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# SOUTHERN HILLS CHILD DEVELOPMENT CENTER PARENT HANDBOOK

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2019-2020  
School Year



SHCC CHILD DEVELOPMENT CENTER  
3207 S. Boulevard, Edmond, OK 7013

# **Program Philosophy of Southern Hills Child Development Center**

It is our belief that each child is a unique individual and requires nurture and guidance to develop. Our program is designed to encourage the intellectual, social, emotional, spiritual, and physical growth of each child. Our approach to learning is child centered, with self selection an important aspect of our activities. A variety of developmentally appropriate activities are available to encourage the process of learning in a “hands-on” environment.

We believe that in the early childhood years, children are learning self-control. We endeavor to help them do this by setting clear, consistent, age appropriate limits. We believe in promoting a positive self image and respect for all persons.

We believe that adults who work with young children must be sensitive, enthusiastic, concerned, flexible, and highly skilled. The quality of any early childhood program depends largely on a dedicated staff. Our staff is selected with care and is required to continue their training in child development and/or early childhood education.

Because we believe a safe, healthy environment is necessary to a child’s well being; we strive to maintain ourselves and our facility according to the highest standards. Through our actions, we hope to teach children responsibility for themselves and their world.

## **Bridging Home and School**

We all know that if a bridge is not structurally sound, it will eventually collapse. Likewise, if relationships are not built on a sturdy foundation, they too will fail.

Too often parents and program staff are intimidated by each other. But by willingly beginning the home/school relationship with an open,

sharing approach, we can build trust. Then, when issues arise – even tricky ones – we can talk about them without hesitation.

All of us at CDC try our best to keep you informed, by posting pertinent information at each classroom, on our website and in the center newsletter. You are encouraged to visit CDC at any time; we welcome the opportunity to talk with each of you.

Clearly, ongoing interaction and support from both families and staff make the connection between home and school a two-way street. You can help by sharing information about your child with us. Particularly during any crisis or period of change, when children are under stress and act or react differently, please keep us informed. Obvious times include a change in jobs, a move to a new house, or an illness or death in the family, but they also could involve the child experiencing nightmares, making changes in eating habits, and stopping or starting medications. Of course, anything you share with a member of our staff will be held in confidence.

In turn, we'll alert you to anything out of the ordinary that we might notice in your child here at the center. Only by sharing information can we build a bridge strong enough to support our children.

## **Policies for the Child Development Center**

### Ages Served

CDC serves children age 6 months through pre-kindergarten during the school year. An 8 week summer session is available to children ages 6 months through the completion of second grade. Children are placed in age appropriate classes based on their birth date and development.

### Enrollment Records

Before a child may attend we will need the following:

1. Current proof of immunizations or a current exemption form for the current school term (2019-2020). **No child will be admitted to class without proof of current immunizations or without the exemption form filed properly through the OK Health Department**
2. Starting with the 2020-2021 school term all students enrolled at Southern Hills Child Development Center will be required to be fully immunized. If your child is on a delayed schedule as directed by a physician for medical reasons, documentation is required and needs to be cleared with the office. Thank you for helping us keep all the children healthy. **No child will be admitted to class without proof of current immunizations**
3. A completed and signed enrollment form and DHS forms
4. A student information card to be kept in the classroom

### Tuition and Fees

Tuition is set up on a monthly basis and is due by the 1<sup>st</sup> of each month. All payments received after the 7<sup>th</sup> of the month are considered late and a \$10.00 late fee will be posted to your account. August tuition is prorated and added to September tuition. Students will not be admitted to class after the first of the next month if tuition and fees for the preceding month have not been paid, unless special arrangements have been made through the office. Checks may be left in the tuition box inside the Book Keeper's office or mailed to:

**Southern Hills Child Development Center  
3207 South Blvd.  
Edmond, OK 73013**

Please make checks payable to Southern Hills CDC or SHCDC. Please put your child's name on the memo line of your check. Any return check will result in a \$20.00 charge.

