plan
  - Assists in conducting assessments on children’s growth and development
  - Attends and actively contributes to staff planning and evaluation meetings and professional meetings
  - Appropriately shares information with other staff members
  - Assists the Teaching Associate in any appropriate way
  - Maintains confidentiality of children, parents, and fellow staff members
  - Knows and complies with the policies and procedures of the center
  - Coordinates other projects as directed by the Teaching Associate, Teaching Coordinator, Assistant Director, or Program Director

**Administrative Coordinator III of LSU Early Childhood Education Laboratory Preschool**
Position is responsible for management of front office at LSU Early Childhood Education Laboratory Preschool to include fee collection, communication, building security, and secretarial support to Administrative staff. The position reports to the Director.

- **Required Qualification**
  - Ability to type at least 40 words per minute
  - Demonstrated ability to work with people and communicate effectively
  - Demonstrated ability of proficient written and oral communication skills
  - Strong organizational skills

- **Preferred Qualifications**
  - An associate degree in business, office machines, secretarial science, or closely related curriculum in a business school or technical institute or B.A. in Business Administration
  - Knowledge of word processing software (e.g., Microsoft Word, Excel, Lotus Notes) for correspondence, proposals and other work, to produce professional documents as required

- **Position Responsibilities**
○ Relieves administrative staff of all minor administrative matters and serves as a confidential secretary
○ Supervise security of child care facility including sign-in/sign-out procedures
○ Coordinate administrative tasks at front office such as appointment calendars, screen visitors and telephone calls, answer or refer routine questions, maintain files and central records, coordinate printing and duplication services, receive application/ registration materials, manage resource library, and accept of deliveries.
○ Collect and provide receipts for tuition payments
○ Maintain database of enrollees and coordinate routine communication with parents and teachers.
○ Supervise and schedule student workers as support for 30+ teaching staff.
○ Schedule use of facilities, conferences, and meetings.
○ Prepare benchmarking reports for management use and budget preparation.
○ Maintain data, records, and reports for grant reporting
○ Collect policy information, conduct analyses, and prepare recommendations based upon data obtained.
○ Edits correspondence and reports for director’s review
○ Independently prepare and send correspondence not requiring attention of the director
○ Take or transcribe minutes of meetings
○ Participate as a member of the management staff in long-range planning, goal setting, and assessment.
○ Coordinates other projects as directed by the Director

Food Service Specialist V of LSU Early Childhood Education Laboratory Preschool
To coordinate service and administrative type activities in the food service operation at the LSU Child Care Center. This position is also responsible for managing food preparation, the food inventory and preparing the necessary paperwork for the USDA Child and Adult Care Food Program. This position supervises the Food Service Specialist and reports to the Director.

• Preferred Qualifications
  ○ Two years of food-service experience for young children (i.e., child care, elementary, preschool)
  ○ Knowledge and experience with the USDA Child and Adult Care Food Program
  ○ Computer skills with knowledge of word processing software (e.g., Microsoft Word, Excel, Lotus Notes) for communication and reports and internet for online reports

• Position Responsibilities: Supervision/Administrative (55%)
  ○ Supervises Food Service Specialist 3 in daily operations and performs annual performance appraisals.
  ○ Manages daily food service operations including but not limited to: maintaining adequate supplies, placing orders, and receiving deliveries of food and non-food items
  ○ Prepares paperwork for the USDA-CACFP including: menu preparation, monthly billing, contracts, and a variety of records and reports

• Position Responsibilities: Food Service Operations (35%)
  ○ Assists in the preparation of meals and snacks for approximately 170 children
○ Ensures items are prepared, cooked, and served in accordance with standards of quality and quantity of the USDA-CACFP
○ Verifies that quantities and quality are appropriate for all children

● **Position Responsibilities: Training (10%)**
○ Provides orientation and instruction to staff concerning proper serving methods, sanitation, and safe work methods and customer relations
○ Trains new kitchen staff
○ Attends required USDA-CACFP workshops

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**Food Service Specialist III of LSU Early Childhood Education Laboratory Preschool**

To serve as lead food preparer by serving food and performing cleaning activities for the food-service operation of the LSU Early Childhood Education Laboratory Preschool. This person is responsible for preparing food and maintaining the kitchen in accordance with guidelines set forth by the USDA and Department of Health. This position reports to the Food Service Specialist V.

