LOUISIANA STATE UNIVERSITY
CHILD DEVELOPMENT
LABORATORY PRESCHOOL
A Reggio Emilia Inspired Program

Parent Handbook
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LSU Preschool Vision and Mission

The Louisiana State University Child Development Laboratory (LSU CDL) Preschool 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 CDL Preschool 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 of effective strategies. Through its support of research and teaching, the LSU CDL Preschool will generate and disseminate knowledge about best practices in early childhood education to support children’s development and learning.
In implementing its mission, the LSU CDL is committed to providing the following to the student, the family, and the community:

**Discovery Opportunities**
- LSU CDL Preschool will support research related to child development and learning. Building upon Developmentally Appropriate Practice (DAP) studies done at LSU, the Preschool will continue to serve as a site for nationally-recognized research.
- The LSU CDL Preschool will partner with scholars in various disciplines in an effort to address critical social and educational issues.
- The LSU CDL Preschool will pursue opportunities to partner with industry to develop intellectual property and commercial application.

**Developmentally Appropriate Learning**
- The LSU CDL Preschool will increase the engagement of students and the development of critical thinking and creative problem solving through real life practice and application in a laboratory setting.
- The LSU CDL Preschool will foster the development of leaders in the early childhood field and allow students the opportunities to practice leadership skills.
- The LSU CDL Preschool will engage the campus community to increase learning for the children in the LSU CDL, university students and faculty.

**Diversity**
- The LSU CDL Preschool is committed to reflecting the diversity of the community in its staff and student population.
- The LSU CDL Preschool is committed to teaching and demonstrating strategies for working with diverse children and families.
- The LSU CDL Preschool will contribute to the LSU mission to create supportive environments for all.

**Engagement**
- The LSU CDL Preschool will collaborate with state and local leaders within the early childhood and childcare communities to increase quality of early childhood education.
- The LSU CDL Preschool will enhance our commitment to involvement in economic, social, and cultural activities.
- The LSU CDL Preschool will extend the influence of scholarly expertise to benefit our region, state, and our globe.
Program Philosophy

LSU Child Development Laboratory Preschool offers a play-based, developmentally appropriate curriculum for children that supports the learning and development of each individual child. The program at the LSU CDL Preschool is highly influenced by both the National Association for the Education of Young Children’s (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

Teachers in the laboratory Preschool combine their understanding of how children develop socially, emotionally, cognitively, and physically with what they know about each child’s interests, abilities, needs, and background 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.

Research and Demonstration Program

LSU CDL Preschool 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. 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/wp/ored/policies-compliance/](http://sites01.lsu.edu/wp/ored/policies-compliance/).

LSU CDL Preschool also seeks to demonstrate and disseminate recommended early childhood education practices. Observers from within the LSU community and beyond visit the school to learn about new, research-based early childhood practices. To learn more about our observation policies, please speak with the Director.
Admissions & Enrollment

Days and Hours of Operation

LSU CDL Preschool operates Monday through Friday from 7:45 a.m. to 4:45 p.m. The Preschool’s operating days are closely aligned to the university’s semester calendar. The children do not attend on university holidays or exam days at the end of each semester. There are times when the center may close in order for staff to attend professional conferences. A schedule is provided to parents at the beginning of each semester.

Admissions

LSU CDL Preschool provides high-quality early childhood programming for three and four year old children. To be accepted into the program, children must be three years old by September 30th. Children can continue in the program until they meet the age requirements to attend kindergarten. Because the mission of the LSU CDL Preschool includes supporting the research and teaching missions of the university, the student population should reflect the diversity of the community it represents (e.g. cultural diversity, differences in children’s abilities, and diverse family structures). Other factors considered during the admission process include the balance between boys and girls and the balance between three-year olds and four-year olds.

Applications will be accepted beginning in March for the following school year and continue until all slots are filled. Notification letters of acceptance or for the waiting list will be sent to parents beginning in May. If openings occur at any time during the school year, selections are made from applications on the waiting list. Parents of children who are currently enrolled in the program and wish to continue their child’s enrollment the following year must complete the required paperwork.

Applications are available at the LSU CDL Preschool website or on-site. All applications must be submitted along with the application fee. Please note there is no affiliation between the LSU CDL Preschool and any other school.