Money for special projects or events should be delivered directly to the teachers.

Enrollment and Consumable fees are due at the time of enrollment. These fees are non-refundable. The consumable fee covers the children's school supplies for the year, as well as, a Christmas Tile. Tuition for May of the following year will also be due at the time of enrollment and is non-refundable.

### Attendance and Withdrawal

You are paying for your child's reserved place in the program, not the child's attendance. Illness and/or vacations will not be subjected to tuition reimbursement. Two weeks paid notice is required prior to withdrawal from the program except in the summer. Should two weeks' notice not be provided, you will be billed for the additional two weeks. We will not accept drops for the school term after April 15<sup>th</sup> and May 15<sup>th</sup> for the summer term. If you choose to drop for fall after August 1<sup>st</sup> there will be a two-week tuition charge. CDC follows the Edmond Public Schools calendar (additional days may be added, see office for CDC dates).

### Scholarships

Southern Hills Child Development Center has available a limited number of tuition scholarships each year. Each application will be evaluated on an individual basis by the CDC Foundation Board of Trustees. Scholarship requests should be made through the CDC Director. Scholarship funds are always needed, and donations would be greatly appreciated.

### Drop-ins

Children currently enrolled in the program are welcome to "drop-in" when we have available spaces. Drop-in fees are \$35.00/day and are due at the time of service.

### Arrivals and Departures

The Child Development Center operates from 9:05-2:35 Monday through Friday during the school year. An eight-week summer session is held during June & July. CDC observes the same holidays and breaks as the Edmond Public Schools. Please be sure to check

CDC's calendar for changes. A complete 2019-20 school calendar is available on our website.

Please park in the lot on the southwest side of the building or the angle parking on the north side of the building. The parking lot off of Boulevard is used for CDC staff and the church.

#### Arrival Procedures:

- ❖ The classroom doors open at 9:05. If you arrive prior to 9:05, you may wait in the entry areas outside the gym.
- ❖ Children are to be checked in on the attendance sheet posted at the door when they enter the classroom. Please make sure you deliver your child to their classroom or the playground.
- ❖ If you arrive after 9:05 and find the class is not in their room, check the class schedule posted on the bulletin board to find out where your child's class can be found.

#### Departure Procedures:

- ❖ Children are to be picked up by 2:35
- ❖ Children must be signed out when they are picked up
- ❖ Anyone other than a parent who is picking up the child must be authorized in writing on the enrollment form and/or student ID card. The CDC staff reserves the right to request identification of anyone unfamiliar to them.

If you arrive more than five minutes after the close of your child's day, your child will be in the Director's office. If you are unavoidably detained, call the office (341-0100). Children become anxious when their friends have left and they think you may have forgotten them. Knowing that "Mom is on the way" will ease fears. Late pick up fees will be assessed as follows:

- ❖ 2:35-2:45 \$5.00
- ❖ 2:45-2:50 \$10.00
- ❖ After 2:50 \$10.00 plus \$1.00 for each additional minute

***If any kind of a child custody agreement exists that would restrict a biological parent from picking up their child, a copy of that agreement or court order MUST be on file in the Director's office. Should the custodial parent agree to an exception, a note***

***to that effect, listing the days or dates of the exception must be presented before we will release to a non-custodial parent.***

### Clothing

Please send your child in comfortable easy to manage clothing. Try to avoid belts, jumpsuits, and lots of buttons. No jewelry or jewelry like items can be worn by the children for safety and choking reasons. We do many “messy” activities so plan to dress for “messy” and not for “dressy”.

Dress your child for the weather. We do not have the staff to keep a child inside. We go outside unless it is raining, below 32 degrees, above 100 degrees or there are severe wind chills.

### Shoes

**Please send your child in tennis shoes or other rubber soled shoes.** Cowboy boots, sandals, crocs, and flip-flops are fun but not safe for climbing, running, or riding trikes and scooters.

