Hillsborough Community College
Child Development Center

Parent Handbook
2009-2010

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Dear Families,

Welcome to the Hillsborough Community College's Child Development Centers (CDC). We are pleased that you have chosen our program for your child. We consider it a privilege to be your partner in the care and early education of your child. Dedication to building a happy, safe, and stimulating environment is the primary goal of every staff member. Parents are viewed as the most significant adults in their children's lives, and teachers are partners with them in providing a high quality early childhood experience. The latest research in the field of child development emphasizes the importance of early experiences on children's personalities, character, value systems, and social competence. It is the beginning of life-long patterns of learning.

Throughout the year, your child will grow through many different stages of development. They will learn how to separate from family, make new friends, socialize in group settings, and self-expression. They will develop confidence through secure relationships and independence through successful and satisfying experiences.

During our daily experiences, your child will have the opportunity to explore and learn many exciting things through play. Weekly lesson plans will be posted in classrooms, describing themes and activities. We will communicate with you verbally, as well as, through weekly communication reports. Monthly newsletters will provide you with information on current happenings and planned events.

This parent handbook is meant to serve as an informational source. Current theories in the fields of child development, psychology, and business management have been used to establish policies in this handbook. Parents have the right and obligation to become fully informed concerning their child's care. Please take the time to read your parent handbook and sign the acknowledgement form on the last page. The signed and dated form will be placed in your child's file along with other required completed forms prior to your child's attendance. HCC reserves the right to periodically make changes in policy and regulations as necessary.

We want to extend a warm welcome to you and your family. Your involvement in our program ensures a cooperative partnership resulting in a positive impact on the development of your child.

Sincerely,

The CDC Staff

Dale Mabry Coordinator          Terri Fernandez          813-356-1603
Ybor City Coordinator          Robin Pentz              813-259-6400
About the Child Development Centers

History
HCC’s first CDC opened on the Dale Mabry campus in 2001. The Dale Mabry center provides a hands-on, developmentally-appropriate curriculum for children three to five years of age. The Ybor City center opened in the spring of 2004 and provides quality child care for children one- to five- years of age. Both centers are approved Voluntary Pre-Kindergarten (VPK) sites, as well as participants with Early Learning Coalition Quality Counts for Kids (QCK), Hillsborough County School Readiness, Early Literacy Matters (ELM), Nova Southeastern University Mailman Institute-Project PITCH, USF Positive Behavior Support (PBS) and the Family Involvement Connections (FIC), formerly known as the Parent Services Project (PSP). Ybor City center has earned accreditation through the National Association for the Education of Young Children (NAEYC) and Dale Mabry is currently working toward accreditation through the National Accreditation Commission (NAC).

Mission
As a teaching lab school, both centers represent a living model of quality early childhood practices. The mission of HCC’s CDC is to provide quality, accessible, affordable childcare for HCC students, staff and faculty, while providing exemplary lab experiences to students in early childhood education, psychology, education, and other related fields.

Philosophy
Our philosophy is based upon the best, current research concerning children’s learning to include the following beliefs:

• Each child is unique, with special gifts and talents; the whole child is considered when planning activities
• Each child constructs their own knowledge through hands-on experiences within their environment
• Parents are primary educators of their child and an integral part of a successful early education program
• Teachers inspire in children, the values, challenges, and experiences for learning through developmentally appropriate guidance and positive interactions
• There is a critical link between a child’s early experiences and later success in life
• Children, families and society benefit from high quality early education programs that encourage advancement of intellectual, physical, emotional and social development

Goals
Our CDCs provide a high-quality program with educational leaders in the field of early childhood education to ensure curriculum reflects the cognitive, emotional, physical and creative development of the young child. Our goals to ensure success:

• Maintaining and increasing the expertise of staff and quality services by providing opportunities for ongoing professional development
• Planned learning activities and materials are appropriate to each child’s developmental stage
• Family-centered program, ensuring each family’s needs, concerns and cultures are addressed and incorporated into their child’s daily activities
• Children are active participants in their daily learning experiences, learning through teachable moments, and frequent, positive interactions
• Inclusive services to children of all abilities, where all children participate, are accepted and development is promoted and enhanced
• Serve as a training facility and observational site for HCC’s students preparing for careers in Early Childhood Education, Psychology, Education, Sign Language, Dental and other related fields.
Enrollment Procedures

**Enrollment Priority**
The children of full-time students at HCC receive first priority, then with space permitting, faculty, staff and part-time students may enroll. Morning and full-day sessions are available. Enrollment is for one semester at a time during the fall, spring and/or summer sessions. Currently enrolled children will have priority in registering for upcoming semesters. New children are enrolled from our waiting list, as space becomes available.

