Family Policies and Procedures

est. 2019

FAMILY HANDBOOK
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COLEMAN CENTER FOR EARLY LEARNING AND FAMILY ENRICHMENT
FAMILY POLICIES

INTRODUCTION

History and Philosophy

Coleman Center for Early Learning and Family Enrichment (Coleman Center) was established in 2019 by Troy University's College of Education and College of Health and Human Services. Both colleges have a long-standing history of concern, commitment, and involvement in programs for young children and their families. This commitment is exemplified through the university's mission of educating the mind to think, the heart to feel and the body to act. This mission is accomplished through teaching, research and outreach. Teacher candidates and other students who are training in related fields observe and study the developmental characteristics of young children while gaining invaluable clinical experiences and an in-depth perspective of the early childhood industry as a career in education, health, or human services. In addition, Coleman Center serves as a research site for other university academic childhood and family programs. In carrying out its commitment, Coleman Center has set forth the following goals:

- Early Learning Center-using an innovative approach for children, with a STEAM focus and a lab/research school for enhanced teacher education preparation
- Family Enrichment Program – providing services, support and opportunities to empower families to successfully nurture their children
- Community Outreach Program – offering informational sessions, skills training, and other family-centered support services to the Wiregrass

Mission Statement

The mission of Coleman Center for Early Childhood and Family Enrichment is to establish a place where children will be encouraged to engage in developmentally appropriate learning through play. An emphasis will be placed on science, technology, engineering, arts, and mathematics (STEAM). All children will be provided with a safe, nurturing, child - centered, and quality educational environment that fosters a child's individual success and a love of learning in collaboration with parents and the community.

PROGRAM OPERATIONS

Days and Hours of Operation

- Open 7:00 am -6:00 pm Monday through Friday.
- Any change in operating hours will be communicated in advance, when possible.

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Holidays

Coleman Center operates year-round, closing on the following holidays:

- Labor Day
- Wednesday prior to Thanksgiving Day/Thanksgiving Day/ Friday after Thanksgiving Day
- Christmas Eve/Christmas Day
- New Year's Eve/New Year's Day
- Martin Luther King, Jr. Day
- Good Friday
- Memorial Day
- July 4th

The closure dates may be adjusted in the event the holiday falls on a weekend.

Ages
Children six (6) weeks through five (5) years of age are eligible to enroll. Children may attend through the start of K-5 Kindergarten.

Teachers and Staff
Coleman Center employs administrative and support services staff in addition to teachers and auxiliary teachers. Teachers have a bachelor's degree in early childhood education or a related field. Auxiliary teachers have an associate's degree or a Child Development Associate (CDA). All staff participate in professional education and are committed to providing the best in early childhood practice.

All staff must receive the following clearances:

- State Registry on Child Abuse and Neglect
- Alabama Bureau of Investigation/Federal Bureau of Investigation
- Sex Offender Status
- Health Screening

Ratios
Coleman Center maintains ratios as required by the Alabama Department of Human Resources.

AGE OF CHILD	ALABAMA REQUIRED RATIOS
Birth up to 18 months	1:5
18 months up to 2 ½ years	1:7
24 months to 36 months	1:8
2 ½ years up to 4 years	1:11
4 and 5-year-olds	1:18

Administration
Coleman Center is governed by a state institution of higher education (Troy University) and cannot be licensed by the Alabama Department of Human Resources. Coleman Center meets or exceeds the licensing standards, Minimum Standards for Day Care Centers and Nighttime Centers, as prescribed by the State of Alabama Department of Human Resources. Coleman Center will be monitored annually by the Alabama Department of Human Resources to ensure compliance with the Health and Safety Guidelines – Requirements and Procedures for Facilities Participating in the Child Care Subsidy Program. To obtain a copy of Minimum Standards for Day Care Centers and Nighttime Centers, you may write or call the State Department of Human Resources, Office of Day Care Licensing, 50 Ripley Street, Montgomery, AL 36130-4000, or the local County Department of Human Resources. It is also available on line at: http://dhr.alabama.gov/documents/MinimumStandards_DayCare.pdf

ADMISSION AND ENROLLMENT

Enrollment is open to all children in the community with the goal of having a diverse population that is representative of the Wiregrass.

When to Apply

- Waiting List Applications are accepted throughout the year.
- Openings typically occur during the year when a currently enrolled child leaves or is promoted to another classroom.
- An increased number of children are accepted at the start of the new school session in August of each year.

- Completing and submitting an application does not guarantee enrollment.

Waiting List Process

- Children six (6) weeks through five (5) years of age are eligible to enroll.
- The Waiting List Application may be completed and submitted on line at https://www.troy.edu/about-us/dothan-campus/coleman-center/index.html or you may obtain a hard copy in person at Coleman Center for Early Learning and Family Enrichment. The hard copy application must be completed and submitted to Coleman Center.
- The Waiting List Application will be dated upon receipt and children will be placed on the waiting list in the order in which the application was received.

Enrollment Criteria

Enrollment priority is determined by the following criteria:

- Siblings of currently enrolled children (receive first consideration for enrollment but guarantee is not made that they will receive a position).
- Date that the child was placed on the waiting list.
- Age of the child.
- Number of positions available for a particular age group.
- Date of desired enrollment as indicated on the Waiting List Application.
- Research/lab and high-quality teacher training requirements (gender, age, race, ethnicity, special needs, and, family income).

