

PARENT/GUARDIAN HANDBOOK

**Early Childhood Education Technology
Child Development Center**



Wesson Campus

2024-2025

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MEET THE LEADERS

College Administration

Dr. Dewayne Middleton, President

Mrs. Jackie Martin, Vice President of the Wesson Campus

Dr. Sharolyn Magee, Dean of Career & Technical Education

Program Coordinator/Instructor

Felisha Hampton

Lab Center Director

Melissa Kyzar

Stacy Emfinger, Assistant

Child Care Teachers

Stacy Emfinger – Toddler Teacher

Melissa Kyzar – Preschool Teacher

Julie Pickering - Infant Teacher

Margaret Thomas – Two's Teacher

Contact Information:

Career-Technical Division
(601) 643-8328

Melissa Kyzar
(601) 643-8393

**WELCOME TO THE
COPIAH-LINCOLN COMMUNITY COLLEGE CHILD DEVELOPMENT CENTER**

We are happy to have your child in Co-Lin's Child Development Center. Every effort has been made to provide an environment which is pleasant, safe, and most comfortable for your child.

This handbook has been provided to give you a clear understanding of the Center's policies and procedures, which are considered fundamental to the administration, directors, and teachers.

We sincerely hope your child's stay with us will be a rewarding one.

Melissa Kyzar
Director

PHILOSOPHY

The Early Childhood Education Technology Program is designed to meet the physical, mental, social, and emotional needs of the young child from eight weeks to preschool. Experiences provided help the child develop to his/her full potential as he/she "learns through play."

PURPOSE AND GOALS OF SERVICE

The purpose of the Copiah-Lincoln Community College Child Development Center is to serve as a Child Care Laboratory for Early Childhood Education Technology students and to provide childcare for children eight weeks to preschool age. Childcare involves achieving a balance between physical, mental, social, emotional care and learning.

GOALS

- Adult Supervision of Young Children
- Self-Care Skills for Young Children
- Helping Young Children Manage Emotions
 - Develop Personal Strength
 - Getting Along with Others
 - Promoting Creative Expression
 - Allowing Child Initiated Play
- Providing Opportunities to Play with Others
- Allowing Children to Solve Their Own Problems

DESCRIPTION OF PROGRAM AND OPERATION

The Copiah-Lincoln Community College Child Development Center staff will plan for and lead children in active learning. Two-year-old and preschool children will be provided opportunities to learn through play, as well as, teacher directed activities intended to prepare them for kindergarten.

Infants and toddlers will be provided activities based on key developmental skills necessary for their growth and development.

POLICIES AND PROCEDURES

The following are policies, procedures and forms necessary for the operation of Copiah-Lincoln Community College Child Development Center. Please read each carefully and sign in the appropriate place.

ADMISSIONS/ENROLLMENT- Admission is based on slots available, with priority given to Co-Lin staff/faculty and enrolled full time on ground Co-Lin students. No child is fully admitted or enrolled until all records and forms have been properly signed and returned. Any change in your Co-Lin status (such as no longer enrolled or employed) must be reported to the director. Community spots are for 1 year only and children with a community spot must reapply each year.

AGES- Eight weeks to preschool age.

SCHOOL CALENDAR- The first day of school is when faculty return for the fall semester. Parent orientation will be held prior to the opening day of the Center and at least one parent is required to attend. The Center will follow the calendar of the college.

HOURS OF OPERATION- The Center opens at 7:30 a.m. and closes promptly at 4:00 p.m., MONDAY-THURSDAY and opens at 7:30 a.m. and closes promptly at 12:00 p.m. on FRIDAY. Refer to the school calendar for additional information.

CHILDREN'S TUITION- The fee of \$60.00 per week is paid monthly. Tuition is **NOT** refundable. The fee remains whether the child is absent or any closures. Tuition is paid in the business office.

AFTERCARE- Aftercare will be offered on **Friday's from 12:00 p.m. – 4:00 p.m.** at a fee of \$10.00 per child. You will sign up for aftercare each Monday and will be charged if you sign up. This fee is not eligible for payroll deduction or grant payment.

DELINQUENT FEES- Delinquent fees may result in immediate dismissal. You will receive a letter/memo describing the delinquent fees and will be expected to make arrangements with the Co-Lin Business office. Continuing and/or regular delinquency will result in dismissal from the daycare.

INCLEMENT WEATHER- In the event of severe weather conditions, listen for information concerning school closing on local radio, TV stations, Class DoJo App and Co-Lin website. We will follow the same schedule as Copiah-Lincoln Community College. In the event of closure, parents will need to immediately pick up their children.