**Enrollment Requirements**
A completed enrollment packet and first week’s tuition are due one month prior to the semester beginning. Enrollment Information must be kept up-to-date at all times, and each semester new enrollment forms must be reviewed and updated. Parents must notify the center coordinator in writing of any changes. If a parent/guardian knows they will be unavailable at a current contact number, please notify the center of a temporary contact number. It is the parent’s responsibility to provide a substitute emergency number for the day.

**Non-Discrimination Policy**
The HCC Child Development Center does not discriminate in the admission or treatment of children on the basis of race, religion, gender, cultural heritage, political beliefs, marital status, national origin, disability, or sexual preference.

**Adjustment Period**
We encourage you to schedule several visits to our program with your child prior to enrollment. Many preschoolers experience their first separation from parents and their first introduction to school when they enroll in our CDC. We want to make the transition from home to center as smooth and positive as possible. With this goal in mind, we recommend children be gradually introduced to the classroom environment over a period of one week. We have found that this kind of unhurried introduction helps the child adjust to a school environment better. We have a two- to four-week adjustment period to determine the appropriateness of the program for each child and their family.

**Confidentiality Policy**
The CDC staff strives to respect all individuals’ privacy. We do not discuss or share private or personal information which includes phone numbers or addresses of families or staff, without written consent. A school directory is available with consented information provided for family reference.

**Financial Information**

**Tuition Fees**
HCC contracts with parents to provide services on a semester basis. Tuition fees are based on the total number of weeks in a given semester. Tuition is due in advance, to the Bursar’s Office, on the Friday prior to the child’s attendance. No exceptions. A tuition receipt must be received at the center no later than 4:30pm each Friday for the following week. No exceptions. Children will not be admitted to the center on Monday morning without a tuition receipt that includes the mandated late fee.

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<th>2009-2010 HCC CDC Weekly Tuition Fees</th>
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<tr>
<td>Full Time</td>
<td>$150.00 (full time is no more than 42.5 hours per week)</td>
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<tr>
<td>Part Time</td>
<td>$80.00 (part time – use of center 20 hours or less, Arriving at the center at by 8:55 a.m. daily)</td>
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<tr>
<td>VPK before/after</td>
<td>$53.20 VPK Students arriving before 8:30 or stay after 12:30</td>
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Financial assistance programs may be available. Please inquire with office staff.
Payment Policies
Payments can be made at the beginning of the semester, monthly, or weekly - by cash, check or credit card. No refunds will be made as a result of absences, vacations, holidays or days the college may be closed due to unforeseen circumstances. Child Care tuition payments are not charged for the Winter and Spring break weeks.

Upon enrollment and each semester parents will receive a Tuition Payment Letter informing the Bursar’s Office of their child’s acceptance and amount due for tuition. The Bursar’s Office hours are:

- Monday & Tuesday from 8:00am-7:00pm
- Wednesday – Friday from 8:00am-4:30pm

Tuition payments may not be made using the drop boxes due to the requirement to submit a receipt to the center every Friday prior to the week of attendance by 4:30 p.m..

Additional Fees
A $25.00 per day late fee is automatically applied to your tuition account by the bursars for each day your tuition payment is late. The center coordinator has no authority to waive this late fee.

Late pick-up fees will be determined utilizing the computer US official time website for any child picked up after their contracted schedule time. The late pick-up fees will be charged as follows:

- First late notice: Written warning signed by parent (unless >15 minutes late)
- 2nd & 3rd notice: $1.00 per minute late
- 4th notice: a termination warning copied to the College’s program dean

*In all cases, a parent must sign the late sheet and pay the appropriate charges within two school days. This policy will be strictly enforced. Continued instances may result in dismissal from the program.*

Tax Information
Hillsborough Community College does not provide annual printouts for tax purposes. It is your responsibility to save your copy of your payment receipts to post your total amount paid for childcare on your tax forms. HCC’s Tax ID number is **59-1219841**.

