



ALVIN COMMUNITY COLLEGE

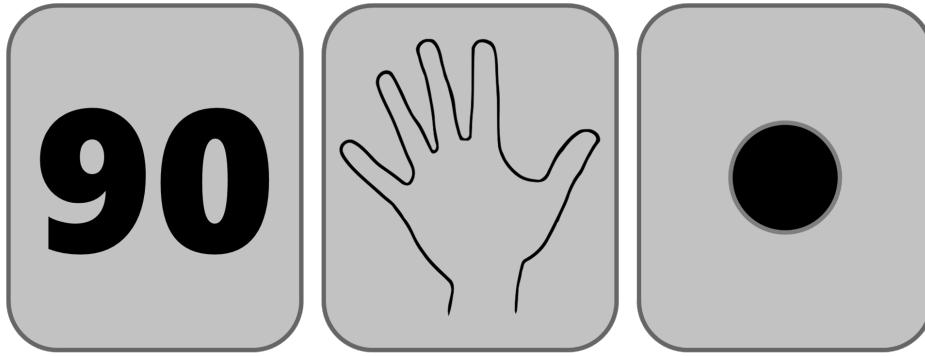
ACC Child Development Laboratory School

Parent Handbook

3110 Mustang Road
Alvin, Texas 7751
281-756-3644

www.alvincollege.edu

Welcome!



Ninety percent of a child's brain development happens in the first five years.

We have one chance to give children a solid foundation for their future.

This frames every decision we make at the Lab School.

We believe the early years (birth—five) are the most important and should be filled with love, laughter, and discovery. These years lay the foundation for a child's personality, cognitive ability, language proficiency, and social skills. Participation in a quality early childhood program enhances a child's development in all these areas and others.

We believe young children gain more knowledge through active, hands-on learning and play. Learning is sometimes loud and messy. Learning is asking questions and making mistakes. We want our children to leave the Lab School excited to learn and curious about their world.

The Lab School serves two principal functions:

1. As a teaching laboratory for college students who are preparing for careers in early childhood professions
2. To provide a developmentally appropriate educational setting for young children

The Texas Department of Family and Protective Services licenses the Lab School.

Enrollment Criteria

We serve the students, faculty, and staff of Alvin Community College and families from the surrounding communities.

Registration

A non-refundable registration fee is due when you turn in the enrollment packet, which is due one week before your child's first day of attendance.

Enrollment forms must be kept current. The Lab School must have correct phone numbers and contact information in case of an emergency. Parents can notify the front office of changes or update information at www.myprocare.com.

Enrollment forms are updated annually. Failure to maintain forms may result in termination of services.

Confidentiality Statement

A child's record (enrollment forms, health records, assessment results, or other documents) is confidential. Parents have the right to access their child's records, which are solely granted to authorized adults.

Tuition and Fees

Our payment terms are described in the tuition and fee agreement included in your enrollment packet. Tuition and fees are due in advance, as stated in the agreement, and where applicable, in compliance with the rules set forth by the Texas Workforce Commission (TWC). A \$10.00 late payment fee for tuition not received by the Thursday preceding the attendance week will be applied. *Your child's enrollment can be terminated if tuition is seven (7) days past due.*

No tuition reduction or refund will be made due to absences, personal schedules, or if the College is closed due to unforeseen circumstances. As the tuition and fee agreement indicates, fees are non-refundable and will not be refunded. Consideration may be given to extenuating circumstances on a case-by-case basis.

Payments

Payments can be made through the Procare app. If you are interested in automatic payments, see the front office.

Tuition and Fee Agreement

A signed agreement is required for each enrolled child.

Vacation

Families will accrue one week of vacation for each school calendar year after twelve (12) months of consecutive enrollment. Unused vacation credit is not transferable to the following year. The vacation time is not allocated daily. Your child cannot attend if you are using your vacation credit.

Late Pick-Up Fee

All children should be picked up from the ACC Lab School by 5:30 p.m.

