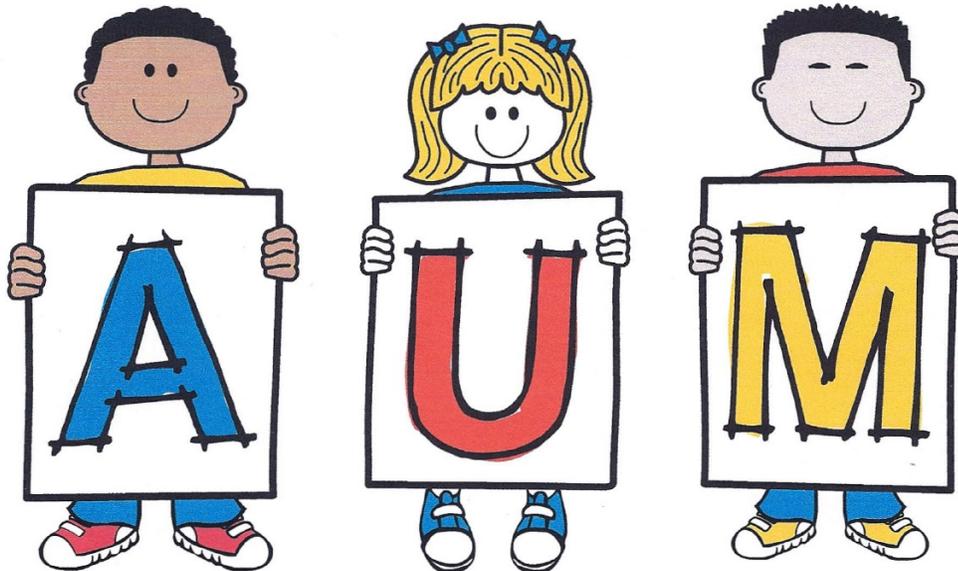


Early Childhood Center  
Auburn University Montgomery

**Parent  
Handbook  
2015 – 2016**

Auburn Montgomery



Early Childhood Center

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In 1972, Dr. Kenneth C. Campbell, Professor Emeritus of Education, originated the idea and concept of an on-campus program for young children which would implement the best methods and techniques of early childhood research and practice. This program was also to be a laboratory setting for early childhood education students. The concept developed into the Auburn University at Montgomery Early Childhood Center which opened September 14, 1974.

The Staff, students, and alumni extend a special vote of thanks to Dr. Campbell for his leadership and support.

Greetings Parents!

Let me take this opportunity to welcome your child to the AUM ECC, where our goal is providing an exceptional educational experience to your child. Our instructional program is designed to meet the individual needs of all of our students. We use a broad curriculum approach, which incorporates large-scale projects, creative arts, dramatic play, and other basic skills in a way that is relevant to each child's experiences and interests. We infuse technology into our daily instruction to enhance and supplement the children's learning. All students are encouraged to become independent and creative thinkers who can communicate their ideas clearly and effectively. The students of the AUM ECC learn to work together, appreciate who they are as individuals, and value each other's diversity. We strive to provide every child with a love of learning.

Thank you for choosing the AUM ECC. If we can answer any questions please call 334-244-3441, or come by the center. We look forward to working with your child!

Sincerely,

Barbie Norvell, PhD  
Director, AUM ECC

## **PHILOSOPHY**

The staff of the AUM Early Childhood Center believes a child is by nature a curious, active, self-centered social being who is a person of value and worth. We strive to provide a quality-learning environment, which takes advantage of the natural development of the child; respects the child's feelings, emotions, and uniqueness; and provides a multitude of concrete experiences that build on what the child already knows. We encourage the child to interact with the activities and materials provided and to investigate and discover solutions to problems at their own rate.

Although the future is important, we do not believe that children should spend their lives "getting ready" for next year. If children do not have time to be, they will not be free to become. Consequently, we believe that by virtue of having the richest, fullest, most satisfying year now, children will be ready for whatever comes "next year".

We strive to develop self-directed, self-disciplined, self-responsible children who are free and just and who have a passion and enthusiasm for life and learning and a concern for others.