Child Withdrawal
Written notice of the intent to withdraw a child must be submitted to the center coordinator two weeks in advance. All unpaid fees owed to the center will be collected by the college. No refunds will be given for early withdrawal. Advance notice allows a more positive transition for the child and provides a sense of closure when the child leaves the center. If your child is absent for over a week and you do not inform the center of the intent to withdraw, you will be charged for that week.

Center Operations

Hours of Operation
HCC’s CDCs are open from 7:30am until 5:30pm, Monday through Friday. Our Voluntary Pre-Kindergarten (VPK) program runs from 8:30am until 12:30pm, Monday through Friday.

Holidays and Center Closings
Centers follow HCC calendar closings. We are also closed several times a year for staff professional development. Parents/guardians receive a calendar of events with planned closings upon registration.

Arrival and Departure
Formal daily activities begin each day at 8:30am. Children having breakfast at school need to arrive no later than 8:20am (breakfast is served from 7:30-8:30am with last serving at 8:20am). All children must arrive by 8:55am. Children will not be admitted after 9am. Parent/Guardians must sign their child in and out each day, to include the time and their signature. A staff member must be made aware of each
child’s arrival and departure. The center will only release the child to designated/authorized persons listed on the child release form. These individuals must be informed of these policies and abide by them. Photo identification will be required.

In an effort to encourage and support good communication skills between children and parents, the following policy is in effect: DISCONTINUE CELL PHONE USE BEFORE ENTERING THE BUILDING.

**Custody Issues**
The CDC recognizes in most situations both parents have a legal right to be a part of their child’s life. If there is a custodial dispute regarding a child, we must have a copy of the official court documents on file. The CDC can only deny a parent/guardian access to a child if a legal document (court order) addressing custody or visitation is on file. However, the CDC will deny the release of a child to an adult if a staff member suspects the adult may be under the influence of alcohol or drugs. The law requires the staff member to contact someone to provide alternative transportation for both the child and adult. If a dispute occurs, local law enforcement will be contacted immediately.

**Attendance Policy**
If your child is going to be absent, please notify the center. If your child is ill, you should notify the center as to the nature of the illness, particularly if the illness is contagious documented by a physician. If your child has to leave the center for an extended period of time, you should discuss your plans with the coordinator as soon as possible. VPK students are expected to attend every day VPK is offered. The state allows up to three days per month for absences without written documentation. Any absence beyond three days requires a written note from a doctor, or explanation of the absence from the parent to be submitted to the state for approval. Unexcused absences in the VPK program could result in the college to charge the unreimbursed tuition fee.

**Open Door – Unlimited Access Policy**
Parental involvement is a key ingredient in maintaining the quality of our program. We strive for a dynamic, interactive, open environment, where staff works with families to raise happy, healthy, curious children. At the CDC, we have an open door policy. Parents are always welcome to participate in our program beyond their daily exchange of information with staff. We invite parents to arrange times to volunteer in our center through a variety of ways, such as, story times, special event chaperones, sharing cultural celebrations and traditions.

**Emergency Closings**
If the College makes a decision to close due to inclement weather, hazardous conditions or an emergency situation, the CDCs will also close. In an emergency, local radio and television stations will air announcements concerning closing information. Closing information is also available on the website, www.hccfl.edu.

**Emergency Evacuation Procedures**
Emergency evacuation procedures vary according to campus. A separate sheet will accompany this booklet describing specifics for your locale. In the event of an emergency, you may contact the HCC Security Office at 253-7911 to obtain this information.

Emergency procedures for fires, tornadoes, etc. are posted in each classroom. Practice drills are conducted on a regular basis. Our office is equipped with an emergency radio that will alert us to any emergency weather situations. All staff members are trained in First Aid and CPR procedures. A copy of the center’s Emergency Management Plan is available for review.
Center Program

Voluntary Pre-Kindergarten
Both centers offer VPK programs to children who meet the state requirements. VPK certificate of eligibility may be obtained through the Children’s Board or the Early Learning Coalition. State approved curriculum is used by both centers to ensure that School Readiness Performance Standards are met.