Tuition & Fees

Please refer to the LSU CDL Preschool website for updated information on tuition and fees. Tuition is due the first week of each semester and should be made payable to Louisiana State University. Payroll deductions may be arranged for LSU employees.


**Attendance**

Consistent attendance in the program is very important. However, we understand that there may be certain times in which your child cannot attend due to illness, appointments, or special family events. Please inform the center if your child will arrive late (after 9:00 a.m.) or will be picked up early. We also ask that you notify the center if your child will not be in attendance on a certain day or during a certain time period. Please see the health policies for more information about health conditions that may require a child to be excluded from the center and conditions that require a doctor’s excuse for return.

**Withdrawal and Dismissal**

A parent may withdraw a child from LSU CDL Preschool by providing a written two week notice. A child shall be removed from the program by the director if:

- The semester fee is not paid by the second week of the semester.
- The behavior of the child is not within the control of the staff and other children are at risk for harm.
Daily Routines

Transportation

Parents must arrange for transportation to and from school for their child. LSU has gates at the entrance and exit to the parking lots. A gate wand will be issued at the beginning of each year. There is a $30.00 deposit fee for each wand. The fee will be refunded upon return of the wand at the end of the school year.

Arrival

Drop off time is from 7:45 a.m. to 8:30 a.m. Please park on the right side of the drive, near the door of the Preschool. Parents must bring their child into the center and sign their child in on the designated form. We encourage parents to assist their child with the morning routine as they enter the Preschool. This may include putting items in their cubby, washing hands, and placing nametags on their shirt.

Departure

Pick-up time is from 12:30 p.m. – 12:45 p.m. for the half-day option and 4:30 p.m. – 4:45 p.m. for the extended day option. For the half-day option, parents will pull into the parking area delineated by the yellow curb directly in front of the preschool doors and your child will be brought to your car with his or her belongings. You will sign for your child from your car. If parents are picking up after 4:30, they may park in the parking spaces in front of the Preschool or in the parking lot to come inside and pick-up their child.

When signing your child out, please sign your first and last names (as required by licensing). Please note that children will only be released to those listed by the parent on the “Child Release Form”. Be sure the list is up-to-date and all phone numbers are current. Additional persons must be added to the list in person by the parent only. Picture identification will be required for additional persons picking up your child. The designated person must be at least 16 years of age.

LATE FEE: If you are more than five minutes late picking up your child, a late fee will be charged. The late fee will be $5.00 for the first 5 minutes and an additional $5.00 for each additional 5 minutes.

*Please be mindful of speed in the parking lot as LSU students use this parking lot to walk to and from class. Do not block the driveway out of the parking lot or park in parking spaces not specifically designated for the LSU CDL Preschool (parking spaces available after 4:30 p.m.).
Dress

As part of daily learning experiences, children engage in many active and messy explorations. Therefore we encourage children to wear comfortable clothing and shoes to school. We ask that parents provide an extra set of clothes for your child with your child's name clearly labeled.

Outdoor Play

Children will engage in daily outdoor explorations as part of the curriculum. Please apply sunscreen and/or insect repellant at home to decrease the likelihood of sunburn or an insect-borne illness. Children may play outside in light rain (with rain gear) but we will not play outside when there is lightening in the area. Other weather conditions that may affect children's outdoor play include ozone levels, heat index, and high winds.

Field Trips

An important part of the program is exposing children to many and varied experiences within the community. Therefore, a number of field trips are provided during the year. All field trips are walking trips on the LSU campus. Parents will sign the walking field trip permission form during orientation and update the form annually. We generally have many students to help with these trips, but parents are always welcome to join us. Parents will be informed of field trips in advance through e-mail and notices on the parent bulletin board.

Meals and Snacks

Meals and snacks provide children with opportunities to learn about things such as nutrition, math concepts, and social skills. LSU CDL Preschool provides children with lunch and two snacks each day (a morning snack and an afternoon snack). Meals are served in a family-style setting (children assist with setting the table, pouring milk, etc.). Water is always available to the children throughout the day. Please notify the director if your child has any food allergies or cannot eat certain foods because of religious or cultural beliefs.

Parents may provide special STORE BOUGHT treats for your child’s birthday or for a holiday (birthday cake, cupcakes, cookies, or a non-sweet). Please notify the director if you plan to bring a special treat.
Nap

Children who attend the extended day program option will have a 1 ½ hour to 2 hour rest period each day. Parents must provide their child’s mat and covers. Sheets must be taken home and washed each week. Children who choose not to take a nap will be offered quiet activities that will not distract other children who are resting. Children are always supervised during nap time.