### **PURPOSES**

The purposes of the AUM Early Childhood Center are:

- |                                     |   |
|-------------------------------------|---|
| For Early Childhood Center Students | we promote children's cognitive, social, emotional, physical, and linguistic development by organizing and orchestrating the environment in ways that best facilitate the development and learning of young children. |
| For Parents                         | to provide a safe, happy, learning environment that supports your child's learning and development.   |
| For AUM Students                    | to provide a high quality learning experience for future teachers of young children.-   |

## GOALS

The goals of the AUM Early Childhood Center are to:

develop and enhance a policy self-image.

stimulate the development of early literacy skills – speaking, listening, reading and writing.

foster children's capacity to make choices and work as independent learners.

provide everyday experiences that foster, promote, and extend mathematical thinking processes.

promote sound physical development.

provide experiences in social living.

promote the development of each child as an individual.

encourage self-directed behavior.

enhance the child's creativity, curiosity, and imagination in natural settings.

develop an appreciation of respect for the individual differences and unique needs of each member of the learning community.

The CHILD and his/her SAFETY and SECURITY are our most important concern and will be put first at all times!

## CURRICULUM

The curriculum at the AUM ECC is composed of research based, constructivist teaching methods (meaning knowledge is not merely transmitted to a child but that he understands it in a way that is meaningful and useful). Much of this instruction occurs thorough the construction of large and small-scale projects. These projects afford problem-solving skills through autonomous lessons that offer a natural developmental progression. One-on-one assistance is provided many times throughout the day. Children also learn to work together and exchange ideas through cooperative group instruction.

Each semester we choose a new theme which will be developed over the course of 16-weeks. Within the theme, children will practice content skills in Language and Literacy, Mathematics, Science, Social Sciences, Art, Music, Creative Dramatics and Motor Development. In providing instruction in these areas, the whole child is considered and each child's individual needs can be assessed and addressed.

### **Literacy**

Develop speaking and listening skills through conversations, songs, visual aids, language experiences, environmental print, finger plays, etc.

Develop concepts of print through books, word games, writing, journals, puzzles, games, shared reading, story strips, etc.

Develop vocabulary and comprehension skills

Develop phonetic skills through recognition of language patterns in books, poetry, and words that rhyme.

Develop self-expression through creative dramatics.

Develop enthusiasm for the printed and spoken word.

Develop the ability to hear, identify, and manipulate individual sounds in spoken words.

## **Discovery –Math**

“National standards in mathematics (NCTM, 2000) describe what children should learn in preschool. The key components of math include:”

- Number concepts
- Patterns and relationships
- Geometry and spatial sense
- Measurement
- Data collection, organization, and representation (graphing)
- Classifying and Comparing
- Ordering

Through this continuum, children:

Develop the abilities to classify and order.

Develop logical mathematic thinking skills.

Develop the use and understanding of cardinal and ordinal numbers.

Develop the recognition and creation of patterns.

Develop skills in graphing, estimation, measurement, attributes, and counting.

## **Discovery – Social Studies**

We have organized the components of social studies for preschool children into the following categories:

Homes & Families

Neighborhoods and Communities

People and Our World Around Us

## **Discovery – Science**

Stimulate and foster curiosity by experimenting with:

- sand, water, blocks and other building materials
- materials for problem-solving tasks.
- the use of all five senses in exploring the properties of objects.
- learning through discovery.
- learning through careful observation.
- an awareness and an appreciation of the world in which we live.
- an awareness and respect for living things.

## **Motor Exploration**

Develop flexibility, coordination, sense of balance, and awareness of space.

Develop gross motor skills such as galloping, hopping, skipping, jumping, running.

Develop fine motor skills such as lacing, tying, buttoning, zipping and snapping.

## **Art Exploration**

Develop awareness of texture, color, and pattern through the active use of different materials.

Develop aesthetic appreciation.

Develop an appreciation of all kinds of music.

Explore creative movement and dance.