Learning Environment
Based on current research, staff uses the theories of Piaget, Vygotsky, Erikson, Montessori and more recent theorists such as Gardner, DeVries, and others. The learning environment is designed so that children of specific ages can learn through exploration and individual initiative. We are committed to providing an anti-biased, multicultural curriculum, with the developmental needs and interests of the children served.

The Division for Early Childhood (DEC) and the National Association for the Education of Young Children (NAEYC) define inclusion as “the values, policies, and practices that support the right of every infant and young child and his or her family, regardless of ability, to participate in a broad range of activities and contexts as full members of families, communities, and society.” The College’s child development centers support this definition through the provision of inclusive program policies, materials and equipment, and instructional practices.

Individualized Developmental Plans
The individualized developmental plan includes a variety of tools used throughout the year to help track each child’s learning needs. This plan includes the Ages and Stages developmental screenings, anecdotal notes, observations, checklists and assessments. Each classroom’s lead teacher will compile a portfolio to collect work samples, record anecdotal notes, and observations. This information will be used in conjunction with screenings to identify each individual child’s interests and needs, and identify developmental progress, allowing teachers to adapt curriculum, teaching practices and the classroom environment for the benefit of each child.

All assessments, whether formal or informal, are kept confidential, are to be used by the teacher and families as a mean for evaluating the child’s needs and development, and will be used for arranging diagnostic referrals, when deemed appropriate.

At the beginning of each school year teaching staff in partnership with parents /guardians will administer the Ages and Stages Developmental screening to help teachers prepare for curriculum development. A copy of the Ages and Stages Developmental Screen will be provided to the parents/guardians to complete to bring to the conferences. Conferences will be held three times a year (fall, spring, and summer). Fall conferences will address the child’s transition to school and initial screening results. Spring conferences will address progress in all developmental areas and focus on the child’s portfolio. Summer conferences will address successes made through out the school year.

The CDC considers it our professional responsibility to be associated with various community agencies and resources that may be useful to our families, and promote communication as needed.

Daily Schedule/Rest Time
Each classroom has a set daily schedule posted to facilitate learning activities and help children understand time as a predictable series of events. Time is arranged to ensure each child has an opportunity to engage in various types of play. Activities are designed to foster development in the areas of social, emotional, physical and intellectual growth. A balance of active/passive, large/small group, indoor/outdoor, and teacher/child directed activities are offered throughout the day.

Within our full-day program, a time is set aside for children to rest after lunch. This quiet time allows children to relax and unwind from their busy morning schedule, enabling them to continue in afternoon learning experiences.
Field Trips/Special Events
There are wonderful opportunities to expand the environment, knowledge and vocabulary of children through well-planned excursions outside the centers. Occasionally opportunities for enrichment are planned to coordinate with topics of study and/or events on our college campuses. Any trip away from the center is thoroughly planned and announced in advance. Parent/guardians must sign a permission slip prior to the child’s participation.

Appropriate Attire
Children have outdoor play daily. Children should wear clothing that is appropriate for the weather and activities. Children should wear rubber soled shoes with enclosed toes and heels. No sandals, slippers, flip flops, clogs, or western boots should be worn. All clothing items should be labeled with the child’s name. Parents should provide a minimum of two sets of labeled clothing (and in appropriate situations, diapers and baby wipes). Parents are responsible for checking clothing left at the center periodically for weather appropriateness and fit. Soiled clothing should be taken home the day it is soiled and appropriate replacement clothing returned. In addition, accessories can create safety hazards for children. Earrings or rings can scratch children or cause eye injuries. Necklaces, bracelets, rings, and earrings may be caught on equipment used during the day. Rings, pins, buttons, hair beads, small barrettes, and other accessories are additional choking hazards for young children. We ask that these items not be worn by children while attending school.

Personal Belongings
The Center provides ample materials and learning tools to meet the needs of each child. Children are allowed to bring in special interest items, related to a theme topic, if the teacher is notified in advance. Please leave all toys, lip balms, candy, gum, rubber bands, money and jewelry at home. These items are considered safety hazards and can cause choking. They are not permitted in the Center. The CDC will not be responsible for any damage or loss of any personal items brought to the center.