● **Preferred Qualifications**
○ Food service experience for young children (i.e., child care, elementary, preschool, etc.)
○ Knowledge and experience with the USDA Child and Adult Care Food Program

● **Position Responsibilities**
○ 55% - Food preparation of daily meals and snacks for approximately 170 children
○ 25% - Performs cooking, serving, storing and cleaning tasks and ensures tasks are in accordance with standards of quality and quantity of the USDA-CACFP and the Department of Health.
○ 10% - Assist in maintaining food quantity and supply inventory, ordering, receiving and stocking groceries
○ 5% - Prepares paperwork for the USDA-CACFP in the absence of the Food Service Specialist V
○ 5% - Attends a minimum of 6 clock hours of annual training in food preparation to meet requirements set forth by the Department of Social Services and USDA-CACFP workshops

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**Substitute Teacher/Floater of LSU Early Childhood Education Laboratory Preschool**

This position reports to the classroom teacher that he/she is assigned to.

● **Required Qualifications**
○ Have basic knowledge of Child Development
○ Knowledge of parent resources
○ Have previous regular exposure to young children

● **Preferred Qualifications**
○ Knowledge of theories of Child Development
○ Knowledge of curriculum development and young children
○ One year of experience working with young children

● **Position Responsibilities**
○ Have personal contact with the families during the day
○ Implement the daily program with guidance from classroom teacher
○ Provide continuity in the work of the classroom teacher in his/her absence
○ Supervise children during the absence of the classroom teacher
○ Maintain a clean and orderly physical environment
○ Know and comply with the policies and procedures of the Center
○ Any other job or project as outlined by the Director and/or Assistant Director.

Student Worker of LSU Early Childhood Education Laboratory Preschool
The Student Office Assistant is responsible for performing general clerical of the LSU Early Childhood Education Laboratory Preschool. This position reports to the Director, Assistant Director and Administrative Assistant.

● **Required Qualifications**
  ○ Full-time student and be in good standing with the university
  ○ Have previous regular exposure to young children
  ○ Able to operate a copier, facsimile machine and other office equipment necessary to perform clerical tasks. Must also possess word processing skills and be knowledgeable of Microsoft Office

● **Preferred Qualifications**
  ○ Have basic knowledge of Child Development
  ○ One year of experience working with young children

● **Position Responsibilities**
  ○ Maintain confidentiality of all information handled by the child care center
  ○ Greet visitors in the absence of the Director, Assistant Director and Administrative Assistant. Should be able to maintain office functions in the absence of the Administrative Assistant
  ○ Answer, forward to the appropriate person or division, or take messages for all incoming calls and requests to the child care center in assistance to or in the absence of the director, Assistant Director and Administrative Assistant
  ○ Provide clerical assistance for any special projects as assigned by the director, Assistant Director or other professional staff at the LSU Early Childhood Education Laboratory Preschool
  ○ Compile and distribute correspondence as assigned
  ○ Perform errands for the Director, Assistant Director and Administrative Assistant as requested
  ○ May be asked to assist in children’s classroom activities at the center
  ○ Perform other duties as assigned

**Emergency Evacuation**

**Responsibilities of Teachers**

● As the alarm sounds, all teachers immediately call the children and guide them toward the exit.

● One staff member should get the clipboard and lead the children out of the classroom, through the closest gate or door to the designated safe spot. Infant teachers should put no more than four babies in each evacuation crib before leaving the building.
• One adult checks the bathroom and classroom, then lead the last child out (May grab children’s coats if doing so does not detract from getting children to safety).
• Keep calm and cool. Adults are responsible for the children’s safety. Help the children to keep calm by modeling calm behavior and reassuring them.
• Adults should be aware of the number of children with them at all times. Children should not be allowed to wander away. Each teacher is responsible for the head count. Adults need to report the number of children in their group to the teacher.
• No child is to ever be left alone, especially if injured. If necessary, adults should send another child as a runner to get the director. Adults should gather the rest of the children and take them inside or to another area of the playground. The assistant director or director shall always be notified to contact the parents, ambulance, fire, etc. although the adult may be to be the designated caller.
• When the LSU Early Childhood Education Laboratory Preschool is declared unsafe, or it is reasonable to assume the same, the staff and children will relocate to the Louisiana Transportation and Research Center (LTRC).