The late pick-up fee is \$2.00 per minute with a \$20.00 minimum per child. Late pick-up time is based on the center's hours of operation. Assessed fees are added to the next week's tuition. If you are late picking up your child, please contact the Lab School immediately. Notifying the Lab School will ensure that your child is prepared for this change in their schedule and that staff arrangements can be made to provide care. Late fees will be charged regardless of the notice given. Habitual late pick-up occurrences can affect enrollment status.

Termination

The College can terminate the Tuition and Fee Agreement at any time without cause or for any of the reasons provided in this Parent Handbook, including behavioral issues.

Payment Default

Your child's enrollment can be terminated if tuition is seven (7) days past due. If tuition payments are defaulted on, the College may disclose that payments have been defaulted on and other relevant information to credit bureau organizations by the law. Other fees owed to the college will include any collection agency fees, which may be based on a percentage at a maximum of 30% of the debt, and all costs and expenses, including attorney fees, the College incurs in such collection efforts, or to the

maximum extent allowed by federal and state laws and regulations and that are necessary for the collection of these amounts.

Withdrawal Policy

Written notice of intent to withdraw your child from the Lab School must be submitted to the director two weeks before the effective withdrawal date. The agreed tuition amount is due on the last day of attendance. If you fail to give notice of withdrawal, you are liable for two weeks of tuition.

Program Information

Hours of Operation

The Lab School is a full-day, full-year program for children 18 months to 5 years.

Hours of Operation

The ACC Lab School is open Monday through Friday **7:00 a.m. to 5:30 p.m.** and follows the Alvin Community College holiday closure schedule.

Summer Schedule:

Alvin Community College and the ACC Lab School are closed on Fridays during the summer semester (mid-May through mid-August).

Holidays and Closures

We are closed for the following holidays:

Labor Day
Thanksgiving
ACC – Winter Break
Martin Luther King, Jr. Holiday
ACC – Spring Break
ACC – Spring Holiday
Memorial Day
July 4th Holiday

You can access the campus calendar on the College website for exact dates.

Safe Arrival and Departure



An adult must escort their child inside the building and accompany them to the classroom each day. You must notify the teacher in charge when your child has arrived and departs with you. Adults must keep their children close and within their direct sight while entering and exiting the building. Children may not be picked up off the playground or over the fence. Adults are responsible for signing their child in and out daily at the computer in the lobby.

We start our learning day at 9:00 a.m. If you need to drop your child off later than that, please let the front office or your child's teacher know. We work to provide consistent routines for all children. Late arrivals can disrupt the learning environment, other children, and Lab School operations.

Unless prior arrangements are made with the Director, all children must be picked up by the scheduled closing time (5:30 pm). ACC Lab School staff **cannot** take your child to your home or theirs unless their name is listed on your enrollment form. If your child is not picked up by the scheduled closing time, we will attempt to contact you and your designated emergency contacts. If these attempts are unsuccessful, after thirty minutes, we will notify Alvin Community College Campus Police and release your child to their custody. Late pick-up fees will also be assessed.

Releasing Children

Children will not be released to anyone under 18 years of age. Children will only be released to the adult who enrolled them or someone authorized in writing by that person. Adults must show picture identification to staff members if they are unknown or not recognized. Staff members will copy the adult's ID, compare it to the child's file, and add the copy to the file. Then, the staff member will escort the adult to the classroom and introduce them to the teacher.

In an emergency, the adult who enrolled the child can call the school to give verbal, one-time authorization for an unlisted adult to pick up the child. The staff member will contact the parent to confirm the adult's name.

We will not release a child to an unidentified person or a person without valid identification.

Custody

The safety of our children is a priority; thus, changes with custody must be communicated to the Lab School as soon as possible. As appropriate, documents regarding the custody agreements and other information applicable to the care of the minor(s) should be shared with the Lab School.

Things You Need to Know

Routines are Important

Routines provide your child with a sense of security. We recommend that you set an arrival and departure routine that you can follow daily as a family. Regular attendance benefits your child's learning experience, and coming in late disrupts the classroom and the child's routine.