Parental Involvement
The HCC Child Development Laboratory School is one of the first enriching experiences your child will have in a group setting. Although our program is designed to meet the needs of your child, we are committed to the whole family. This is your program and we need your assistance. Parents are required to have an orientation upon registering their child. Various activities for parent involvement are planned throughout the year, including parent conferences, open house, family meals, parent education speakers, Week of the Young Child activities, and field trips to the college campus. These activities may vary according to location. Our locations on college campuses allow us to provide a variety of enriching experiences not available to many children. We hope to see you attend as many as possible. Parents may also be asked to volunteer to assist at various times with field trips and special projects. If you have a special talent, family tradition, or occupation, we would like to have you share your expertise with our program.

Parental Role and Responsibility
Parents are the most important people in their child’s world; they are also their child’s first and primary teacher. When parents are involved in their children's education, both children and parents benefit. Parent participation enhances a child’s self-esteem, improves academic achievement, improves parent-child relationships, and helps parents develop positive attitudes towards school and a better understanding of the schooling process. Volunteer participation from parents is most welcome and must be arranged with teachers in advance, as well as parent participation in center events.
Parents are encouraged to participate in the following areas: Parent Orientation, one FIC event, and serving as a member of our Parent Services Club. It is also the parent’s responsibility to keep informed by reading the Parent Handbook, newsletter, bulletin board notices, classroom communication sheets, and checking the sign-in/out books daily.

**Center-Parent Communication**

Center staff and administration are committed to providing quality interactions between center and families. We feel this is critical to the success of children in care. We try to speak to each parent as the child is brought into the center in the morning and when the child is picked up later in the day. We offer notes, telephone conferences, email communications, a monthly newsletter, and in-person conferences upon request. Because communication problems can occur when concerns are passed on indirectly or ‘through the grapevine,’ the teaching staff at the CDC prefer parents to approach them directly if they have any questions or concerns pertaining to their child. We encourage parents to share important information with teachers during morning transitions or leave a note on the classroom message center. The CDC has a parent information board to post timely reminders, announce important events and share community resource information with families. Daily for our one- & two year old children and weekly communication forms are completed in each classroom to provide teachers an opportunity to share information with parents and monthly newsletters are distributed to all families, including a calendar of events.

**Family Involvement Connection (FIC) formerly known as the Parent Services Project (PSP)**

Both centers participate in the Family Involvement Connection (FIC) through the Child Abuse Council. The FIC is a nationally acclaimed family involvement and support program offered through participating childcare centers in Hillsborough County. The program is provided through collaboration with the Children’s Board of Hillsborough County. The program gives parents the information and support they need to raise healthy children. FIC coordinators help parents plan activities and gatherings for families enrolled in their childcare centers. FIC coordinators also help identify potential risks and challenges facing children and work with parents to address those concerns. In conjunction with Early Literacy Model (ELM), FIC has developed lending libraries for parents in their child’s classrooms. Please check with your child’s teacher for details about this wonderful program.

**Open House**

Open House is a time for parents to meet informally with teachers, tour their child’s classroom and explore the learning opportunities that their child has access to. Parents can learn about the importance of each center in their child’s room and the purposes of the materials available. Open House is typically scheduled in the late fall, but may also occur in the spring.

**Parent Conferences and Annual Family Survey**

Conferences are held three times a year during the fall, spring and summer sessions to help the teacher and family communicate and share in the child’s progress. Special meetings may be scheduled, upon request. An annual survey will also be solicited to allow parents to assess our program and provide feedback for future improvements.

**Grievance Procedures**

In the case of grievances, effective communication with the proper parties involved can resolve may issues that arise. We ask that parents follow the organizational structure of the school, by first discussing matters with their child’s teacher, then the center coordinator and then, if necessary, the Dean of Technical programs. It is our hope that this will help to expedite and clarify situations so that they do not linger and create further misunderstanding. The school expects all parties involved to conduct themselves according to the highest ethical standards.
Health & Safety

Immunization Requirements
The Hillsborough County Child Care Licensing Program requires that a physician’s statement (DH 3040, yellow form) and current immunization records (DH 680, blue form) be on file when a child is enrolled and must be updated yearly. These forms are to be returned prior to the first day of attendance at the lab school with other completed files.