## REGISTRATION

### **Eligibility**

AUM's Early Childhood Center is open to all children between the ages of three to five, *who are toilet trained*.

A child who is toilet trained can: go to the bathroom without being reminded, takes care of cleaning him/herself, and can replace his/her clothing.

Children who need "pull-ups" do not fit our criteria of being *toilet trained*.

## ADMISSION REQUIREMENTS

### **Immunization**

Immunization forms, obtainable from your family physician, military clinic, or county health department, are due on or before the first day of school. These certificates: IMM50, IMM51, IMM52, are required by law. If your child has the blue certificate on file at the Center, a new form does not need to be obtained unless we notify you that it has expired.

NAEYC 5.A.01.h, requires documentation by a health professional for cases in which a child is under-immunized because of a medical condition or family's beliefs.

### **AUM Early Childhood Center Forms**

The following forms, included with this handbook, are due before the first day of school. These forms help us to know your child and enable us to better meet your child's needs. Please complete and return:

Blue Immunization Form, Background Forms,  
Emergency Form, AUM Alert Form  
Parent Handbook Acknowledgment form

### **Evaluations**

Dental, vision and hearing evaluations are not required, but are recommended prior to the beginning of school.

## DAILY SCHEDULE

|             |  |
|-------------|--|
| 7:30-8:30   | Free Choice Centers  |
| 8:30-9:30   | Outside Free Play  |
| 9:30-9:45   | Family Meeting <ul style="list-style-type: none"><li>• <b>Music/movement (1 song)</b></li><li>• <b>Meet and Greet</b></li><li>• <b>Music/movement (1 song)</b></li><li>• <b>Read Aloud</b></li></ul> |
| 9:45-11:00  | Activity Centers <ul style="list-style-type: none"><li>• <b>Routines, procedures, expectations (small groups)</b></li><li>• <b>Center exploration</b></li><li>• <b>Small group craft</b></li></ul>   |
| 11:00-11:45 | Lunch/Outside Time   |
| 11:45-12:00 | Clean-up Outside   |
| 12:00-2:00  | Story Time/Nap <ul style="list-style-type: none"><li>• <b>Read Aloud in nap room</b></li></ul>   |
| 2:00-3:00   | Snack/Free Choice Centers <ul style="list-style-type: none"><li>• <b>Center exploration</b></li><li>• <b>Small group craft (complete, if necessary)</b></li></ul>                                    |
| 3:00-3:15   | Family Meeting <ul style="list-style-type: none"><li>• <b>What did we learn today? Thematic (Can you find a friend and tell me their name?)</b></li><li>• <b>Music/movement</b></li></ul>            |
| 3:15-3:30   | Small Groups/Storytelling  |
| 3:30-4:45   | Outside Free Play  |
| 4:45-5:30   | Storytelling/ Free Choice Centers  |

## **GENERAL INFORMATION**

The AUM Early Childhood Center follows the National Association for the Education of Young Children guidelines and is accredited with NAEYC. Each full time staff member is a certified teacher and meets the criteria for highly qualified educators. Every practicum student meets the minimum staff requirements for NAEYC accreditation. The Center Staff and AUM Practicum students help to meet all of the minimum standards required by the Alabama Department of Human Resources. Each full time staff member has had an Alabama Bureau of Investigation and Federal Bureau of Investigation background check. Teaching staff members, substitute teachers, and AUM practicum students are Pediatric First Aid and CPR certified through the American Red Cross.

### **Instructional Times**

Sessions begin at 7:30 a.m. with Family Circle held daily at 9:45a.m. This is a large group meeting where our plans for the day are discussed and reviewed . We encourage you to try to have your child at the Center in time for Family Circle.

The Center closes at 5:30 p.m. **We need to lock the back door promptly at 5:30 pm in order for our AUM student teachers to arrive at their college classes on time.** You may pick your child up any time prior to that. A late fee of \$10.00 plus \$5.00 per minute will be charged for any child not picked up by 5:30 p.m.

