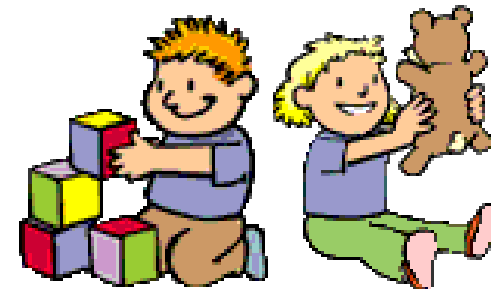


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PALM BEACH STATE

COLLEGE

Palm Beach State College
Lake Worth



**PARENT
HANDBOOK**

**CENTER
FOR
EARLY
LEARNING**

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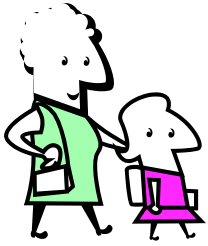
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EMERGENCY EVACUATION OF CAMPUS

Should the entire Lake Worth campus have to be evacuated for some reason, the children will be transported by staff or Palm State State College vehicles to the Sheriff's Substation in John Prince Park. The address is 2530 Lake Worth Road. It is adjacent to the large playground area off of Lake Worth Road. Parents will be called by staff members to notify them of the evacuation and the need to pick up their child.

Palm Beach State College is an equal access/equal opportunity educator and employer.

PARENT PARTICIPATION AND INVOLVEMENT



Parent-Teacher conferences will be scheduled at the end of each term. The teachers will arrange a convenient time with you. Many activities are scheduled during the year and you are urged to take advantage of them. Some are with the children, others are for sharing information, concerns, or learning from others. In addition, you are encouraged to volunteer time and talents for projects in the classroom. The teachers are always ready to hear your ideas and suggestions.

OBSERVATION ROOM

The Observation Room is open whenever the classroom is in operation (generally from 8:00 a.m. to 12:30 p.m.). Parents are encouraged to observe from there rather than in the classroom, which is small. Anyone in the Observation Room should observe quietly as noises from the Observation Room can be heard by the children. Noises and talking also disturb the Palm Beach State College students who are using the Observation Room to complete class assignments. These students have priority over parents in terms of usage of the Observation Room. We encourage you to visit with other parents, but ask that you do so in the hall outside the Observation Room. Parents are asked not to bring children from the Center into the Observation Room, but to keep the room “a secret.”

EARLY CHILDHOOD CLUB

The Early Childhood Club is a parent organization that works closely with the Center and the children. The Club does fund-raising to benefit the Center and holds regular meetings featuring speakers on various aspects of early childhood development. Parents are urged to become active members of this organization. Notices of meetings are included in the monthly Center newsletter and will be posted on the Center door.

INTRODUCTION



The Center for Early Learning is a laboratory preschool used by Palm Beach State College students who are required to observe and/or assess preschool children as part of their course work.

The Center is licensed for 22 children and has three full time trained teachers. Additional staffing through interns and work-study aides keeps the child/staff ratio low.

Philosophically the Center for Early Learning is Montessori based. The staff believes that each child is unique and learns best through his/her interactions with the environment. The classroom and curriculum are designed to encourage each child to move freely and make choices; to interact with one another; to work-play with developmentally appropriate materials and to use adults as resources and partners in learning. It is through the child’s work-play that he/she will gain the skills and confidence necessary to become an independent learner with understanding, based on experiences, of the world in which he/she lives.

GENERAL INFORMATION

Children of Palm Beach State College students, faculty or staff are eligible to be enrolled in the Center for Early Learning. To qualify as a Palm Beach State college student one parent must register for at least one class the term the child enters the Center. Once a child has been accepted in the Center he/she may remain enrolled in the Center even if the parent completes or discontinues his/her studies at Palm Beach State College. Ideally each child would be enrolled in the Center for 2-3 years. Children must be between the ages of 3 and six years of age and be in good health. Acceptance in the Center is based on the date of application [The Center does have a waiting list.] and the necessity of maintaining a balance in the classroom according to age, sex and race. Applications are available upon request (868-3355) or on the web at:

www.palmbeachstate.edu/EarlyLearningLakeWorth.xml.

There is no application fee.