Insurance
HCC carries general legal liability insurance for the staff of the CDC. Children’s medical coverage should be under the parent’s insurance policies. Upon enrollment, families will be asked to provide insurance information necessary for medical emergencies. Should you have no insurance, you will be given information on Florida’s Kid Care Program that offers insurance for all children under the age of 18.

Medication
No medications are administered at the HCC CDCs. The center personnel cannot medicate children and medications, whether prescription or over the counter, are not allowed in the center. The only exceptions are those for medical emergencies, such as Epi-Pens for severe allergic reactions, and they must be kept in a locked emergency medical box in the child’s classroom with a doctor’s prescription and instructions for administration signed by the parent.

Allergies/Special Needs
It is the parents’ responsibility to notify staff of any allergies your child may have and give instructions for notification. An allergy alert form from the Department of Health must be completed by a physician and be on file at the center. Food allergies will be posted in the kitchen area and anywhere food is served. Parents requesting special food restrictions for cultural or religious reasons will be asked to provide written, dated and signed instructions. The center will make every effort to provide alternate foods to meet the daily recommended dietary requirements and allowances. Parents may be asked to provide alternate foods to meet the dietary needs of that food group, if necessary.

No Smoking Policy
The HCC CDC enforces a strict, “no smoking” policy, as mandated by Hillsborough County Childcare Licensing. This policy includes the center, the playgrounds, the parking lot in front of the center and adjacent properties.

Medical Emergencies
In the case of a medical emergency the center coordinator will call 911 and notify the parent. The parent or a designated staff member will accompany the child to the hospital. All HCC CDC staff members are required to have current First Aid and CPR certification.

Accident/Incident Reports
The center will complete a report for the following: accident, injury, or illness which requires first aid treatment; bump or blow to the head; emergency transportation; or unusual or unexpected event which jeopardizes the safety of the children or staff. Parents must be informed of any injury a child has received while in attendance at the center. Staff are required to fill out an Accident/Incident form, and the staff, center coordinator and parent sign the report. The same incident report procedure is followed if a child arrives at the center with evidence of an injury incurred prior to their arrival at the center.
Illness Procedures
Precautions such as disinfecting toys, cots, cribs, diaper changing surfaces, and frequent hand washing, are taken at the lab school to protect the children against illness and infection. Even with these precautions most children will encounter several infections and illnesses during the year. If a child becomes ill at school, and has a fever of 101 degrees or higher, the parents/guardians will be notified and must pick up the child within 30 minutes. Please keep all contact information current so that you can be easily reached if an illness should occur. Any child excluded from attendance because of illness will not be allowed to return to the Child Development Center until they have been free of symptoms for 24 hours. In the event that the children are exposed to an infectious disease at the Child Development Center, there will be prompt notification to all parents. In return, parents are to report when their child has been exposed to infection or disease outside of the Child Development Center. If your child is absent due to illness, it is imperative that the Coordinator or Office Manager be notified.

Before readmittance, there must be a statement from the child’s physician confirming that the child is no longer contagious. The following are guidelines that enable our Teaching Lab Schools to provide a more healthful environment for all the attending children:

General Guidelines for Keeping Your Child Home:
1. Keep your child home if he/she has had a fever during the previous 24 hours (101 F or higher).
2. Keep your child home if he/she has vomited or had diarrhea during the past 24 hours.
3. Keep your child home if he/she has ring worm or lice.
4. Keep your child home if he/she has a yellow-green nasal discharge and/or persistent cough, unless you have a note from their doctor.
5. Keep your child home if he/she has a rash.
6. Keep your child home if he/she has symptoms of contagious disease (headache, sore throat, reddened eyes, unusual behavior, vomiting).

General Guidelines for returning your child to The Teaching Lab Schools:
1. Your child may return when he/she has been FREE OF FEVER (101 F or higher) for 24 hours (without fever medication)
2. Your child may return when free from vomiting-diarrhea for 24 hours.
3. Your child may return when the major cold/flu symptoms are gone and only a minor clear nasal discharge remains.
4. Your child may return when the contagious period has passed or he/she has been on antibiotics for 24 hours.
5. Your child may return when he/she is able to participate in regularly scheduled activities, including outside play.