Toys from Home

Teachers may have children bring certain items from home to school for special projects and studies. If toys are brought from home at any other times, toys must be left in your child’s cubby. Toy guns, knives, and other play weapons are never allowed.

Communication with Parents

Open-communication is very important between parents and staff. We provide numerous opportunities to respectfully communicate with one another. This includes the following practices:

- Parents are encouraged to share any pertinent information about their child with the teacher during morning arrivals (e.g., what the child ate, amount of rest, illness, etc.).
- Parents may communicate with staff in a variety of ways including informal conversations, phone calls, e-mails, scheduled meetings, or written notes.
- Teachers communicate with parents about their child’s day by using various forms of communication such as informal conversations during dismissal and/or written notes.
- Center information and resources are provided to parents via the parent bulletin board, written notes, and e-mail.
- A minimum of two parent-teacher conferences occur during each school year to discuss your child’s growth and development. However, parents may schedule a meeting at any time with program staff.
Screenings & Assessments

Screenings

A developmental screening must be completed for each child within the first 45 days of enrollment. Screenings are conducted in order for teaching staff to gain information about a child’s strengths and needs. LSU CDL Preschool uses Ages & Stages Questionnaires for child screenings. Parents complete the screenings with assistance from staff as needed. Staff will also assist in securing screenings in a child’s home language. If any concerns are noted during the screening process, the staff will discuss these concerns with parents and determine an appropriate follow-up plan which may include monitoring, a referral to an outside agency, or specific activities in the home or classroom.

Assessments

Assessments are ongoing measures of children’s progress. Teachers use documentation such as pictures, observations, work samples, and parent reports in order to complete authentic assessments on children. Progress monitoring checkpoints are competed at least twice a year (December and May) using Teaching Strategies Gold. The information found at each checkpoint will be discussed at parent conferences.
Health Policies

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.

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.

Health Practices

Each child must wash his/her hands as part of the arrival routine. This is a precaution we use to decrease the spread of germs in our center. Parents may assist children with handwashing as part of the morning arrival routine

Teachers will assess each child’s health status when the child arrives and periodically throughout the day. The assessment will involve observing the child, speaking with parents, and, if applicable, talking with the child. Teachers will observe and document:

- Changes in behavior or appearance
- Any skin rashes and itchy skin or scalp
- Signs of fever such as flushed appearance or shivering
- Complaints of pain or not feeling well
- Vomiting, diarrhea, and drainage from eye(s)
- When a child or family member has been exposed to a communicable disease
Health Conditions Requiring Exclusion

No child who arrives at the Preschool noticeably ill, with a rash, or with fever over 100 degrees (this includes fever within the last 24 hours) will be admitted for that day. If a child becomes ill during the school day, the parent is notified immediately. The child is taken to the sick room (director’s office) and remains there under adult supervision until the parent or an authorized person arrives to take the child home. The child is to remain home until they have been fever free for 24 hours without the use of fever reducing medication.

Health Emergencies

We will do everything we can to keep your child safe while in our care. LSU CDL Preschool staff is trained in First Aid and CPR. In the event of a minor accident, the staff will administer first aid (e.g., washing with soap and water; applying ice; applying a band-aid). In case of a medical emergency during Preschool hours, the staff will call the local ambulance service, which will transport the child to a local hospital. Every effort will be made to contact the child’s own physician. The parent or authorized adult will be notified as quickly as possible.

Health-related Communications

If a child has an accident or illness while in attendance at the Preschool, parents will be contacted and will receive either an illness/unusual behavior OR an accident/injury report at departure.

In the event a child contracts a communicable disease and exposes the other children, notice of such exposure will be posted on the parent bulletin board or by email (communication will not include the sick child’s name). Parents will also be notified when they pick up their children. The ill child will not be allowed to return to the Preschool until the period of contagion has passed.