**Example: Late 10 minutes - \$10.00 for first minute and \$45.00 for 9 minutes late - \$55.00 total charge for being late 10 minutes. See Late Fee chart page 24.**

Late fees will be assessed and must be paid by **the end of the month.** Outstanding fees will result in dropping a child from enrollment from the Center.

## **Arrival/Departure Procedure**

Children may enter the center through the back door or the main hallway door. Parents may use the service road by the tennis courts and drive around to the Education Building loading ramp. The University Police Department will allow you to park your car by the loading ramp for no longer than thirty minutes while you walk your child into the Center. If you need to talk to the staff or plan to stay longer than thirty minutes, please find a space in the regular parking lot. Any abuse of the time limit will cause this privilege to be withdrawn for all our parents.

Do not park in or block Handicap parking spaces; the fine is \$150.00. You must bring your child into the center. We cannot be responsible for your child until they are inside the center. For children who are handicapped, they must enter the building on the Goodwyn Hall side of the Education building where there are no steps and it is handicapped accessible.

## **Sign-In and Out**

**It will be important for you to sign your child in and out each day. Additionally, you will need to inform us what your child's lunch plans are for the day.** The form will be on a clipboard next to the log on the counter in the kitchen area. Please leave a phone number where you can be reached if it is different from the one on your emergency form. Watch for notes from the staff in the comment section. The Department of Human Resources requires a **full signature** be used to sign children out each day.

Your child will be released only to those persons you authorize on the background form. If anyone else is to pick up your child, you must send a note giving us the name of the person you are authorizing to pick up your child. A picture ID will be requested before we release your child to someone other than yourself. Siblings are not permitted to sign out children.

## **Breakfast**

Children should eat breakfast at home; however, we will have a light breakfast available each day until 8:30am. We also provide a morning snack at 9:15. If your child has food allergies or other dietary needs please provide appropriate snacks for your child.

## Snacks

The school will provide snacks twice daily. Please let us know if your child has any food allergies.

Please do not send treats (candy, gum, etc.) with your child unless there is enough for all the children and teachers. The ECC strives to provide your child with nutritious snacks and requests your cooperation in limiting sweets in school.

## Lunches

All children will need to eat lunch. You may order lunch through the school or send lunch from home. Lunches purchased through the center will be catered from the AUM cafeteria and will consist of meat, two vegetables, bread, drink, and dessert. The drink will consist of milk or juice.

The cost of hot lunch is listed on the fee page of this handbook.

**Lunch tickets may be purchased online or through the ECC office.**

Please take your check to the office to purchase tickets.

We will not be able to heat “cold” lunches brought from home. We begin lunch at 11:00am each day.

We need to give the cafeteria staff sufficient advance notice in order for us to begin serving at 11:00. **It is our policy to notify the catering service by 9:30am of the lunch count for the day. If your child comes to school after 9:30am, please provide a lunch for him/her. Additionally, children will not be permitted to charge lunches.**

## Illness

In order to provide all children with a healthy environment, DHR regulations require that all children be well each day they are in attendance. This means you cannot bring your child to the center if:

....a temperature has been present in the previous 24 hours.

....vomiting has occurred within 24 hours.

....an unexplainable rash occurs.

....your doctor has not approved the returning to school after an illness or contagious disease.

If your child develops a contagious illness, please notify the school. **If your child becomes ill at school we will call you and he/she must be picked up immediately from the ECC office, or somewhere in the center where he/she is confined away from the other children. The comfort and well being of the child will be our top priority.**

## **Telephone**

If you need to contact staff or teacher personnel you may do so by phoning the ECC office at 334-244-3441, between the hours of 8:00am-5:00pm Monday-Friday. If you need to reach the center staff after 5:00pm or on weekends, please contact our after hours number 334-603-2286.