Nutrition
Meals/Snacks
HCC partners with the USDA Florida State food program. The HCC Child Development Centers provide a wholesome breakfast and one afternoon snack daily. Each meal and snack is planned to meet a child’s nutritional requirements. Parents are required to provide the midday meal according to the USDA standards. Separate information will be provided concerning FDA Standards.

Special Occasions
The child care center would enjoy learning more about your family traditions. We seek culturally diverse speakers to share ethnic traditions, celebrations and food experiences. Do you play an instrument, dance, sing or prepare a special traditional dish? We welcome meaningful, educational and fun activities for our children to participate in. Celebrations are typically held in the afternoon after rest time. At no time can latex balloons be brought to the center because of the danger they present to the children when broken. Mylar balloons are acceptable. County regulations do not allow homemade treat items. All refreshments must be store purchased.
Respect for all families is kept in mind when planning birthday celebrations. Please let us know if your child will not be able to participate in a particular activity and we will do our best to accommodate you and your child. Birthdays are special occasions and are acknowledged at the Center. An effort is made to keep celebrations low-key and to encourage families to share their own special traditions. Each classroom celebrates birthdays differently, considering the child’s developmental level. Parents may bring store bought cupcakes for their child’s class. The cupcakes are usually eaten at afternoon snack time along with a nutritious alternative, and staff and children sing “Happy Birthday.”

Cooking Activities
On occasion, classrooms may plan cooking activities to correlate with themes and to support multicultural experiences being taught. These activities provide opportunities for children to learn important fine motor, math and science skills. Children gain both social and language development experiences as well. Food allergies are taken into consideration when these activities are planned by classroom teachers.

Guidance and Discipline
Within the HCC CDCs, teachers support all children in learning socially appropriate behavior by providing guidance that is appropriate for the child’s level of development using the Program-Wide Positive Behavior Support Techniques developed by the University of South Florida. Each staff member recognizes that children are at different stages of their development and in learning self-discipline, teachers support all children in learning socially appropriate behavior by providing guidance that is consistent with the children’s level of development. Children are taught the expectations (classroom rules) for their behavior throughout the day within formal and informal activities. The program will provide families with information so that they can also teach behavior expectations and promote the social development of their children. Teachers provide opportunities for the development of social skills that include helping, negotiation, cooperating, talking about feelings and solving interpersonal problems. Children are encouraged to evaluate a problem and come up with possible solutions with the help of the teachers, if needed.

Corporal punishment is unacceptable as a means of discipline by any staff member. Children are not punished by spanking or other corporal punishment or subjected to cruel or severe punishment, humiliation or verbal abuse. Children are not deprived of meals or snacks as a form of punishment. Children are not punished for soiling, wetting or not using the toilet.

Disciplinary Procedures
We believe it is our responsibility to provide children with positive guidance and in our experience, most children respond well to our approach. In the event a child does not respond, we will notify the parents and work closely with them to develop a plan and connect with supportive community resources that can help the child gain self control and a positive attitude toward his peers and teachers.

Termination
If the center is unable to meet the needs of the child, the parents will be asked to make alternative arrangements for the care of the child. The center is willing to provide the parent with a list of resources. It will be the parent’s responsibility, however, to contact the appropriate agency/agencies.
**Child Abuse and Neglect**

College child care personnel are required by law to report suspected child abuse and neglect to the Florida Department of Children and Families. Parents are encouraged to share any concerns and to request information about child abuse and neglect from the lab school coordinators or teachers. When a person makes a report of suspected child abuse, he/she is immune from any liability unless a complaint is made with malicious intent or for revenge.

**Staffing**

Staff ratios are tied to our commitment to higher standards required for NAEYC and NAC Accreditation. Adult-to-child ratios are higher for field trips in order to more closely supervise excited children in unfamiliar environments.

**Qualifications/Training**

Center staff is professional, certified and experienced in early childhood growth, development and teaching techniques and methods. Each teacher continues the education process by taking courses, trainings and workshops designed to update skills and knowledge of the young child. Our staff belongs to professional teaching organizations and groups designed to keep them current on the latest techniques and concerns of the child development field. Fingerprinting and background checks are conducted on all staff in conformity with state law.