Arrival

- Walk your child to the classroom, greet the teacher, help settle items in their cubby, and tell your child goodbye. Do not sneak away. You can call the office or message through the Procure app to check on your child anytime.
- We serve the morning snack between 8:30 am and 9:00 am.
- All children should arrive **by 9:00 a.m.**

Departure

- Check in with your child's teacher for any important information, check your child's cubby each day, and be sure to walk out with your child and not allow them to run ahead.

Please let us know if your child will arrive after 9:00 am so we can include them in the lunch count.

Parking

Parents may use the 15-minute child drop-off lane at the front entrance to the school. The two outer lanes are for moving traffic. Please do not block the handicap ramp located in front of the awning. If you have other business to tend to while in the Lab School or at ACC, please park in the parking lot. Whether you use the drop-off lane or park in the lot, you must **turn off your vehicle.**

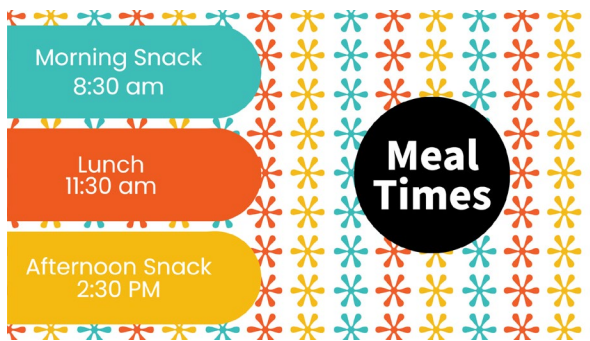
Rest Time

State regulations require a daily rest period for all children. Children are not required to sleep but must rest quietly on their cots. Cots and sheets will be furnished and laundered by the school. A **small** blanket (no bigger than 30' x 40") and **small** pillow (travel size) may be brought from home; parents are responsible for

its weekly laundering. The pillow and blanket must fit in your child's cubby. (No sleeping bags or full-size pillows are allowed due to insufficient storage space.)



Mealtimes



We serve a well-balanced lunch and nutritious morning and afternoon snacks daily. We are a nut-free facility. No outside food is allowed, as it can create problems for other children and the teachers. Please advise the director if your child has special dietary needs, food allergies, or other special conditions requiring attention. It may require written approval from the child's doctor.

The parent will be asked to provide food or snacks when suitable substitutions cannot be made.

The menu is emailed weekly and is posted in the hall, across from the kitchen.

Children are NOT to bring food (including donuts), gum, or candy into the classroom at drop-off. Please have your child finish eating their breakfast before entering the classroom. If you would like to bring a snack for your child's class, please let your child's teacher know.

Food Allergies

Children with food allergies that can cause severe or life-threatening reactions *must* have a valid Food Allergy and Anaphylaxis Emergency (FAARE) Care Plan filed at the center. The FAARE must be completed or an equivalent form signed by a physician with all required information.

Special Needs/Allergies

Parents should communicate special care needs. Special care needs can include, but are not limited to, allergies that can cause severe or life-threatening reactions, existing illness or diagnosis, previous serious illness and injuries, or major hospitalizations. Any medication, special instructions from the physician, or directions from a specialist should be submitted in writing to provide the best care for your child.

Clothing

Children will spend time indoors and outdoors daily. Please dress your child in washable play clothes suitable for all activities, including painting, eating, and outdoor play. Closed-toe shoes with at least a strap on the heel must be worn at all times. Boots, cleats, heeled shoes, flip-flops, and some sandals are inappropriate for many activities at school. We ask that you label all apparel. Every child should have a complete change of clothing (appropriate for the season) in their cubby.



Items from Home

The Lab School provides ample learning materials to meet the children's needs. Please do not allow your child to bring toys from home, as these items often create problems. We cannot be responsible for personal items that are lost or broken. Label all items from home (blankets, extra clothing). Please allow your child to bring their comfort item (lovey, stuffy, blanky, etc.).

Birthdays and Celebrations

Please help us encourage lifelong healthy habits. Instead of bringing sweets to school to celebrate your child's birthday, we ask that you choose more nutritious food options that your child enjoys. Suggestions include favorite fruits or vegetables with dip or yogurt, healthy foods in fun shapes, mini pizzas, etc. We are a nut-free facility. Any treats brought to the Lab School must be store-bought, not homemade. Please talk with the Director if you have questions or need ideas.