## **Medication**

If your child requires medication at school, you must send medicine in the original prescription bottle with the doctor's instructions and a medicine spoon accompanied by a written note. The Alabama Department of Human Resources requires you to sign a medical form in order for us to administer medication. Please ask the Director or Lead Teacher for this form whenever your child requires medication. This must be signed by the parent and dated. **All medication should be given to a staff member when you arrive. Practicum students will NEVER GIVE MEDICATION TO A CHILD. Medication is only administered by ECC Lead Teacher or Director.**

We will initial the note to verify that the medication has been administered and the time. The Center will not provide medicines. According to NAEYC 5.A.07.c, and DHR, insect repellent containing deet may be administered only once a day by staff only. Sunscreen will only be administered by staff when provided by parents. Written parental permission must be given to our staff to administer any or all of these products.

NAEYC 5.A.11.c requires teaching staff who needs to administer a medical procedure to a child, demonstrate to a health professional that they are competent in the procedure and are guided in writing about how to perform the procedure by the prescribing health care provider.

## **Naptime**

All children will go to the naproom at naptime. You must provide a nap roll for your child to rest on. The center provides cots to keep the

children off the ground during rest time. If you would like, you may purchase a nap roll in the Center office (see nap roll on the fee page of this handbook for cost). You may also send a favorite **soft** sleeping toy from home. Nap rolls will be sent home at the end of the week to be washed and returned at the beginning of the next week. If nap rolls are not returned and we must use one from the Center's unused supply, you will be charged the fee to purchase the nap roll. The State Department of Human Resources requires all children remaining all day rest.

**We encourage parents not to bring your child to or check him/her out from school between 12:00 noon and 2:00 pm during Nap Time.**

### **Severe Weather Plan**

The center is equipped with a state approved tornado shelter. In the event of a weather emergency, all children will be moved to the shelter until the emergency is over. Tornado and fire drills will be held on a regular basis to help your child become comfortable with the procedures. University Police personnel, center director, lead teacher and all AUM practicum students are trained in Pediatric CPR and first-aid in the event that emergency first-aid is needed. When conditions have cleared sufficiently, you may pick up your child.

If severe weather alerts have been issued before 7:30 a.m., the ECC will follow the university's schedule. For example, if the university is closed, the ECC will be closed also. If the university is on a delayed opening, the ECC will be on a delayed opening as well.

### **Bad Weather**

In case of bad weather (snow, icing conditions, etc.) the Early Childhood Center will be closed only if the university is closed. If it is announced the University is closed, AUM Alert System will call, text and e-mail you. Please pick up your child **as soon as you are safely able**. Be sure all phone numbers, e-mail addresses and contact information is up-to-date.

## **Auburn Montgomery Early Childhood Center Parents are urged to register for the Emergency Notification System**

In an effort to improve campus safety in the event of an emergency, Auburn Montgomery has launched **AUM ALERT** – a personalized voice and text messaging **system** that will provide critical information should a need arise.

Campus safety officials urge all ECC parents to sign up for emergency notifications by completing the form in the office. **AUM ALERT** enables officials to schedule, send and track personalized voice messages to as many as four phone numbers and two e-mail addresses per person. In response to emergencies affecting the university community, people who have registered will be provided information and instructions through cell phones, home phones, e-mail, work numbers or other text-receiving devices. University officials will use the **system** only in emergency situations. Once you have registered for **AUM ALERT**, you will not receive phone calls from the AUM Early Childhood Center staff concerning campus emergencies.

When the **AUM ALERT** notifies you of an emergency situation on campus, you should immediately pick up your child.

### **Accidents**

Every possible precaution will be taken by the staff to prevent accidents. University police officers, the Director, Lead Teacher and all AUM practicum students are certified by the Red Cross to give emergency first-aid and pediatric CPR.

In the event that your child is seriously injured at school, emergency first-aid treatment will be given until you or your family physician can be reached. If neither you nor your family physician can be reached, your child will be taken to Baptist East Medical Center, 400 Taylor Road, Montgomery, AL. 36117. **In this event, parents will be responsible for any medical fees incurred.** When your child has a minor accident (i.e. scrapes, bumps, etc.) the ECC will fill out a minor accident report. You will be given one copy of this report and one will remain on file in the ECC office.

## **Insurance**

Since AUM is a state institution, we are not allowed to carry insurance to cover accidents occurring to your child. We encourage you to be sure your child is covered under your family plan.