SCHEDULE

The Center is open for the Fall, Spring, and Summer A terms. During Fall and Spring terms the Center is open from 8:00 a.m. to 12:00 p.m. Monday through Friday. During Summer A term the Center is open from 8:00 a.m. to 12:00 p.m. Monday through Thursday. Children are enrolled each term for the full five (four in Summer A) day program.



APPROXIMATE DAILY SCHEDULE:

8:00-10:30 a.m. ----- Children work or are given lessons individually or in small groups
10:30 a.m. ----- Children put their work away and come to line
10:30-11:00 a.m. ----- First line: "Jobs" (such as calendar, feeding fish, weather, etc.) are done
11:00-11:30 a.m. ----- Outside play
11:30-Noon ----- Second line: Songs, story, finger plays, etc.
Noon ----- Dismissal or lunch
12:30 p.m. ----- Final dismissal on lunch days

HOLIDAYS:

The Center observes the same holidays as Palm Beach State College.

EMERGENCY CLOSING

In the event of extreme inclement weather, the Center for Early Learning will be closed whenever the public schools announce they are closed due to hazardous weather conditions.

ARRIVAL AND DEPARTURE:

The hours of operation are 8:00 a.m. to 12:30 p.m. Children may arrive anytime between 8:00 and 8:30 a.m. Due to the close proximity of the gate to the busy street, you are asked to walk your child to the classroom door each morning. Always close the gate behind you. It is requested that you pick up your child promptly at 12:30 p.m. (or noon, if the child is not staying for lunch). The staff have their schedules and even more importantly, a child is easily upset when a parent is late.

DISCIPLINE

The Center is designed to allow each child a great deal of freedom. In turn the children are asked to use the materials constructively, to help care for the classroom, and to respect others. The staff is available always to help redirect when a child is frustrated or having difficulties. If inappropriate behavior cannot be redirected or is destructive or dangerous the staff will use conflict resolution.



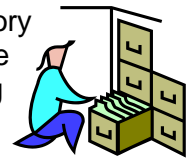
CHILD ABUSE

Florida law states that anyone who suspects child abuse is ethically obligated to report that abuse. But under Florida law, those persons who are **legally** obligated to report include physicians, nurses, hospital personnel, medical examiners, mental health professionals, school teachers or other school officials, social workers, daycare workers, foster care workers, residential or institutional workers and law enforcement officers. Any professional failing to report or knowingly preventing another from doing so is guilty of a second degree misdemeanor and may be prosecuted.



RECORDS AND PUBLICITY

Because the Center of Early Learning is a laboratory school, Palm Beach State College students will be observing the children and in some cases administering assessment instruments. It is understood that each child's records are kept confidential between the Center for Early Learning staff and parents and that any observations recorded by students are for their classroom assignments only.



On occasion, the Palm Beach State College photographers or newspaper staff will take pictures for publicity purposes.

NUTRITION

SNACK:

The Center provides a snack of juice and crackers each day. Children are allowed to have more than one snack during the course of the morning. In addition several different food preparation lessons are offered to the children throughout the year.



LUNCH:



If your child is staying for lunch, we encourage you to pack a nutritious lunch for him/her and try to avoid high-salt, high-fat snack foods. We ask that high-sugar desserts such as jello, pudding, cookies, candy, etc. not be brought to school. These may be kept at home for your child to have when he/she returns from school. Lunch boxes will be stored in the refrigerator. Please be sure to clearly and permanently label your child's lunch box and thermos. Whenever possible untouched or partially consumed food items will be returned to your child's lunch box so that you will be aware of how much of what your child has eaten that day.

BIRTHDAY PARTIES:

Each child's birthday will be celebrated in the Center. If the child's birthday falls on a weekend or over a holiday, we will celebrate on the last day of school prior to the weekend or holiday. Since the children are accustomed to having crackers for snack, on birthdays the staff provides a "special snack" of "fancy" crackers (goldfish, hearts, butterflies, etc.) which is distributed by the birthday person following the "birthday walk". Birthday celebrations typically occur after the "job line", *i.e.* around 11:00 a.m. **Please do not send anything from home for your child's birthday celebration.**

Please note that if you are hosting a birthday party for your child outside of school, invitations may be placed in the children's cubbies **only** if each child in the classroom is to receive one. If not, invitations should be **mailed** to those children who are invited.

Pick up is at the playground door. In case of inclement weather the children will be dismissed from the classroom door near the double doors leading outside. The door is marked 103 and is adjacent to the Observation Room 104.