We are an Inclusive Environment

The Lab School believes in supporting children and families who may need additional accommodations, including home language, differing abilities, special needs, or cultural background. Inclusion is not a legal term but a philosophy about fully belonging to the

community. Through inclusive practices, children learn to live together in a world that creates a better and safer place for everyone.

Transitions

Daily Transitions

The children may be grouped into multi-age groups for short periods at the beginning and end of each day. As the staff arrives, the children and their teachers will go to their designated classrooms. Every attempt is made to minimize the number of transitions a child may experience during the day. The Lab School maintains appropriate ratios at all times.



Transitioning to the Next Classroom

Age is only one of the criteria used to determine a child's placement in a class. The decision to move is based on the child's developmental level and available space. The director, teachers, and parents will be involved in the promotion discussion to ensure a smooth, gradual entry to the new classroom. Most promotions are made at the beginning of the school year.

Transitioning to Kindergarten

The Pre-K teachers start talking about kindergarten during the spring semester. They provide activities to help prepare the children for the transition, such as reading books about kindergarten and mock classroom activities that allow them to practice social exchanges. Families are encouraged to take their children to their future schools in preparation for their enrollment.

Curriculum



The Lab School uses the Creative Curriculum through Teaching Strategies. It is play-based, research-driven, and developmentally appropriate. The Creative Curriculum balances teacher-directed and child-initiated learning experiences, emphasizing responding to children's learning styles to build on their strengths and interests. The learning experiences and studies are aligned with thirty-eight objectives for development and learning. Pairing the curriculum with the Teaching Strategies Gold assessment tool helps teachers consider

the widely held developmental expectations for children at each age and focus on each child's strengths. It also considers the social and cultural context in which each child is assessed.

Assessment of Children's Progress

Assessment is observing, recording, and documenting what children do and how they do it as a basis for various educational decisions affecting the child. Assessments allow teachers to document a child's developmental progress and identify the child's needs and interests.

Assessments provide information to enhance curriculum, develop teaching practices, and guide the learning environment. The information gathered is used to plan individual and group activities, identify needs for individualized instruction and interventions, and can be used for additional screening or referral.



Developmental Milestones Checklists

The Lab School uses developmental checklists from the CDC website annually (at minimum) to support the identification of developmental delays for children ages 12 months through 5 years. It also makes referrals when necessary and shares the completed checklists with the families.

Parent-Teacher Conferences

Conferences are meaningful opportunities for parents and teachers to share insights about the child, the classroom, and the home setting. Conferences provide a forum to share information and plan future learning. We use Teaching Strategies Gold for ongoing assessments. We offer scheduled conferences in the fall and spring. You are also invited to schedule conferences through the Front Office for a time when the teacher is free of classroom responsibility.

Daily Activities

The Lab School program is designed to be child-oriented and developmentally appropriate. Activities are planned to foster the following four domains: Physical Health and Motor, Social and Emotional, Language and Communication, and Cognitive using various structured (group time) and unstructured (free choice or free play) experiences. Lesson plans and classroom schedules are posted in each classroom.

The teaching staff plans daily activities for the children, including large and small group instruction, art, construction, sand and water play, using clay, play dough or chalk, reading, active outdoor play, dramatic play, etc. The children play outside in the morning and afternoon, weather permitting. If the weather prohibits outdoor play, alternative active activities, such as dancing, exercising, marching, etc., are provided.

Promotion of Indoor and Outdoor Physical Activity

The Lab School strongly believes in and supports the need for daily physical activity. When children participate in physical activity every day, multiple health benefits accrue. Regular physical activity builds healthy bones and muscles, improves muscular strength and endurance, reduces the risk of developing chronic disease risk factors, improves self-esteem, and reduces stress and anxiety. Beyond these known health effects, physical activity may also benefit academic performance.

In addition, cognitive skills and motor skills appear to develop through dynamic interaction. Research has shown that physical movement can affect the brain's physiology.