PERMISSIONS- The Center has permission to, at the teacher's discretion:

1. Secure a competent physician in case of extreme emergency.
2. Give medications as directed by parent.
3. Plan excursions on campus to enhance the learning atmosphere.
4. Use photographs, art work and research of the children for educational purposes.
5. Delegate responsibilities for the child to the college student under the supervision of a teacher.

ATTENDANCE- Children are expected to attend school every day, Monday- Friday, to obtain the full benefit of the program. All children should be at the child development center no later than 9:00 a.m. The child will not be allowed to attend unless the parent has informed their teacher the child will be late due to doctor or other appointments. We ask you do not drop off or pick up children during nap time. Parents who abuse the policy will be subject to termination of child's enrollment. Parents must make other arrangements for the care of a sick child. If a child becomes ill at school, they must be picked up immediately after notification.

ARRIVAL/DEPARTURE- Children will be brought to and picked up from the front of the Child Development Center by parents or those designated by parents. The Center is **NOT** responsible for bringing children to or returning children home from the Child Development Center (Please call your child's teacher or the director if you are running late). If you do not pick up your child on time and we have not received a phone call, you will receive a non-compliance form. If you receive three non-compliance forms in a semester, your child may be dismissed from the program.

DROPPING OFF AND PICKING UP CHILDREN- Please pull into the Center's driveway from the south side of campus. Pull up and park in front of the building. Use your security code to enter the building and sign your child in/out at the desk in the lobby. When leaving the Center driveway, exit through the north end of building. Please bring your child in as quickly as possible, especially during the time of 7:30 a.m. to 8:00 a.m.

DAILY DISMISSAL- Your child will **NOT** be allowed to leave the Child Development Center at any time with anyone other than the person(s) designated on the application, unless we have a signed note from the parent. These forms are in your child's classroom. **NEVER** take the child from the department without notifying the teacher. (Ex. Teacher may be in the restroom assisting a child when you arrive).

CONFERENCES- Conferences will be planned twice a year by the child's teacher. The first conference is a group meeting with parents and teachers (Parent Orientation) and the last conference is an individual conference held at the end of the school year. However, at any time during the year a conference can be called by you or the teacher.

VISITING THE CENTER- Parents are allowed to observe the children at any time. No prior notice is needed to come and observe your child.

PARENTS INVOLVEMENT- Parents will receive written notice when parent activities are scheduled. Parents are welcome to participate in classroom activities and/or field trips.

CONFIDENTIALITY- The staff will not violate the confidential nature of children and records. Information pertaining to admission, progress, health, or discharge of a child shall be confidential and limited to the faculty, staff, director, and the licensing agency unless the parent(s) of the child has granted written permission for disclosure or dissemination.

BIRTHDAYS- Cupcakes or cake may be brought on your child's birthday. Favors may be given to the children. **NO** presents, please. Please contact the teacher several days ahead of time. All food must be store bought, in its original, sealed container. No homemade goods allowed.

RELIGIOUS OBSERVANCES- Religious holidays are observed for all children unless parents notify the Center otherwise.

MEALS- The children are served a morning snack, lunch, and an afternoon snack. At any time during a food activity, a child is encouraged to taste everything on their plate with the hope that the child will eventually acquire a taste for different foods, but no child is forced to eat or clean their plate. Food is **NOT** withheld as punishment. Baby food (Homemade baby food is not allowed, due to MSDH guidelines) and formula must be provided for the infants by the parents and all items must be clearly labeled with the name of the child and any special instructions.

NUTRITION- Meals meet minimum standards for Nutritional Care in Child Care Facilities. The menus are posted on the Parent Information Board for parent's review. The Center must be notified of any food allergies.

CHILD MANAGEMENT- Child management is viewed by staff as helping a child learn to manage their energy in a positive, self-esteem building way. When it is necessary to help a child with behavior problems, staff use two basic methods, distraction (redirecting), and "time out" (removal). All serious problems will be discussed with the child's parent/parents. In the event acceptable solutions cannot be developed, then it may be necessary to ask the child to be removed from the program.

MEDICATION- Staff will not dispense medications to a child without the written consent of a parent. All medications shall be dispensed in accordance with instructions from a parent and/or physician. The exact name of the child must be on the medicine. Medicine from a sibling cannot be given. Medications shall be kept in labeled containers out of reach of children. A record must be maintained of any prescribed or non-prescribed medication administered by staff showing date, time, and signature of staff. **AUTHORIZATION TO DISPENSE MEDICATION FORMS** will be located in each classroom with your child's teacher. Please locate the form and complete it before giving medication to the teacher.