**Responsibilities of Administrator**

The following is to be performed by the director or assistant director. If neither is on site, one of the teaching coordinators must assume these responsibilities.

• If the alarm does not sound, call 911 immediately to notify them of the situation.
• Check the system control box while the evacuation is in progress.
• Grab the evacuation backpack, walkie-talkie and give to the assistant director or administrative assistant.
  ○ **Evacuation Backpack Contents:** Class lists, Emergency Authorizations (for each child), Contact Information (for each child), First Aid Kit, Flashlight/Batteries, Master key to LSU Early Childhood Education Laboratory Preschool, Weather radio, Snacks for children (e.g., granola bars, etc.), Books for children, Blankets.
• Assist the classes in evacuation.
• Call 911 with more information.
• Meet the fire department upon their arrival.
• Maintain contact with the assistant director, other staff members, and the children, by walkie-talkie.
• Notify the Associate Vice Chancellor of Student Life and Academic Services (8-0481). This office will handle calls to other university departments.

**Shelter in Place**

If a chemical, hurricane, high winds, or other threatening emergency situation occurs requiring shelter in place, then the following procedures shall be employed:

• The Director or Assistant Director will call 911.
• If children are on the playground, teachers will be notified immediately to bring children inside.
• The Administrative Assistant or designated person in her absence will lock the front
doors and all the exterior classroom doors.
• The Director and/or Assistant Director of the LSU Early Childhood Education Laboratory
Preschool will turn off the HVAC unit and close off all vents and ask teachers to close any
doors and/or windows that may be open to the outside. Emergency lights will
automatically respond if electricity is turned off.
• Teachers will bring their children to the main hallway. Teachers will lock their classroom
doors after all children have been relocated to the hall.
• Teachers will check the class roll to account for all children and be sure to have the first
aid kit, class roll, and emergency contact information for the children.
• Teachers will remain with the children inside the facility and sing songs, play finger
games, read books or other such activities.
• The Director and/or Assistant Director will tape around the front doors and any other
exterior doors which are accessible through the main hallway.
• The Director and/or Assistant Director will notify the Associate Vice Chancellor of
Student Life and Academic Services of the situation.
• All staff will maintain a near as possible normal atmosphere from the time the doors are
locked and taped; record any unusual activity for future reference. Only the adult
restroom will be available during a shelter in place emergency.
• Keep tuned to the local TV and radio stations for updated announcements.
• All staff and children remain in the center hallway until the situation has been resolved
and the director announces the “All Clear” signal. No one will enter or leave the building
during a shelter in place emergency.

Natural Disaster Action Plan
Following the guidelines of LSU PS-18, personnel will be advised of and shall adhere to the
official decisions, directions, and actions of the University.
• The staff shall monitor official weather forecasts, and as warranted, begin preparations
to protect LSU Early Childhood Education Laboratory Preschool facilities and equipment.
In the event of a tornado, staff will follow the shelter in place plan.
• All moveable equipment that potentially could easily become airborne objects must be
moved to a secure inside site. This is to include, but not limited to: loose playground
equipment, tricycles, tables, chairs, etc.
• Nonessential mechanical/electrical equipment should be turned off and/or
disconnected, to include, but not limited to: computers, audio and video equipment.
• The Administrative Assistant should prepare an updated phone list of all staff and
prepare a phone chain. If the LSU Early Childhood Education Laboratory Preschool will
not open the Director/Assistant Director will notify the teaching coordinators and the
teachers who will call the parents/guardians of the children in their classrooms. The
Director/Assistant Director will call the student workers, volunteers, and student
trainees. The Director will notify the Associate Vice Chancellor of Student Life and
Academic Services.
● The Director and/or Assistant Director will check the First Aid Kits for Completeness and gather recommended hurricane supplies.
● The Director and/or Assistant Director will check the emergency lighting system.
● The Administrative Assistant will prepare phone messages for the main LSU Child Care Center phone to inform families of closure.
● The staff will help to remove valuable equipment from floor in areas of the building that are prone to flooding. Staff will help move valuable items away from windows to help prevent looting.
● If/when evacuation is ordered, all doors (interior and exterior) shall be locked, and all available window treatments shall be closed prior to departure from the facility.
● All facilities shall remain closed and vacant until authorized by appropriate University personnel for them to reopen.
● After the storm, damage will be assessed and urgent repairs will be done.
● An after action report will be prepared and forwarded to Associate Vice Chancellor for Student Life and Academic Services.
● A determination will be made by the Director and Associate Vice Chancellor for Student Life and Academic Services when the center is to be reopened and can be occupied by children.