Toddler-age children will participate in at least 60 minutes of moderate to vigorous, active play daily. Romper, Preschool, and Pre-Kindergarten children will participate in at least 90 minutes of moderate to vigorous, active play daily. Opportunities for active play may overlap with outdoor play when weather permits.



We will promote active play for all children every day. To the extent of their abilities, children will have ample opportunity to do moderate to vigorous activities, such as running, climbing, dancing, skipping, and jumping. If your child is not well enough to participate in outdoor play, they are not well enough to attend school.

All children will participate each day in the following:

- Two occasions of active play outdoors when weather permits.
- Two or more structured or teacher-led activities or games that promote movement throughout the day.
- Continuous opportunities to develop and practice age-appropriate gross motor and movement skills.



Physical activity may take place in the classroom, in the Motor Room, or on the playground. When participating in physical activity, children's clothing should protect them from sun exposure and permit easy movement (not too loose or tight) to enable full participation in active play. Footwear should provide support for running and climbing. Hats or sunglasses may be worn to protect children from sun exposure. We also recommend sending a pair of rain boots or extra shoes.

Examples of appropriate clothing/footwear include:

- Gym shoes or sturdy shoe equivalent
- Clothing for the weather, such as a lightweight, breathable jacket without a hood and neck strings.

Examples of inappropriate clothing/footwear include:

- Footwear that can come off while running or provide insufficient climbing support.
- Clothing that can catch on playground equipment, such as those with drawstrings or loops.

We monitor the weather and utilize the Weather Watch chart to determine when to limit outdoor play due to temperature. We also stay indoors during heavy rain, lightning, and thunder.

Child Care Weather Watch

		Wind-Speed Factor Chart									
		WIND SPEED IN MPH									
AIR TEMPERATURE		Calm	5	10	15	20	25	30	35	40	
	40	40	36	34	32	30	29	28	28	27	
	30	30	25	21	19	17	16	15	14	13	
	20	20	13	9	6	4	3	1	0	-1	
	10	10	-1	-4	-7	-9	-11	-12	-14	-15	
	0	0	-11	-16	-19	-22	-24	-26	-27	-29	
	-10	-10	-22	-28	-32	-35	-37	-39	-41	-43	

		Heat Index Chart												
		RELATIVE HUMIDITY (%)												
AIR TEMPERATURE		40	45	50	55	60	65	70	75	80	85	90	95	100
	80	80	80	81	81	82	82	83	84	84	85	86	86	87
	84	83	84	85	86	88	89	90	92	94	96	98	100	103
	90	91	93	95	97	100	103	106	109	113	117	122	127	132
	94	97	100	102	106	110	114	119	124	129	135			
	100	109	114	118	124	129	136							
	104	119	124	131	137									

Comfortable for outdoor play
 Caution, consider offering indoor options
 Danger, indoor options are necessary.

UNDERSTANDING WIND-CHILL

- 30° is chilly and generally uncomfortable
- 15° to 30° is cold
- 0° to 15° is very cold
- -20° to 0° is bitter cold with significant risk of frostbite
- -20° to -60° is extreme cold and frostbite is likely
- -60° is frigid and exposed skin will freeze in 1 minute

UNDERSTANDING HEAT INDEX

- 80° or below is considered comfortable
- 90° is beginning to feel uncomfortable
- 100° is uncomfortable and may be hazardous
- 110° is considered dangerous

When weather conditions prohibit outdoor play, physical activities will occur in the classroom or the Motor Room during the scheduled outside time. Classroom teachers have activities planned for “rainy days.”

Screen Time/Digital Media Use

“Screen time/digital media” refers to media content viewed on cell/ mobile phones, tablets, computers, television (TV), video, film, and DVD. It does not include video chatting with family.

Screen time and digital media will not be used with children ages two and younger. For children ages two to five, total exposure to digital media will be limited to 30 minutes per day, and it will be of *high quality* and aligned with the curriculum.

When offered, digital media will be free of advertising, brand placement, violence, and sounds that tempt children to overuse the product.