### Toys

Children are not allowed to bring toys to school except for special events. Parents will be notified if and when such events occur. Books are always welcome to bring and share with the class. Toys guns, knives, or other things which could be considered disruptive and/or dangerous are not allowed at CDC.

### Potty Training

CDC will assist you and your child(ren) in the potty training process. We do ask that you follow our guidelines. When they first come to school after starting the process, and until they can tell the teachers they need to use the restroom, they must be in a pull up with Velcro. This is for sanitary reasons. Home and school situations are different, although each classroom from the Giraffes on up has scheduled potty breaks, the children get busy playing or don't want to give up their toy and/or forget to tell the teacher. The pull ups with Velcro are needed to keep our school clean.

## Biting

We pride ourselves on having a wonderful child care program. With that in mind, periodic outbreaks of biting can occur among infants and toddlers. When a child is bitten, we are careful in responding to the biter. Our goal is not to reinforce the biting behavior with negative attention. The biter is immediately removed with no show of emotion, and all our attention is directed on the child who has been bitten. We clean the wound thoroughly. We look into the context of the biting incident for reasons. Was this a one-time incident? Was the biter teething? Was it a bite that was meant to be a show of affection? We work with each biting child so that he or she will choose to not bite again. We make special efforts to protect all children. Each biter will be dealt with on a case by case basis.

## School Safety

Board policy prohibits the possession and/or carrying of any dangerous weapon or replicas of weapons by students, employees, parents, or any others while on school property. If infractions of this policy occur, they will be handled by the CDC Administration on an individual basis.

## **Playground and Big Room Safety**

We do our best to maintain the big room and playground areas in a safe condition and inspect them daily. We monitor the children while they play in these areas and teach them safety rules on an age appropriate level. Parents should dress their children as per the Clothing and Shoes sections above. We cannot be held responsible if they fail to follow the rules or are not dressed appropriately. We will also not be held responsible if a child is hurt in the course of play for reasons not caused by Southern Hills Child Development Center's negligence.

## Lunch

Parents provide lunches each day. Send a nutritious lunch and drink (no soda please) that your child enjoys and is easy for your child to manage. Do not send foods that need to be heated in the microwave. All lunches containing perishable foods must be in insulated containers with an ice pack or frozen juice box so that foods



are kept at 45 degrees or cooler. We ask that you do not send candy. It is often the first and only thing eaten. Children need a good source of protein at lunch.

The children in the Guppies class have access to a refrigerator and a microwave. Clearly label all containers, bottles, lunch boxes, backpacks, etc.

### Snacks

Parents are asked to sign up monthly to bring snacks for each child's class. Please send a simple nutritious snack. We ask that you avoid sweets and sugary treats. Teachers are happy to offer suggestions and class favorites. At times, we have children with severe allergies to specific foods. The most common is a peanut allergy. As situations arise, we may post notes at specific classrooms asking parents not to send products containing peanuts or peanut products.

### Parties

We have 3 or 4 parties during the school year. You may be asked to provide a special snack for those occasions. Each child's birthday will be recognized at school and you are welcome to bring a special snack on that day. Party invitations may NOT be distributed at school unless each person in the class receives one. This prevents hurt feelings.

### Health

Please help us maintain a healthy and safe environment for the children. State licensing regulations will not permit us to keep an ill child in the classroom. Please call us if your child will be staying home due to illness. Please do not bring your child if they show signs of the following:

- ❖ If your child has received vaccinations that day, please keep him/her home that day.
- ❖ Fever, over 100, for any reason. Your child must be fever free without medication for 24 hours.
- ❖ Nausea, vomiting, or diarrhea for any reason. Your child must be free from vomiting and/or diarrhea for 24 hours.
- ❖ Common cold – excessive cough.
- ❖ Any symptoms of childhood diseases such as; scarlet fever, measles, chicken pox, strep throat, flu, etc.