**Practicum Students**

As a teaching lab school, the CDC is a frequent site for college class practicum requirements. Early Childhood Education students visit our classrooms on a regular basis as part of their student teaching assignments, or classes dealing with curriculum, child development, parent-teacher relations, special needs programming, etc. Psychology, Education, Sign Language and students from related fields also participate in our classrooms on occasion. Students are well-supervised by our staff, and are expected to conduct themselves as professionals. We feel that the children enrolled in our program benefit greatly from the college students’ presence in our classrooms. All practicum students are screened through backgrounds checks.

**Workstudy Students**

In conjunction with the college, our centers support the workstudy program through part-time employment. All workstudy students complete a background check and screening through local law enforcement. Workstudy students fall under direct supervision of lead teachers and center coordinators, and at no time, are left alone with children. They are also asked not to approach parents to discuss classroom matters. Please direct all questions regarding your child to their teachers.

**Visitors/Volunteers**

As a teaching lab school, we will have many visitors in our program throughout the year from within the college and our local community. All volunteers must complete a background screening form that will be submitted to local law enforcement. Once returned, volunteers may schedule time with classroom teachers to participate in our program. Children enjoy parent and family participation and welcome you to their classrooms.

**Community Resource Partnerships**

The CDC is licensed and inspected by Hillsborough County Child Care Licensing Agency. A copy of the current license is posted in the office. The CDC is committed to meeting and/or exceeding all licensing requirements.
The CDC has working partnerships with a variety of local, state and federal agencies and programs. These include the State of Florida Food Program, the Hillsborough County Health Department, the Early Learning Coalition Quality Counts for Kids program, Nova Southeastern University’s PITCH program, USF’s Positive Behavior Social Skills Training program, the Early Literacy Model, the National Association for the Education of Young Children (NAEYC), and the National Accreditation Commission (NAC).

**Organizational Charts**

**Early Childhood Organizational Chart**

**Campus President**
Dr. Chunn  
259-7260

**Campus Dean**
Beth Johnson  
259-7449

**Program Dean**
Jack Evans  
253-7604

**DM CDC Director**
Terri Fernandez  
356-1603

**Workstudy Student**

**Preschool Teacher**
Wendie Cobb

**Preschool Teacher**
Carmen Williams

**Preschool Teacher**
Betsy Burgos

**VPK Teacher**
Sandy Spreadbury

**VPK Teacher**
Monique Rivera

**VPK Teacher**
Marion Hendra

**Ybor CDC**

**EC Faculty**

**Dean**

**Early Childhood Academic Programs**

**Program Manager**
Dr Gwendolyn Parsons

**DM CDC**

**Staff Assistant**
Betty Jenkins

**Child Development Lab Schools**

**Dale Mabry CDC Organizational Chart**

**Campus President**
Dr. Chunn  
259-7260

**Campus Dean**
Beth Johnson  
259-7449

**Program Dean**
Jack Evans  
253-7604

**DM CDC Director**
Terri Fernandez  
356-1603

**Workstudy Student**

**Preschool Teacher**
Wendie Cobb

**Preschool Teacher**
Carmen Williams

**Preschool Teacher**
Betsy Burgos

**VPK Teacher**
Sandy Spreadbury

**VPK Teacher**
Monique Rivera

**VPK Teacher**
Marion Hendra

**Ybor CDC**

**EC Faculty**
Ybor CDC Organizational Chart

Campus President
Shawn Robinson
253-7755

Program Dean
Jack Evans
253-7604

Workstudy Student

Ybor CDC Director
Robin Pentz
259-6400

Administrative Specialist
Doris Evans

Infant Teacher
Eunice Lopez

Toddler Teacher
Misty Mackley

Preschool Teacher
Karin Carcano

Infant Teacher
Shelley Sampat

Toddler Teacher
Alexis Pratt

Preschool Teacher
Agnes Sapp

Floater
Maria Vega

VPK Teacher
Denise Jackson

VPK Teacher
Cheryl White
Acknowledgement

I acknowledge that I have read the parent handbook and that I am aware of the philosophy, discipline policy, fee arrangements and procedures of the Hillsborough Community College Child Development Teaching Lab Schools.

I have read and understand the details of this handbook. I agree to these policies and conditions and will abide by them.

This acknowledgement must be signed and returned to the Teaching Lab School prior to attendance for enrollment to be complete.

Print Name of Parent or Legal Guardian

Child’s Name

Signature of Parent or Legal Guardian

Date