Intruders
Any time someone that is not known by the staff at the LSU Early Childhood Education Laboratory Preschool enters the premises, he/she will be asked “May I help you?” If the person indicates that she or he is here to pick up a child, he/she will be asked to see photo identification and verify that this person is listed on the pickup authorization, even if the child seems to recognize the person. If the person is not in the Center for a legitimate reason, he/she will be asked to leave. If the stranger persists in lingering, or appears to be on at the LSU Early Childhood Education Laboratory Preschool without having business with the LSU Early Childhood Education Laboratory Preschool or LSU, the University police will be called. The staff of the LSU Early Childhood Education Laboratory Preschool should not try to remove or apprehend the stranger. The first priority is the safety of the children. If it is necessary, the children can be moved to a secure location, such as another classroom or the evacuation site (LTRC building).

Threatening Person Evacuation
A threatening person is one who may or may not be carrying a weapon. If a staff person, student, volunteer, or family member is threatened verbally or if a staff person feels intimidated and believes a situation is escalating and will become violent, staff shall react to secure the safety of children and get assistance from University police. Confining a threatening person to the office area, calling 911 and evacuating children to a safe place is the goal. University police will determine if children need to be moved to another location.

Bomb Threat
When a bomb threat is received, notify the University Police (578-3231) immediately. The Director and/or Assistant Director shall notify the teachers to evacuate the children immediately. If a bomb threat is received through a telephone call, the person who receives the call should complete the “Bomb Threat By Phone” checklist after notifying the University Police. The Director and/or Assistant Director shall have the University police conduct a search of the classrooms and building and report any suspicious items. **Under no circumstances shall anyone other than trained bomb technicians handle a suspicious package. Do not touch it, handle it or disturb it in any manner.**

**Lost Child**

To prevent children from wandering away from the group, there should be one staff member at the head of the group and another staff member at the rear at any time children are being taken from one place to another. Teachers will also conduct head counts regularly. In the event one of the children is missing, the following actions will be taken:

• A staff member will assemble and remain with the group. These children, if age appropriate, will be questioned regarding the missing child.

• Another staff member, along with other available staff members, will make a search of the classroom and/or the route to the current site.

• If the missing child is not located immediately if off site, or within 5 minutes if on site, the LSU Early Childhood Education Laboratory Preschool Director will notify the University police by dialing 911 to assist in the search. Immediately after notifying the police, the LSU Early Childhood Education Laboratory Preschool Director will notify the child’s parents.

• The University police will determine if outside authorities should be notified.

• During the search, the LSU Early Childhood Education Laboratory Preschool Director will remain in his/her office to coordinate the search. A detailed description should be prepared and provided to searchers that includes: name, age, height, weight, hair color, skin color, eye color, clothing description, prominent features, and a recent photograph (if available).

**FAMILY INVOLVEMENT**

**Family Education**

The LSU ECE Lab School sponsors a forum for ongoing family education. Topics for the forum include various parenting issues and topics suggested by the LSU ECE Lab School Parent Advisory Committee.