- ❖ Chicken pox – all sores must be completely scabbed over and dry underneath.
- ❖ Heavy nasal discharge (green).
- ❖ Any unexplained rash.
- ❖ Any skin infections – boils, ringworms, impetigo, thrush, hand-foot-mouth disease, fifth disease.
- ❖ Inflammation or discharge from eyes. Your child must be on medication for 24 hours before returning to school.
- ❖ Head lice.

When in doubt, please apply the golden rule.

CDC does not routinely administer any medications or essential oils. Two exceptions to this policy are the use of an epi-pen for children with severe allergic reactions and asthma inhalers are the other medication that can be used at school. The epi-pen or inhaler must be in its original container with the child's name and specific instructions for use included. The epi-pen or inhaler will be stored in a safe location in the child's classroom.

If your child is too ill to play outside, please keep him or her at home. *If your child contracts a contagious disease, please notify the school immediately.*

### Communication

We think of communication with parents as a continuous process. We want to let you know how your child is participating in the classroom. We also appreciate any information about changes, concerns, or celebrations in your child's life that will help us get to know him/her better. We ask that all adults respect the children by not talking about their behavior in front of them, other children, or other parents. Children hear everything and often misinterpret the information. Ask the teacher for a phone appointment or a conference time if there are issues that need to be addressed.

CDC's newsletter is published monthly. The newsletter is an important tool for dispensing information about what is happening at CDC. **PLEASE READ THROUGH EACH ISSUE CAREFULLY.**

Conferences for children in rooms Explorers, Monkeys, Super Heroes, Super Stars, and Discoverers will be held in the fall and spring. If you feel the need for a conference at any other time, simply schedule with your child's teacher or contact the Director.

### Behavior Guidance

The behavior guidance techniques used by the staff will focus on positive reinforcement, positive role modeling by adults, intervention techniques, and redirection. By consistently following these techniques, we hope to lead the children toward self discipline. Children will be involved in finding solutions to their problems.

Safety of the child and his/her classmates is of the highest importance. Children who know classroom limits feel safe. If a child's misbehavior is disruptive or dangerous, a time out in the director's office may result. If the child does not respond to the above behavior guidance techniques, parents will be contacted and the child will be sent home. A Parent/Teacher/Director conference will be scheduled. The results of the meeting will determine the action to be taken.

### Children with Special Needs

As educators, we recognize that there are developmental concerns that arise during the early childhood years. We believe in educating the whole child; however, our facility and staff may not be equipped to assist all children's needs. We want the best environment for the children currently attending our school, as well as the least restrictive environment for the child with special needs. Therefore, it is the policy of Southern Hills Child Development Center to make reasonable accommodations for the children with special needs. It is our intent to integrate children with special needs into the program to the extent feasible, given each child's situation. Our program may not provide the least restrictive environment if accommodations result

in significant difficulty or expense to the program, if adaptations for behaviors fundamentally alter the nature of the program, or are not readily achievable; or if the child's condition will pose or does pose a significant threat to the learning, health, or safety of other children or staff and there are no reasonable means of resolving the situation. The Director may request documentation that the child is receiving proper outside services. After consultation with the parents, the child, the teachers involved, and if necessary the child's doctors and/or therapists, the Director will make a case-by-case decision whether CDC is capable of meeting the needs of the child with special needs. If we are unable to assist your child, we will attempt to direct you to the proper resources.

### Child Abuse

Oklahoma statutes define child abuse as harm or threatened harm to a child's health or welfare by a person responsible for the child. This includes non-accidental physical or mental injury, sexual abuse or neglect (Section 7102 of Title 10 of the OK Statutes). Every person, private citizen or professional who has reason to believe that a child has been abused, is mandated by law to promptly report the suspected abuse. Failure to do so is a misdemeanor. A person making a report in good faith is immune from civil or criminal liability. The Director and staff of this facility are obligated to report any suspected child abuse under this statute.