CLOTHING- Staff suggests comfortable, washable, and easy for the child to operate clothes for work and play. Children will paint and participate in other fun but messy activities. Children must be dressed in their clothes upon arrival (no pajamas). Children must wear shoes. **Flip Flops and Rain Boots ARE NOT allowed.**

OUTDOOR PLAY- Time will be spent outdoors each day weather permitting. Please be sure your child has a coat/sweater on cool days.

COMMUNICATION- Announcements, menus, and other parent information will be located on the Parent Information Board in the lobby.

Phone numbers for each classroom:

Infant classroom: 601-643-8402

Toddler classroom: 601-643-8399

Two-year-old classroom: 601-643-8457

Preschool classroom: 601-643-8393

SMOKING- In order to promote a healthy environment for students, faculty, staff, and visitors, Copiah-Lincoln Community College is tobacco-free in all locations. The use of tobacco and smoking products which include vape products, E-cigarettes, E-liquid, and other non-tobacco inhalants are not permitted on any property owned by the college, which includes but is not limited to, buildings, grounds, parking areas, walkways, recreational and sporting facilities, and college-owned vehicles.

INSURANCE- Copiah-Lincoln Community College Child Development Center does not provide liability insurance coverage for children.

HOLIDAY/VACATION SCHEDULE- Please refer to Co-Lin's calendar for designated dates. Keep in mind these are subject to change according to Copiah-Lincoln Community College schedule of events.

EMERGENCIES- In the event of a fire, children will file out the closest, safe door and move quickly to a safe area on the outside. During a tornado warning, children will sit against the walls in the hallway. Fire and tornado drills will be conducted once a month.

MEDICAL EMERGENCIES/ILLNESSES/ACCIDENTS- Provisions for emergency medical care, treatment of illness and accident are as follows: one staff person, certified in CPR, will be in attendance with the child at all times. An additional staff person will notify parent/contact person/medical profession to come to site, or that the child is on the way to the medical facility. All possible means will be considered to obtain requested physician and/or other medical facility; however, the staff will strive to make sound judgments according to the well-being of your child. Parents/guardians/contact person will be contacted as soon as possible concerning any illness, accident, or injury according to its severity.

DISCHARGE- In order to be properly discharged, the parent must sign the dismissal form and date such form, stating the reason for dismissal.

FIELD TRIPS AND EXCURSIONS- Periodically, the children will go on field trips. Every possible precaution will be taken for your child's safety. Parents will receive advanced notice of planned trips.

TRANSPORTATION- Copiah Lincoln Community College will only transport children for field trip purposes. When transporting children in college vehicles, parents have the assurance that their children will have:

1. Licensed Drivers
2. Safety inspected vehicles
3. Insurance adequate for transportation of children
4. Comfortable seating

Drivers will ensure:

1. Children will board/leave vehicle safely
2. Good order is maintained on vehicle
3. Seat restraints are used

EXCEPTION: In some cases, buses that are specifically designed for transporting children are used and have other protection devices, such as padding. An adult in addition to the driver will ride in the vehicle when more than five (5) children are in the vehicle for more than 30 minutes.

EMERGENCY TRANSPORTATION- In the case of an emergency, children will be transported to the designated off-campus emergency site by Copleah Lincoln Community College vehicles and parents will be notified.

NON-COMPLIANCE- Non-compliance with these policies may result in your child's dismissal from the program.

GRIEVANCES- If at any time you have a problem with a teacher, student, preschooler, policy or procedure, etc. please notify the CHILD DEVELOPMENT CENTER DIRECTOR and a conference will be scheduled. All conferences will be scheduled at the convenience of those involved.

INFANT DAILY SCHEDULE

7:30-8:00	Arrival
8:00-8:30	Diaper check/snack prep
8:30-9:00	Morning snack
9:00-10:00	Diaper check/nap (as needed)/skill work
10:00-11:00	Nap (as needed)/outside/diaper check/lunch prep
11:00-11:30	Lunch
11:30-1:00	Diaper check/ story time/free play/Nap (as needed)
1:00-2:00	Afternoon snack/free play
2:00-2:30	Diaper check
2:30-3:30	Outdoor play or free play (inside)
3:30-4:00	Hand washing, diapering, and preparing for departure, free play