Programs should prioritize physical activity and increase personal social interactions during the program day. Young children need to have active social interactions with adults and children.

Media use can distract children (and adults), limit conversations and play, and reduce healthy physical activity, increasing the risk of becoming overweight or obese. Media should be turned off when not in use since background media can distract and reduce social engagement and learning.

Media overuse can also be associated with behavior problems, limit-setting, and emotional and behavioral self-regulation; therefore, caregivers/teachers will avoid using media to calm a child down.

Insect Repellent and Sunscreen

Please apply insect repellent and sunscreen before you bring your child to school.

Sunscreen especially needs time to soak into the skin to be optimally effective.

Teachers will re-apply insect repellent and sunscreen as needed. The Lab School will provide insect repellent and sunscreen. If you provide insect repellent and sunscreen, it must be in its original packaging. Before giving repellent or sunscreen to the teacher, families must complete a “Permission to Administer Topical Lotion, Ointment, or Cream” form. Label the container with your child’s name and the date.

See the attached Sunscreen and Insect Repellent Guidelines for more information.

Families are Partners!

Home and School Partnership

A close family-school relationship benefits your child's early care and educational experience and is essential for the school to respond to the whole child.



Family Participation

Participation is eagerly welcomed in our program and enriches your child's and their classmates' learning experience.

We hope all parents will find meaningful ways to participate in their child's school experience.

Some ways to participate include:

- Eating lunch with your child
- Reading a story or sharing a hobby with your child's class
- Collecting materials for classroom use (dramatic play props, good "junk" for art projects, old t-shirts to use as paint aprons, etc.)
- Assisting with special activities throughout the year (Pumpkin Patch Party, Snow Day, Egg Hunt, etc.)

Family Communication

We communicate with parents using various methods:

- The Procure app – messages to and from your child's teacher, daily reports for Toddlers and Rompers, photos, calendar events, etc.
- The Squeakly News – a (sort of) weekly newsletter sent to your email inbox.
- The Weekly Menu – emailed weekly.
- Signs and Reminders – posted by the lobby computer.
- Lesson plans are posted in the classroom.
- Teaching Strategies – learning activities you can do at home to bridge home and school.

Classroom Observations

Parents are welcome to visit the Lab School at any time to observe their child, the activities, the building, the premises, and the equipment without prior approval. The Observation Rooms are available to parents when their child is in attendance.

Observing allows a parent to note age and individual-related behavior patterns while watching a child interact in a social environment. If you have questions about what you

observe (i.e., children's behavior, use of materials, teacher's behavior, etc.), please schedule some time to chat with your child's teacher.

Parent – Questions and Concerns

The ACC Lab School Staff is committed to a team approach in working with parents to resolve questions and concerns. Do not hesitate to bring any questions or concerns to the teacher's or director's attention. If the concern regards school policy, please get in touch with the Director.

The Director is always available to assist parents and staff in resolving conflicts.

College Student Participation

Alvin Community College students work with children in the Lab School under the supervision of professional lab staff members. Parents must accept this practice as part of the enrollment agreement. Parents understand that children may be observed, assessed, or evaluated as part of the professional preparation of college students.

Parent Breastfeeding Accommodations

Mothers have the right to breastfeed or provide breast milk for their child while he/she is attending the Lab School. An adult-size chair is provided in the Observation Room adjacent to the Toddler Classroom to provide nursing mothers a comfortable, private area.

Health Requirements

Your child's health is most important to us. To comply with the requirements of Texas Health & Human Services, we must have a medical form completed by a physician upon enrollment. A copy of your child's completed immunization record (or a vaccine exempt form) must be on file at the Lab School by the date of admission. If your child has an allergy, please circle the allergy section in red on your child's enrollment form and complete a food allergy emergency plan.

Children four years or older must also be screened for possible vision and hearing problems within 120 calendar days of enrollment.

Vision and Hearing Screenings

Vision and hearing screenings must be kept on file for children four years or older. In February, the ACC Nursing program students conduct annual screenings at the Lab School.