### Human Trafficking

As per State Law 21 O.S. 870, every person having reason to believe that a person or child-placing agency is engaging in the crime of trafficking in children, as described in 21O.S. 866, of the Oklahoma Statutes, reports the matter promptly to the Oklahoma Bureau of Narcotics and Dangerous Drugs Control at 1-855-617-2288

### Weather & School Closings

If bad weather occurs, the Child Development Center will close only if the Edmond Public Schools close. Please listen to local television

and radio stations for school closings. Snow days will not be refunded, but the school calendar **may be** adjusted for missed days.

### Fire & Severe Weather

Southern Hills Christian Church is equipped with an electronic fire alarm system. Evacuation plans are posted in each classroom. Fire and tornado drills are carried out routinely. We meet in the East/West hallway between two fire safety doors. The school has an emergency kit complete with a battery operated weather radio to monitor the weather. We do not have a safe room. If a tornado watch/warning is high CDC will notify parents and close. Please stop by the office if you have questions concerning fire or severe weather policies.

### Intruder Drills

Each class determines the best place to keep their children safe during an intruder drill/active intruder. We have made arrangements with the First Nazarene Church next door to use their gym. We also unlock all unused rooms for classes to be able to go into. Above all we use our best judgment to exit or hide safely. The Director, Assistant Directors and Secretary keep a binder with each child's information off site in case of an evacuation.

## **Curriculum**

### **“The Power of Play”**

Have you ever heard someone remark about an early childhood program – even ours, perhaps – “All the children do there is play”? At good early childhood programs there is a lot of play – and there should be!

Years of research on children's learning and development document the many benefits of play for children's intellectual, social, emotional, physical, and language development. Children at play are actively involved in creating themes, exploring and establishing environments, solving problems, and developing shared understandings.

Children play in many ways. They play independently, sometimes near each other but with each child engrossed in his own activity. They engage in what is called “parallel play”, perhaps using each

others' toys or even talking, but not coordinating their play. They also play cooperatively, organizing roles and scenarios for group play. As they get older, children are capable of more cooperative, coordinated play. But all kinds of play are valuable.

As kids play with each other, they learn to see other children's points of view and begin to become more empathetic and caring. They come to understand customs and rules in their own culture and to appreciate those of others. They learn to use language in new ways to describe their play and to interact with others. And in play, children develop their muscles and coordination.

At CDC we organize our curriculum into thematic units and support children's play by providing space, opportunity, and materials. We offer opportunities to stretch and expand horizons while respecting the child's need and right to learn at their own pace. We provide them with simple, interesting materials – no newfangled, expensive gadgets required – and the kids take it from there.

Play is fun. But it also is serious business that pays big dividends to its eager, young investors.

### Daily Structure

Children are enrolled in classes by age and development. The children participate in a variety of activities throughout the building during the day. The big room and playground are used for large motor activities. We rotate classes in the lunchroom and use this area for cooking activities. There is a music room, which can also be used as a room for small group activities.

Schedules vary for each class as is fitting for their age group. Younger classes have a very flexible schedule with more structure added as it benefits the development of the children.

**Learning Centers:** A variety of hands-on activities are planned for the children in the 2, 3, 4, and 5 year old classrooms. Children choose to participate in one or all activities. Some centers are independent while others require teacher interaction. The learning centers are planned to foster development of fine motor skills, social

and emotional skills, cognitive skills, and language skills. Learning centers change often to fit the unit and the class.

**Circle Time:** Circle time includes stories, songs, finger plays, show & tell, and learning games. Children's literature is an important part of circle time.

**Music:** All classes participate in a music class. The children are given an opportunity to sing, dance, play musical instruments, and experience creative movement activities.

**Free Choice:** At sometime each day, every class has a free choice time when the children are encouraged to choose from the materials in their classroom. Our classrooms are well equipped with manipulative materials, dramatic play props and toys. Equipment and materials are alternated frequently so that new experiences are available on a regular basis.