## **Transportation**

The ECC will not furnish transportation to and from school.

## **Clothing**

Children should wear comfortable, washable clothing and shoes. Please mark all removable clothing such as coats, raincoats, shoes and socks with your child's name so that lost articles can be returned to the owner.

Children are **NOT PERMITTED TO WEAR** flip-flops or shoes that do not have straps that secure the shoe to the foot. Sandals should have straps at the heel of the shoe. Please help us enforce this rule!

Each child should have a change of clothing kept in his cubby in the event they are needed. We have a small supply of extra clothing that should fit children of all sizes in case it is needed. If your child wears clothes home that belong to the center, **please return them clean as soon as possible.**

We will take the children outside unless the weather is very severe. Fresh, circulating air is essential in providing a healthy environment. According to NAEYC 5.A.07.a, children must wear clothing that is dry and layered for warmth in cold weather.

## **Responsibilities**

We provide a cubby space for your child's belongings. It is the child's responsibility to place personal possessions in their cubby and hang their jackets. Children are also expected to sign-in when they arrive in the center.

## **Folders**

Each child has a folder with his name on it by the back door. All communication such as weekly newsletters, menus, receipts, and work samples will be placed in these folders. Please check your child's folder **daily** before leaving.

## **Field Trips**

All field trip permission slips will be placed in your child's folder. Please sign the permission slip as soon as possible. We must have written permission if your child is to go with us. We also require each child to have an "AUM Kid" t-shirt to wear on the fieldtrips for safety and identification purposes. The t-shirts are \$10.00 and can be paid by \$10.00 cash or check (checks **MUST** be made out to AUM Bookstore.)

Notices of field trips will be posted by the front and back doors of the center. Please note departure time on the permission slip. **If you are not here by the time we depart, you are responsible for your child until the children return from the trip. Because of other duties, the office staff cannot be responsible for children who arrive late for field trips.**

## **Field Trip Transportation**

We reserve the University Bus for field trips. The bus provides seating for children, staff and AUM practicum students. **Parents and siblings are welcome** to join us on field trips but must provide their own transportation. You may either follow the AUM bus or meet us at the field trip destination.

## **Holidays**

Because the center has representatives of a variety of religious and ethnic groups, celebration of holidays will be kept to a minimum. Activities concerning holidays may be available, but will be strictly voluntary on the part of the children, as other activities will also be available.

## **Discipline Policy**

The goal of AUM ECC is to help children develop a positive self image. We encourage children to be self-directed and exhibit self-control. In order to do this, children need the opportunity to build a healthy self-concept (knowing who one is as a person; knowing one's talents, strengths, and limitations.) This includes giving children respectful but honest feedback, acknowledging their accomplishments, helping them with their limitations so they can make effort to improve them.

Young children, due to their development, are not capable of understanding the ramifications of their behaviors; therefore they need to be encouraged to make good choices and be prevented from harming themselves and/or others. This can best be accomplished through close supervision, gentle guidance, and redirection. The teachers of AUM ECC do this by allowing the children to "think, walk, and talk" about inappropriate behaviors and make a plan for correcting them.

### **Behavior Plan**

Preschool services may be discontinued if the Director determines that a child's behavior:

1. Poses a safety risk to Center staff or other children.
2. Repeatedly disrupts normal classroom activities despite efforts by teachers to redirect the behavior. If the disruptive or inappropriate behavior endangers the safety and well-being of the Center children, staff, or visitors, the Director may take all actions necessary to **immediately** protect Center children, staff, and visitors.

If a child is regularly displaying disruptive or inappropriate behaviors, the following process will be followed in an attempt to remedy the behavior problem(s):

1. The Director and Lead Teacher will meet with the parent/guardian to provide a description of the inappropriate behavior and how the Center staff handled it. A written record of inappropriate behavior will be shared with the parent and a copy will be kept on file in the Center office.
2. The Director and Lead Teacher will hold a conference with the parents and collaboratively address strategies through an action plan for how to correct those behaviors in the future including but not limited to modification in daily attendance.