**Family Events**

There are several family events scheduled throughout the school year, i.e. Tiny Tiger Fest, AgMagic Field Trip, Center Parades, etc... which are coordinated through the Parent Advisory Committee (PAC). Information will be posted prior to the event and parents & family members are encouraged to attend.
**Newsletters**
Each month the Center newsletter highlights parenting topics and the latest information about the health and safety of children. Also listed on the newsletter are a list of parenting classes and resources available to families. Updates regarding upcoming events or highlights of past events are also included.

**Volunteer/Visitor Policy**
Keeping an open line of communication between the Center and families insures that the best interests of the children are served, both at home and at the Center. All parents are encouraged to visit, telephone, and send notes whenever they deem necessary. An open door policy for families, university faculty and staff, and the community to visit at any time shall be maintained. If a parent needs to discuss a problem or needs more detailed conversation, we ask that a conference time be setup with the child’s caregiver or Director. This will prevent staff from leaving children unattended. All visitors to the Center must register in the office and are not permitted in the classroom except by prior arrangement.

If a potential client, university faculty or staff, or member of the community requests a tour, then it shall be arranged by the director or the administrative assistant. LSU ECE Laboratory Preschool is to serve as a model child care facility, therefore tours are welcomed.

LSU ECE Laboratory Preschool shall be made available to students and faculty needing to fulfill class assignments or research. Permission to observe the children will be obtained by each family upon enrollment of the child into the program. Families will be informed about research projects as they arise and we shall provide families with the option as to whether or not they want their child to participate.

LSU student observers, participants, and researchers are asked to cooperate with all guidelines, seek staff assistance when appropriate, and identify themselves to staff members each time they come to the center. Most observation, participation, and research activities will be integrated into the children’s program; however, when activities are conducted outside of the regular program, the participant/researcher is expected to abide by those procedures established in consultation with the director and the teachers. Any changes in procedures require additional approval by the director. Commitments made for follow-up activities or reports must be honored. Persons who use the center are expected to refrain from publicly discussing any individual child, family or staff member and to otherwise respect the rights and feelings of all involved.

Activities, such as observation, participation, and in-class activities, require the submission of a completed “application for Observation/Participation” which should be signed by the student, the professor, and the center director. After the application is signed, the student will need to schedule the number of visits to the center needed to complete his or her observation/participation assignment. The student is expected to confirm the scheduled visits with the LSU-CCC office personnel.
The LSU Early Childhood Education Laboratory Preschool shall also be made available to any specialists (e.g. speech, physical, etc.) who are serving children with special needs that attend the center. Children with disabilities shall be allowed to receive therapeutic or other services within their regular classroom to maintain their sense of continuity and support their feeling of belonging to and acceptance by the group.

**Classroom Communication**

- Outside of each classroom is a Parent Board, a board containing information for your child’s classroom.
- “My Day” forms are sent home daily with each child to reflect the individual’s day at school.
- During classroom orientations, the educators will provide lists of upcoming activities and events that parents can get involved in.
- Classroom newsletters are sent home monthly to inform parents about classroom events, schedules & themes, and class reminders.
- Telephones are available in each classroom to make continuous communication between parents and educators possible.
- Parent-Teacher Conferences are scheduled twice a year. Conferences are an effective way to update parents on their child’s progress and to discuss any areas of child concern. Teachers and parents exchange information and set goals for the child. Parents are welcome to arrange additional meetings with their child’s educators.

**We encourage parents to share with the educator any events or information that may be pertinent to the family &/or child.**

**English as a Second Language**

Families often express concern about a child learning English while retaining or continuing to acquire the home language. Current research indicates that very young children acquire language in the context of a relationship, and that children do best if a single language is heard from a single adult. The LSU Early Childhood Education Laboratory Preschool teachers speak primarily English with the children. A child will acquire English quite easily through his/her experiences with the other children and teachers. Typically, the native language is spoken within the familial relationship.