Illness & Exclusion

A child may not come to school under the following conditions:

- The illness prevents the child from participating comfortably in all activities (including outdoor learning) or,
- The illness results in a need for care that is outside of what caregivers can provide without compromising the health and safety of the other children or,
- An axillary (armpit) temperature above 100 degrees that is *accompanied by behavior changes or other symptoms of illness* or,
- Any symptoms or signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in the previous twenty-four hours, a rash with fever, mouth sores with drooling, or behavior changes or,
- A healthcare professional has diagnosed the child with an infectious disease, and the child does not have medical documentation to indicate that the child is no longer contagious.

If the child becomes ill after arriving at school, school staff will notify the parent or guardian. They will have an hour to pick up the child, and the child will wait in the front office until picked up.

We must be notified if your child contracts an infectious disease. Other parents will need to be informed of the possible exposure. Written notices are posted when children have been exposed to an infectious disease.

Dispensing Medicine

A "Parental Permission for As Needed Medication" form must be completed if your child needs medication during school. Prescriptions and over-the-counter medications must be in the original container and labeled with the child's name, date, instructions, and the physician's name. Over-the-counter medicines will not be given to children under two without authorization and the correct dosage in writing from the child's doctor. Out-of-date medication will not be given. Sample medications must have written authorization from the child's physician. All medications must be kept in the medicine cabinet in the kitchen pantry or latched box in the refrigerator.

Medical Emergencies

If a child needs immediate medical attention, we will call 911 first and then contact the parent. If no family member is present, a staff member will accompany the child to the

hospital if needed.

Please keep emergency telephone numbers current. You will be notified immediately should your child become ill at school.

Accidents

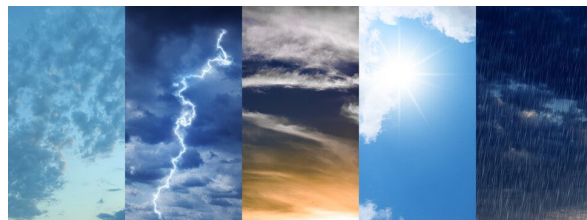
We will notify parents of any injury or behavior incident in writing using the Minor Injury/Incident Report. Depending on the nature of the injury or incident, we may also communicate with you by phone or Procure.

Vaccine-preventable diseases

The staff meets the required guidelines the regional Texas Department of State Health Services set regarding vaccinations for childcare providers.

Emergency Procedures

Emergency evacuation plans are posted in all hallways and classrooms. Fire, severe weather, and active shooter drills are conducted monthly. Fire extinguishers are in the lobby, kitchen, and hallways. Should severe weather or emergency result in dismissal or cancellation of classes at ACC, Lab School parents will be notified through the ACC Rave alert system, the Procure app, the ACC website www.alvingcollege.edu, or the local radio stations.



Emergency Preparedness Plan

A copy of our Emergency Preparedness Plan is available for review in the front office and updated annually.

Gang-Free Zone

Under the Texas Penal Code, any area within 1000 feet of a childcare center is designated as a gang-free zone, where criminal offenses related to organized crime activity are subject to harsher penalties.

Preventing and Responding to Child Abuse

As early childhood professionals, our staff members must legally report suspected child abuse and neglect to Children's Protective Services. Each staff member must complete

1 hour of annual training on preventing, recognizing, and reporting child abuse and neglect.

Child Abuse Hotline (800) 252-5400

Classroom Guidance Strategies

Praise and positive reinforcement are effective methods of behavior management for children. When children receive positive, non-violent, and understanding interactions from adults and others, they develop good self-concepts, problem-solving abilities, and self-discipline. Based on this belief of how children learn and develop values, this facility will practice the following discipline and behavior management policy:

We:

1. DO praise, reward, and encourage the children.
2. DO reason with and set limits for the children.
3. DO model appropriate behavior for the children.
4. DO modify the classroom environment to attempt to prevent problems before they occur.
5. DO listen to the children.
6. DO provide alternatives for inappropriate behavior to the children.
7. DO provide the children with natural and logical consequences of their behaviors.
8. DO treat the children as people and respect their needs, desires, and feelings.
9. DO ignore minor misbehaviors.
10. DO explain things to children on their levels.
11. DO stay consistent in our behavior management program.
12. DO use effective guidance and behavior management techniques that focus on a child's development.
13. DO use short, supervised periods of time-out sparingly.