The staff will not release a child to any person without written permission from the parent or guardian. Such permission can be given by listing the person on the release form or by writing a note to the teacher. Identification may be required should the staff not be familiar with the person who is picking up a child.

TUITION

TUITION:

Current tuition rates may be found on the Center's website:



www.palmbeachstate.edu/EarlyLearningLakeWorth.xml

REGISTRATION FEE:

Please see website above.

The registration fee plus a non-refundable deposit toward the first month's tuition is due at the time of registration. Thereafter each month's tuition will be due one month in advance. Partial months are not refundable.

Payments made on the due date each month may be made at the Center. Please make checks payable to Palm Beach State College and include your child's name and your student number. If tuition fees are in arrears, it may be necessary to terminate your child's enrollment and grades will not be released until payment is received.

WITHDRAWALS:

It is requested that two weeks notice be given if it becomes necessary to withdraw your child. No refund of tuition will be made if a child is withdrawn during the final month of school due to the fact that another child cannot be enrolled in the Center at that time.

ORIENTATION

Each fall children who are new to the Center will be asked to attend an orientation session the weekday prior to the first day of school. You will receive a schedule of orientation appointments in the mail. This orientation session gives you and your child an opportunity to visit the Center, meet the teachers, and learn some of the routines prior to the first day of school when all of the children will be present. On the first day of school and thereafter, we ask that you leave your child with a teacher at the door, rather than coming into the classroom with your child. You may then use the Observation Room for as long and as often as you would like.

A separate parent orientation meeting is held in the Center in the evening sometime during the second or third week of school. You will receive a written notice of this meeting and are urged to attend.

PERSONAL BELONGINGS

Each child should come to school in loose, comfortable clothing that can get dirty. Footwear should be limited to tie or Velcro sneakers or buckle shoes with non-slip soles. Sandals, cowboy boots, etc. are not allowed.

Every child has a CUBBY for his/her papers, notices, etc. and each child should check his/her cubby daily. In addition, there is a separate cubby in the bathroom for each child's extra clothing.

Every child must bring a complete set of clothes (shirt, pants, underwear, socks, shoes) in case of accidents or spills. In addition each child should bring an extra sweater or light jacket to be kept at school in case of rapid changes in the weather. All clothes must be labeled with the child's name in permanent marker.

The staff cannot be responsible for personal possessions and treasures brought to school and it is requested that you discourage your child from bringing toys from home. Toys brought from home **MUST** remain in the child's cubby until dismissal time. However, the staff recognizes that if a child has a toy that serves as a comfort device, he/she may need it with him/her for a few days as he/she makes his/her adjustment to new people and surroundings.

The equipment in the class room belongs to everyone and is to be shared. The children are aware of their responsibility to keep the materials intact and in good condition. However, should a small piece

find its way home, it is requested that you remind your child that another child will need it the next day and help him/her to return it. Generally a reminder is all that is necessary.

HEALTH

A complete physical examination is required prior to a child's entrance to the Center for Early Learning. Each year the Center must have an up-to-date copy of your child's most recent physical examination (required every two years by the Health Department) and immunization record on the appropriate forms (available from your pediatrician). These records must be in a child's file the first day of school.

Faculty and staff are not available to care for children who are ill. Your child will be screened by the teacher as he/she arrives each day. If a fever or any other sign of illness or disease is detected, the child must return home for the protection of the child and his schoolmates. Should your child contract a contagious disease we would appreciate knowing so that we may alert other parents whose children may have been exposed. The staff should be made aware of any allergies, rashes, hives, etc. your child may have.

Only first aid treatment of a minor nature is administered at school and parents will be informed of such treatment. The staff does not administer oral medication.

It is helpful if you will notify the school should your child be ill and not attending. Call 868-3348. A child should be kept home any day when he/she :

- a. is in the first 3 days of a fresh cold.
- b. has an elevation of temperature.
- c. has an unidentified rash.
- d. has an upset stomach or diarrhea within the last 24 hours.
- e. is in the incubation period of a contagious disease
- f. shows even the slightest deviation from usual behavior or appetite

EMERGENCY MEDICAL FORM

A completed emergency medical form is required prior to a child attending and a college schedule listing where a parent or guardian can be reached in case of an emergency must be on file in the Center. It is extremely important that a parent notify the Center of any change of address, telephone number or schedule.