Staff is encouraged to communicate with parents through a variety of means including orientation activities, informal telephone or face-to-face conversations, notes, or newsletters. In the Fall and Spring, each teacher conducts a conference concerning each child’s progress. This gives the teacher and the parents a chance to discuss any needs, difficulties, or concerns. These conferences are held at times to meet both parent and teacher convenience; a sign-up list can be sent out ahead of time. The conference notice must have a place on it where parents can list things that they would like to discuss at the conference. This allows the parents input into the conference; as well as, it allows teachers the opportunity to prepare ahead of time. Additional conferences may be scheduled when either parent or teacher feels they are needed.
**Classroom Pets / Visiting Animals**
Pets are NOT permitted. The LSU ECE Lab School follows the regulations as set forth by the Department of Health and Hospitals. Any visiting pets or resource visitors must be approved by the administration of the LSU ECE Lab School. All pets visiting the Center are required to have documentation from a veterinarian or an animal shelter to show that the animals are fully immunized.

**Celebrations / Special Events / Birthdays**
Any holidays and/or celebrations are respected as important events. Curriculum is not holiday driven and any holiday experience at the Center must be developmentally appropriate and meaningful for the children, as well as it must foster understanding and respect for one another. The LSU ECE Lab School will strive to identify individual similarities and celebrate individual differences. Each classroom educator will formulate specific policies and procedures for holiday related activities that will be shared with families as each holiday season arises.

**Latex balloons are NOT allowed for any celebrations at the LSU ECE Lab School.**

**Parent Advisory Committee (PAC)**
The PAC is a group of currently enrolled children’s parents who represent a cross-section of the LSU ECE Lab School. PAC provides feedback to the administration regarding policies and practices. The purpose of the PAC is to facilitate communication between families and the administration in an on-going effort to support the quality of provided care.

The PAC is not a policy-making body but does assist the administration with strategic planning by providing parental viewpoints and feedback regarding proposed changes. The PAC works with the administration to review various aspects of operations, including educator retention, fundraising, food service, extracurricular activities, changes in procedures or services, and facilities issues.

Parents are encouraged to contact PAC members with any questions, suggestions, or concerns that affect the Center as a whole. The PAC meets monthly and meetings are open to all families.

*The PAC does not address or mediate individual concerns between parents and educators.*

**Fundraising**
The PAC coordinates fundraising activities to help subsidize the LSU ECE Lab School. Tuition does not cover the total cost of materials and personnel so the Center depends upon the parent community to spearhead fundraising efforts. Money raised through fundraising activities may be used for enhancing the inside/outside environment, contributing to educator’s professional development, enrichment materials, etc.

**Classroom Representatives**
A classroom representative, or room parent, is an adult who assumes the representation of his/her child’s current class. Some classes may choose to have more than one room parent.

Suggested responsibilities of the classroom representative:

- Communicating with each family and educator in his/her particular class.
- Acting as a conduit of communication between administration and families.
- Organizing communications, i.e. email, class newsletters, classroom bulletin boards, memos, etc.
- Working closely with the educator to organize celebrations, parties, and special events.
- Being and/or becoming a member of the Parent Advisory Committee.

**Family Evaluation of the LSU ECE Lab School**
Families are asked to complete an annual evaluation of the LSU ECE Lab School. The evaluation evaluates the quality of services being provided and helps ensure that the LSU ECE Lab School is meeting the needs of the LSU community.

**Babysitting**
The use of employees, student workers, or volunteers as private, personal babysitters is not encouraged at the LSU ECE Lab School. The Center is not held responsible or liable once a child is placed under the care of any employee, student worker, or student trainee as a babysitter.

**Gift Giving**
Excessive gifts may add stress and competition between staff and families. Home-made items, cards, or notes of appreciation are always welcome. Group gifts for the classroom, such as a book for the school library, are encouraged.

Teacher Appreciation Week is a time when the Parent Committee assigns gift ideas and/or themes for each day. Participation is not required.

Gifts are not to be given or received with the intention of influencing someone, obtaining something in return, or as compensation for past or future actions. You may see the State of Louisiana’s Code of Governmental Ethics R.S. 42:1115 ©2012 (Acts 1979, No. 443, §1, eff. April 1, 1980; Acts 1983, No. 403, §1; Acts 1987, No. 730, §1.).