We:

1. DO NOT spank, shake, bite, pinch, push, pull, slap, or otherwise physically punish the children.
2. DO NOT make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse the children.
3. DO NOT shame or punish the children when bathroom accidents occur.
4. DO NOT deny food or rest as punishment.
5. DO NOT relate discipline to eating, resting, or sleeping.
6. DO NOT leave the children alone, unattended, or without supervision.
7. DO NOT place the children in locked rooms, closets, or boxes as punishment.
8. DO NOT allow discipline of children by children.
9. DO NOT criticize, make fun of, or otherwise belittle children's parents, families, or ethnic groups.

Positive guidance strategies are used at the Lab School. Guidance will be consistent and based on an understanding of the individual needs and development of the child. The key to effective guidance is loving, respecting, and guiding children toward acceptable behavior. Adults provide children with clear and positive expectations. Guidance directives are stated positively instead of negatively (e.g., "Walk inside," "Use your words to tell him you're angry," "We sit in chairs).

Teachers take preventive measures by preparing and managing the daily schedule and environment based on the knowledge of each child. They provide support, focused attention, physical proximity, and encouragement to the children throughout the day. Children will be taught to respect themselves and one another. Your children will be learning to be part of a social group. Teachers help each child develop self-control by helping them to recognize, talk, and express their emotions appropriately.

Specific Guidance Techniques Used by Lab School Staff

- Maintaining realistic expectations for young children
- Providing clear and simple limits
- Planning an environment that facilitates a caring atmosphere
- Keeping children productively involved
- Modeling appropriate behavior
- Redirecting inappropriate behaviors toward desired outcomes
- Giving children choices between two appropriate alternatives
- Encouraging children to work together to solve problems and make cooperative decisions
- Encouraging children to use their words to solve problems or to elicit cooperation
- Providing logical and natural consequences for children's actions
- Removing children from the situation until they are calm and able to discuss the problem

Addressing Challenging Behavior

The Lab Schools takes a proactive approach to addressing challenging behavior. Our environments and experiences are designed to support children and minimize challenging issues. However, sometimes children need more support. We will observe and look for patterns. We will communicate with the family and share ideas. We have an Individualized Action Plan for severe or repeat behaviors, including differentiating activities and community resources.

In unusual circumstances, it may be necessary to remove a child from the program for a day while plans can be made by the teacher, family members, and director for the child's safe return to the classroom. In such circumstances, parents must immediately remove the child from the classroom. Children and teachers need to feel physically and emotionally safe at school. All efforts will be made to ensure a healthy and safe environment for each child and staff member. Therefore, if the classroom atmosphere continues to be adversely affected by the non-modifiable behavior of a child, we reserve the right to ask that the child be withdrawn from the program.

Challenging Behavior Statement

If a child's behavior becomes concerning, the teachers or director will communicate with parents to notify them of anything already done to address the behavior. The director and teachers will also schedule a meeting with the family to collaborate on strategies to best support the child's behavior. Lab School teachers and staff will continue to communicate the child's progress to families to continue supporting each child's personality, cognitive ability, language proficiency, and social skills.

We are honored that you have chosen us to care for your child.

Feel free to contact us if we may be of any assistance or if you have any questions.



FYI

Parents may review a copy of the State of Texas Minimum Standards for Licensed Child-care Centers in the front office or online at www.dfps.state.tx.us/child_care/

The most recent Licensing inspection report is posted on the bulletin board in the Lobby

Contact information for the local Licensing Office:

- Texas Department of Family and Protective Services
- 123 Rosenberg Ave
- Galveston, Texas 77550
- Phone: 713-287-3238

Tax ID: 74-1405330

Non-discrimination Statement: By Federal law and Alvin Community College policy, this institution is prohibited from discriminating based on race, color, national origin, sex, age, disability, or religious affiliation.