TODDLER DAILY SCHEDULE

7:30-8:20	Arrival, greeting, free play
8:20-8:30	Hand washing, preparing for snack, diapering
8:30-8:45	Morning snack
8:45-9:00	Diapering
9:00-9:15	Teacher directed activity
9:15-9:30	Diapering
9:30-10:30	Outdoor play or free play (inside)
10:30-10:45	Preparing for lunch, hand washing, diapering, placing cots out for nap
10:45-11:15	Lunch
11:15-1:20	Naptime/rest
1:20-1:45	Putting cots away, diapering, combing hair, preparing for afternoon snack
1:45-2:00	Afternoon snack
2:00-2:30	Free play, diapering
2:30-3:30	Outdoor play or free play (inside)
3:30-4:00	Hand washing, diapering, and preparing for departure, free play

****BOOKS ARE READ THROUGHOUT THE DAY**

TWO-YEAR OLD DAILY SCHEDULE

7:30-8:30	Arrival-free play
8:30-8:45	Snack
8:45-9:00	Diaper change/potty
9:00-9:30	Teacher directed activities
9:30-10:30	Outdoor play
10:30-11:00	Nap prep/diaper change/potty
11:00-11:30	Lunch
11:30-1:30	Nap
1:30-1:45	Wake up/diaper change/potty
1:45-2:00	Snack
2:00-2:30	Story time
2:30-4:00	Outdoor play/Departure

PRESCHOOL DAILY SCHEDULE

7:30-8:00	Arrival-tablework
8:00-8:15	Bathroom, wash hands
8:15-8:30	Snacks
8:30-10:00	Large group and learning centers
10:00-11:00	Outdoor play
11:00-11:30	Nap prep
11:30-12:00	Lunch
12:00-2:00	Nap
2:00-2:15	Wake up/potty/hair brushing
2:15-2:30	Snack
2:30-4:00	Outdoor play/Departure

**SCHOOL CALENDAR
2024-2025**

AUGUST 5	CHILD DEVELOPMENT CENTER OPENS FOR FACULTY, STAFF, AND STUDENTS
SEPTEMBER 2	LABOR DAY HOLIDAY
OCTOBER 14-15	FALL BREAK
NOVEMBER 25-29	THANKSGIVING HOLIDAY
DECEMBER 17	CHILD DEVELOPMENT CENTER CLOSES AT 4 PM FOR CHRISTMAS HOLIDAYS
JANUARY 8	CHILD DEVELOPMENT CENTER OPENS FOR FACULTY AND STAFF
JANUARY 20	STATE AND NATIONAL HOLIDAY
MARCH 10-14	SPRING BREAK
APRIL 18-21	EASTER HOLIDAY
MAY 16	FINAL DAY OF SPRING SEMESTER/ CHILD DEVELOPMENT CENTER CLOSES

SUMMER SESSION TBD

**FEE TUITION FOR THE YEAR
2024-2025**

Month	Tuition
August – 4 weeks	\$240
September – 4 weeks	\$240
October – 5 weeks	\$300
November – 3 weeks	\$180
December – 2 weeks	\$120
Total	\$1080

Month	Tuition
January – 4 weeks	\$240
February – 4 weeks	\$240
March – 4 weeks	\$240
April – 4 weeks	\$240
May – 2 weeks	\$120
Total	\$1080

Month	Tuition
May – TBD	TBD
June – TBD	TBD
July – TBD	TBD
Total	TBD



August 5, 2024

I, the parent/guardian of _____ know and understand that Copiah-Lincoln Community College does not provide liability insurance for my child(ren) enrolled in Co-Lin's Child Development Center. We have also read and understand the parent/guardian handbook and by signing this form agree to comply with guidelines as written.

Parent/Guardian Signature

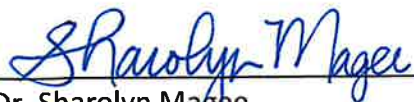
Date

Received By:

Co-Lin Child Development Center Staff

Date

THE ABOVE POLICIES FOR THE COPIAH-LINCOLN COMMUNITY COLLEGE EARLY CHILDHOOD EDUCATION TECHNOLOGY PROGRAM HAVE BEEN READ AND APPROVED BY:



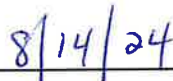
Dr. Sharolyn Magee
Dean of Career & Technical Education



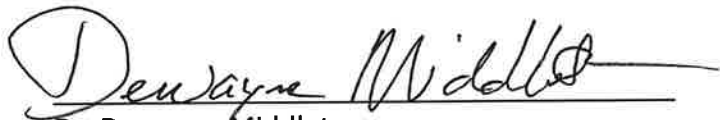
Date



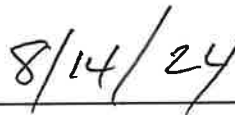
Mrs. Jackie Martin
Vice President of the Wesson Campus



Date



Dr. Dewayne Middleton
President
Copiah-Lincoln Community College



Date