**Specials:** With planning done by the director and assistant director, specials include science and literature extension activities as well as chapel. The Explorers, Monkeys, Super Heroes, Super Stars, and Discoverers participate in chapel. Specials include Chapel, which rotates days so that as many children as possible have the opportunity to participate. The Explorers, Monkeys, Super Heroes, Super Stars, and Discoverers participate on a rotating basis in the science and literature extension activities.

**Outside/Big Room:** Each class goes to the playground/big room at least once each day. This is an important time for large motor activities and unstructured play. Social development is also a key element of this time. A variety of equipment is available to support children's play.

**Lunch:** Lunch is a social engagement for preschoolers and a tactile experience for toddlers. We hope for a good deal of conversation at this time and are seldom disappointed.

**Naptime:** Our younger classes have a planned naptime. The infants are in cribs and the toddlers and two year olds have mats for naps.

Older classes do not nap, but usually have a quiet time which provides a change of pace.

### Teachers

Teachers are responsible for planning and implementing the curriculum for their classrooms. All of our teachers are certified by degree, training, and/or experience. Ongoing staff training keeps teachers aware of current trends and new ideas in the field of early childhood education. We boast a very low turnover rate. Most of our staff has been at CDC for many years.

### CDC/Big School Connection

On the following pages, you will find some of the many activities that can be found throughout our program along with the skills developed and the academic area to which it relates.

We seek to enrich the learning experience for the children of Southern Hills Development Center. Our curriculum is carefully designed to support a child’s construction of knowledge. In this process, children learn to make choices, to solve problems, to negotiate solutions, to socialize with peers, and to trust themselves as learners. Our hope is that as children construct knowledge and skills in all areas – physical, social, emotional, and intellectual – our curriculum establishes a foundation for lifelong learning.

Listed below are a variety of activities that are a part of the curriculum at CDC, along with the skills being developed, and the curriculum connection to “big school”.

<b>Activities</b>	<b>Skills Developed</b>	<b>Curriculum Connection</b>
Role Playing	Vocabulary/Language, Cooperation	Reading, Language
Dramatic Play	Vocabulary/Language, Comprehension, Social	Reading, Social Studies, Math
Block Play	Eye-Hand Coordination, Balance, Cooperation	Math, Reading, Science
Story Time	Listening, Attention Span, Vocabulary/Language	All Areas
Rhyme (nursery rhymes, rhyming stories, finger plays,	Listening for specific sounds	Reading



songs)		
Student/Teacher Conversation	Vocabulary/Language, Reading, Listening	All Areas
Student/Student Conversation	Vocabulary/Language, Reading, Listening	All Areas
Singing	Matching Sounds, Memory	Reading
Writing Center (crayons, markers, paper, etc.)	Eye-Hand Coordination, Fine Motor, Organizing Space	Reading, Writing, Math
Cutting with Scissors	Eye-Hand Coordination, Fine Motor	Writing
Finger Painting, Easel Painting	Eye-Hand Coordination, Fine Motor, Organizing Space	Reading, Writing
Tracing	Eye-Hand Coordination	Writing
Sensory Table: Pouring sand, water, rice, etc.	Eye-Hand Coordination, Understanding Equivalence	Reading, Math, Science, Comprehension
Color & Shape Activities	Visual Discrimination, Sorting, Classifying	Writing, Reading, Math, Science
Puzzles	Eye-Hand Coordination, Attention Span, Spatial Relationships	Math, Reading, Writing
Sorting & Classifying	Organizing material by function, Vocabulary	Reading, Math, Science
Patterning Activities exp: ** & ** & ** & **	Learning patterns of objects, letters & numbers.	Reading, Math, Science
Peg Boards	Left to Right Sequencing, Fine Motor	Math
Cooking	Measuring, Sequencing, Following Directions	Math, Reading, Science
Comparing & Graphing	Weight, Height, Measurement, Compare & Contrast	Math, Science, Reading