3. The child's parents will receive a letter of probation from the Director describing the inappropriate behavior and the possibility of their child's termination from the Center if the behavior persists.
4. If inappropriate or negative behavior persists, the child's enrollment in the AUM ECC will be terminated.

### **Termination of Enrollment**

If a child's behavior becomes harmful to themselves, other children, and staff, or is disrupting the classroom instruction or environment and a resolution cannot be found, we reserve the right to terminate preschool services on a temporary or permanent basis. Termination may be immediate depending upon the severity and nature of a behavior problem. Every effort will be made to resolve any situation; termination of services will be a last resort.

AUM ECC reserves the right to refuse continued enrollment in the program for the following:

- Aggression, violent behavior including property destruction.
- Undisclosed information regarding dismissal from another preschool program.
- Verbal and/or physical abuse or aggressiveness on the part of a parent/guardian with the child or towards a staff member.
- Exhibiting behavior that is deemed detrimental to himself/herself, other children or staff.
- Failure to satisfy the immunization requirement set by the Alabama Department of Human Resources.
- Excessive absences without notification of illness.
- Failure to pay tuition, lunch or any late fees.
- Other situations/behaviors that interfere with the learning environment upon the discretion of the Director.

Every effort will be made to meet the needs of each child enrolled at the Auburn University Montgomery Early Childhood Center.

## PARENT INVOLVEMENT PROGRAM

### Parents Can Help

Talk to your child.

Listen to your child.

Read to your child.

Let your child see you enjoy reading books.

Play games with your child.

Accept the same emotions in your child you accept in yourself.

Take your child with you to the store, service station, zoo, etc.

Provide supplies for cutting, pasting, drawing, painting, coloring and creating when the child desires.

Encourage your child to dress independently – tie shoes, bathe self, etc.

Help child prepare simple recipes with you.

Hug your child.

Touch your child. Let your child know you care.

### Visitation

We are proud of our center and invite you to visit anytime. There is an observation room available or you may spend time in the center itself. Parents and grandparents are always welcome to visit the center. Children enjoy sharing their school. We ask that you observe quietly, so that our teachers can continue to work with the children. Please remember children do not participate in the same way with their teachers or friends when a parent is in the center. **We have found it is best that parents give their child time to adjust to school before visiting.** If you have questions, the center staff will be happy to help you. If you have younger children who are with you please watch them carefully - the university liability insurance states that we cannot be responsible for children who are not enrolled in the center.

### Parent Contributions

We encourage parents to share their experiences, talents, and hobbies with the children. This greatly enriches our program. Please feel free to join your child and share your experiences with the center. Let us know what and when you can share with us – music, slides, videos, art, hobbies, carpentry, cultural foods, etc.

## Conferences

Formal conferences will be scheduled when parents or teachers feel they are needed. Children should not attend the initial conferences, but may be included in subsequent conferences at the discretion of the parents or teachers. Conferences may be scheduled during the office hours of the Director, or Lead Teacher. Our Early Childhood practicum students are required to meet with the parent(s) of the child in which they have completed a Portfolio. Your child will have a portfolio completed in either the Fall or the Spring semester. Please accommodate our students when they request a Portfolio Conference.

Informal conferences will occur as you bring your child in or pick him/her up. If the conversation with the staff becomes lengthy or involved we will schedule a time for you to talk to us when the staff member is not supervising children.

### **AUM Early Childhood Center Confidentiality Policy**

The AUM Early Childhood Center administration and teachers understand the importance of a child and family's rights of confidentiality. Children's files, portfolios, screening, and assessment information are considered confidential. All files are maintained in the Early Childhood Center office. Portfolios are filed in the curriculum planning room.

#### **Individuals who may have access to children's files, portfolios, screenings and developmental check sheets:**

##### Individual

\*ECC Director

##### Reason for Access

To help maintain records mandated by Alabama Department of Human Resources, Alabama Department of Health, and the National Association for the Education of Young Children

\* ECC Lead Teacher

To assist in interpreting assessment results, portfolio development, and curriculum planning.