Medication Administration

Preschool staff trained in medication administration will only give medication (e.g., EpiPen, Benadryl) required for severe allergic reactions (e.g., food, insect bites) or emergency medical situations (i.e., seizures). This will require doctor’s authorization and completion of the appropriate forms by parents. All prescription medicine must be in the original container with the pharmacy label. Non-prescription medicines must be in the original bottle packaging or have the printed document from the manufacturer’s website.
Guidance Philosophy

Young children are developing self-control and often need repeated opportunities to participate in activities with supervision and coaching from adults. LSU CDL Preschool recognizes this as a part of the developmental process and provides children with guidance to redirect behavior and teach democratic life skills. Staff provides children with opportunities to interact with peers, to express feelings, and engage in problem-solving during conflicts. Below are some of the other strategies we use to promote positive behavior:

- Provide a safe, interesting, and developmentally appropriate environment.
- Reasonable limits are set and explained to the children. Expectations are stated in a positive manner. (e.g., “Keep the puzzle pieces on the table. They might get lost on the floor.” “Walk in the classroom. You will not bump into friends or furniture.” “Run outside. There is plenty of space.”).
- Respect children’s feelings and assist in the appropriate expression of their feelings. (e.g., Rather than hitting or pushing, one child says to another, “I don’t want you to knock down the blocks.”)
- Offer two acceptable choices. (e.g., “Would you like to ride a tricycle or pull a wagon?”)
- Acknowledge positive behavior (e.g., “You put the puzzles on the shelf at clean-up time. That helped us get the job done quickly.”)
- Adults model appropriate behavior.

Dealing with Challenging Behaviors

Many young children are not fully able to control their strong feelings and at times they may display impulsive or aggressive behavior. Aggressive behavior is defined as behavior intending to hurt self or others, or to destroy property (e.g. biting, kicking, hitting, etc.). When a child becomes aggressive or disruptive to the classroom environment he/she may be asked to go to a designated area in the classroom/center to calm down. Children will not be required to remain in the calm down area for more than 3-4 minutes (1 minute per year of age) and will remain under the supervision of staff at all times. Calm down periods are followed by discussions about appropriate alternatives for the child’s aggressive behavior.

When challenging behaviors occur consistently, staff will work with parents to develop a behavior plan for their child in order to help reduce the challenging behavior. These plans may be developed in partnership with faculty of the LSU School of Education or outside agencies (with parent consent).
The following actions are prohibited on this campus:

- Physical or corporal punishment, which includes but is not limited to yelling, slapping, spanking, yanking, shaking, pinching, exposure to extreme temperatures or other measures producing physical pain, putting anything in the mouth of a child, requiring a child to exercise, or placing a child in an uncomfortable position
- Verbal abuse, which includes but is not limited to using offensive or profane language, telling a child to “shut up”, or making derogatory remarks about children or family members of children in the presence of children
- Threatening children with any of the above actions even if there is no intent to follow through with the threat.
- Allowing children to be disciplined by another child
- Allowing children to be bullied by another child
- Depriving children of food or beverages
- Restraining children through the use of devices such as high chairs or feeding tables for disciplinary purposes
- Withholding active play time for disciplinary purposes (except timeout may be used during active play time for an infraction incurred during outdoor play)
Parent Involvement

LSU CDL Preschool considers our parents as our most valuable resource! We offer various ways for you to become involved.

Volunteering

Whether you are interested in working in the classroom, gardening, or office work, there is always a place for parent volunteers! Please let us know your interests and availability and we welcome your assistance!

Donations

We accept donations from parents and community partners. At times we may request donations for specific items for a project but parents are welcome to donate items throughout the year. Due to state requirements and safety issues, there may be certain restrictions on donated items. Please check with the Director prior to bringing donations.

Parent Events

We offer at least three parent events each school year. This may include open-house, parent workshops, and holiday events.
Transitions

Transitions are important parts of young children’s lives but they can sometimes be difficult for children and adults. LSU CDL Preschool uses the following strategies to help ease anxiety or challenges that may occur during your child’s enrollment.

Transition from Home to School

If this is your child’s first time in an early childhood program, your child may experience some anxiety as they start into the program. This is normal and may last for a couple of weeks. Here are some tips to help ease transitions from home to school:

- Talk to your child about what to expect
- Establish morning rituals at drop off (i.e. hug good-bye, special words, etc.)
- Do not rush. Always say good-bye before leaving.
- Allow your child to bring a special object from home (e.g. picture or stuffed animal).
- Leave a personal item to ensure your return (e.g. jacket, keys, etc.)

Preschool staff will also help ease their transition by being patient, supportive, and understanding as children adjust to their new setting. Engaging morning activities will also be provided to help children transition into the classroom routine.

Transitions from School to Home

There may be times when children may resist leaving the program during pick-up time. Staff will assist with these transitions by allowing children adequate time wrap-up their work and prepare for dismissal. Children may be allowed to take home objects/projects from the Preschool in order to continue their work at home and ease the transition. We ask that parents assist in the process by having consistent pick-up routines and making sure children and staff are aware of any schedule changes (i.e., different pick up person, change in pick-up time, etc.).

Transitions from LSU CDL Preschool to another program

LSU CDL Preschool staff will support you and your child as the time comes for him/her to transition to their next educational setting. This includes providing information about various programs in the community, providing parents with information required for the application process, and talking to children about the transition.
General Policies

Nondiscrimination Policy

Discrimination by this center is prohibited on the basis of race, color, religion, sex, national origin, or handicapping condition.

Abuse and Neglect

The employees and volunteers of the LSU Preschool are required legally and ethically to report child abuse in accordance with LA R.S. 14.403. If a teacher notices suspicious marks on a child or if a child says something to a teacher that causes him/her to be suspicious, the information must be given to the director. The director will determine if Child Protective Services needs to be called. The telephone number is: 1-855-4LA-KIDS (1-855-452-5437).

Complaint Policy

If you have an unresolved licensing complaint, you may contact Louisiana Department of Education Licensing Division.

Louisiana Department of Education Licensing Division
P.O. Box 4249
Baton Rouge, LA 70821
LDELicensing@la.gov
(225) 342-9905
1-877-453-2721

Open Door Policy

Parents or legal guardians of children are invited to visit the LSU CDL Preschool at any time that their child is present in the facility. You are especially invited to use the observation facilities. However, if you need to speak with your child’s teacher or director, please make an appointment.

Alcohol/Tobacco Policy & Prohibited Items

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 Preschool facility (inside and outside) or on any field trip.
**Electronic Devices & Computer Practices**

Children may use computers, digital cameras, and tablets for project-based documentation and research activities. All computers in which children have access to are equipped with monitoring or filtering software that limits access to inappropriate web sites, e-mail, and instant messaging. Children's computer usage time is limited to 30 minutes per session and no more than one hour per day.

**Programs, Movies, and Video Games**

We do not use television programing, movies, or video games as a regular part of the curriculum. However, if short video clips are used to supplement a project the video clip must adhere to the following guidelines:

- a. No violent or adult content
- b. Suitable for the youngest child present
- c. If rated, must be rated G; any programming with a rating more restrictive than “PG” is prohibited.

Soap operas, television news, and sports programs aimed at audiences other than children are prohibited in the presence of children.

**Confidentiality of Records**

Children’s records are open only to the child’s teachers, the director, an authorized employee of the licensing agency, or the child's parent or legal guardian. Any person who views a child’s record must do so in the director’s office and must sign the record log in the child’s folder.

Below are examples of people who may request confidential information on children. Information may be shared with the following people only with prior consent from the parent:

- Doctors, therapists, or specialists who work with the child on or off-site
- Students conducting research
- Professors conducting research or writing a scholarly article
- Community partners
- Media outlets
- Educational Settings (child’s future school)
Valuable Information and Emergency Numbers

LSU Child Development Laboratory Preschool
South Campus @ Tower Drive (Human Ecology Building)
Baton Rouge, LA 70803
(225) 578-2408 or 578-1707

Emergency Numbers

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<td>Fire Department: 383-4425</td>
<td>Poison Control: 1-800-256-9822</td>
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OTHER EMERGENCY INFORMATION

University Emergency: 578-4357
LSU Medical Facility: 578-6721
Campus Safety: 578-5640
Child Protection Services: 1-855-4LA-KIDS (1-855-452-5437)
The Phone (Crisis Intervention Service): 924-3900
Lakeline Direct: 765-5253 or 1-877-765-5253
Lake After Hours: 12525 Perkins Rd. 819-8857

*In the event an emergency event on campus, we will follow university protocol (shelter-in-place, evacuate, etc.). If you are faculty, staff or a student at LSU please sign up for LSU's emergency text messaging system. Parents will be notified through text messages and phone calls if an emergency occurs.

Our emergency evacuation location is: _________________________________

Our emergency contact numbers are:
Human Ecology Front Office 225-578-2448
School of Education 225-578-6867
Director’s Cell Phone ___________________