\* ECC Secretary

To help maintain records mandated by Alabama Department of Human Resources, Alabama Department of Health and the National Association for the Education of Young Children.

### **Procedures and Regulations for access to a child's file, portfolio, initial screening and developmental check sheets:**

Children's files and portfolios are never to leave the Early Childhood Center. Individuals who are approved for access to a child's file, portfolio, screening, and developmental check sheets may check them out in the Early Childhood Center office. All items must be checked back into the ECC office the same day. The Access to Files Form and Access to Portfolio Form must be completed when an individual checks file or portfolio out and back in.

### **Reasons and Methods of Communicating Information**

Family information, initial screening results, and all information in portfolios may be shared and discussed with the AUM Early Childhood Center teaching team. The information will be used to help develop individual and classroom goals and to help in the development and implementation of appropriate curriculum goals and activities.

A conference with the child's parents or custodial caregiver will be held to discuss and review the child's portfolio. The AUM-ECC teaching team will review concerns, suggestions, and insights from the parent/custodial caregiver as they develop goals for the child.

Each staff member and practicum student reads the Confidentiality Policy and the following statement:

***I have read and fully understand the above information. I also further understand the legal ramifications of violating this policy even after I am no longer a Childhood Education Practicum Student in the AUM Early Childhood Center.***

They sign a copy of the policy and the copy is placed in their file.

### **Parties**

Birthdays are celebrated during afternoon snack time. Cupcakes, cookies and/or cups of ice cream may be brought to the school on your child's birthday. According to the National Association for Young Children

(NAEYC) standards, “Food that comes from home for sharing among the children must be either whole fruits or commercially prepared packaged foods in factory/store sealed containers”. We encourage you to provide small portions; the children will eat smaller cupcakes, cookies and muffins. Please check to make sure you are providing one item for each child. NO PARTY FAVORS PLEASE! Contact the school a few days in advance if you plan to bring refreshments.

**We ask that no invitations be sent to school for distribution. For private home birthday parties,** we ask that you not plan to pick up a group of children for parties during the day. Each parent must pick up their children and take them to the party.

## Parent Checklist

- \_\_\_\_\_ I have read this Handbook.
- \_\_\_\_\_ I have completed the following forms:
  - \_\_\_\_\_ Health Information
  - \_\_\_\_\_ Background Sheet (both sides)
  - \_\_\_\_\_ Emergency Form
  - \_\_\_\_\_ Medical Form (signed by physician)
  - \_\_\_\_\_ AUM ALERT Form
  
- \_\_\_\_\_ I have turned in the above forms.
- \_\_\_\_\_ I have obtained the blue immunization form  
and turned it in to the Center office.
- \_\_\_\_\_ I have labeled all my child's belongings.
- \_\_\_\_\_ I have turned in a set of extra clothes.
- \_\_\_\_\_ I have selected a permanent spot for this handbook  
and subsequent newsletters and notices.
- \_\_\_\_\_ I have purchased an AUM-ECC t-shirt for my child  
to wear on field trips. (\$10.00 given to Center  
office)



## **AUM Early Childhood Center Late Fee Chart**

\$10.00 Starting At 5:30 pm

\$ 5.00 every minute after 5:30 pm

5 minutes = \$35.00

6 minutes = \$40.00

7 minutes = \$45.00

8 minutes = \$50.00

9 minutes = \$55.00

10 minutes = \$60.00 etc.

Fees are assessed at the end of each week.

Please remember that our teachers are students and they have night classes. Many AUM professors take points away when a student is late for class.

## **METHOD OF PAYMENT**

**Tuition may be paid by checks, money orders, Visa, MasterCard, or Discover.**

Checks or money orders should be made payable to AUM Early Childhood Center. We are required by the Finance Office to include the following on each check:

- current address
- home phone number
- business phone number

Please make cash payments to the office staff only (Director, Lead Teacher or Secretary) so a receipt may be written for your records.

**For any concerns or complaints contact**  
**CENTER NUMBERS**

MAIN NUMBER (OFFICE) 244-3441