Notification Process

- When a position becomes available the parent/legal guardian will be contacted via phone and/or email. The family will be given 48 hours to accept or decline the position. This time frame reduces wait time for those on the waiting list.
- Failure to respond to messages within 48 hours will be considered declining the position and the child will be removed from the waiting list.
- If a position is offered and declined the child will be removed from the waiting list.
- The child may be placed at the end of the waiting list per request.
- If you have a change in your contact information, you are requested to notify Coleman Center with the updates regarding phone number and address.
- The child will remain on the waiting list unless the parent/legal guardian requests to be removed either in writing or email.

Accepting the Position

- If the position is accepted, the parent/legal guardian must submit a $100.00 non-refundable deposit fee and pick up the required registration paperwork (may also be found at https://www.troy.edu/about-us/dothan-campus/coleman-center/index.html. All forms must be completed, signed and submitted to the Coleman Center office prior to the child's first day. Please note that **all information** must be completed (including addresses, phone numbers, etc.).
- If the fee is not submitted as requested, the position will be offered to the next child on the waiting list.

Grants

Alabama First Class Pre-K is a program offered by the State of Alabama. There is a separate waiting list/enrollment process for eligible students (must turn four (4) on or before September 2). Enrollment is based on a lottery system. Specific guidelines will be provided prior to the enrollment period. Other participating grants may also have separate waiting lists and enrollment processes.

Teaching/Research/Observation Facility

Coleman Center is a teaching, research and laboratory early childhood center. In order to fulfill the mission of the program, Coleman Center reserves the right to enroll children in a manner where the classroom population has a balanced group regarding gender, age, diversity of family, ethnic and socioeconomic backgrounds, development, special needs and family income. Placement on the waiting list does not guarantee a position and the waiting list does not represent a traditional numbered waiting list.

Enrollment

The following forms must be submitted to Coleman Center before the child enters the program. The forms may be found on the Coleman Center website: https://www.troy.edu/about-us/dothan-campus/coleman-center/index.html.

They must be completed, signed and returned to the Coleman Center office. Please note that **all information** must be completed (including addresses, phone numbers, etc.):

- Preadmission Record Forms (2 pages)
- Parent/Legal Guardian Authorization Form
- Financial Authorization Form
- Informed Consent Form
- Health Information Form
- Medication Authorization Form (if needed)
- Infant Monthly Update (less than 18 months)
- Toddler or Preschool Questionnaire Form
- Talent Release Form
- State of Alabama Certificate of Immunization (Coleman Center may access if immunizations are from Alabama and are current)
- Enrollment/Deposit fee ($100)

A parent/legal guardian must inform Coleman Center of any changes that may occur related to their job, address, phone numbers, immunizations, and other pertinent information.

Environment

The early childhood educators use developmentally appropriate practices and consider the unique needs of all children. Staff will make every effort to make any adaptations or modifications necessary to meet the needs of the children. Schedules, routines and activities are flexible and early childhood professionals will work with therapists, special educators and other professionals to implement individual accommodations, modifications and strategies into classroom routines and activities.

Classroom Assignments and Reassignments

- Reassignments of children may occur at any time in order to meet the enrollment needs of Coleman Center. Various factors may affect the reassignment process including gender, age, diversity of family, ethnic and socioeconomic backgrounds. development, special needs, and, family income (for purposes of research and high-quality teacher training). Our goal is to provide your child with a consistent environment while also maintaining the needs of Coleman Center. A new school year will begin each August which may result in reassignments for all enrolled children.
- Parent/legal guardian will be notified of any classroom reassignments and will receive general information on the classroom (communication, teacher information, daily schedule, etc.).
- Children will be provided with at least one visit to the new classroom prior to the reassignment. They will be introduced to the children, teacher and classroom environment.

Attendance
Children should attend the program every day. Consistent daily attendance is helpful to fulfilling our mission as an early learning research and laboratory center. Regular attendance also supports the child's successful participation in the program. Please contact the Coleman Center office if your child will be absent.

Drop Off/Pick Up

- Parent/legal guardian and children may enter through the main entrance. These doors will remain locked.
- Children must be electronically signed in and out at the time of arrival and departure using their full signature. The sign in process provides vital information regarding the child's absence and presence in the event of an emergency.
- Persons identified as parent/legal guardian on the child's application form are permitted to pick up that child. If there is a court order restricting or limiting access of a parent/legal guardian to a child, a copy of the order and an updated application must be provided.
- The parent/legal guardian/authorized person and teacher must make personal contact in the classroom/playground, etc. to ensure that the child has been transferred from one party to another. This ensures the safety of the child while also facilitating family-staff interaction and information sharing. Children must be accompanied by the parent/legal guardian/authorized person at all times during arrival and departure.
- Parent/legal guardian should follow safety rules in parking and bringing the child into the building.

Third Party Release

- Individuals picking up children must be at least 16 years or older.
- The parent/legal guardian may authorize (on application) other individuals to pick up a child.
- The parent/legal guardian must provide written authorization for anyone who is not listed on the application (note, text or email) for non-routine needs.
- Parent/legal guardian are requested to inform office staff if someone other than the parent will be picking up or delivering their child.
- Identification (driver's license or equivalent) will be required if the person is unfamiliar to the staff member.
- Parent/legal guardian should inform those authorized to pick up a child that they should expect to have their identification checked upon arrival.

Right to Dismiss
Coleman Center reserves the right to terminate services without notice on a temporary or permanent basis for reasons including, but not limited to, the following circumstances:

- A lack of parent/legal guardian cooperation with Coleman Center policies or staff requests, inappropriate conduct toward staff, families, children or center operations.
- Extreme child behavior that threatens the safety, health and/or well-being of self or others, or interferes with the learning environment.
- Coleman Center cannot meet the physical, mental, or emotional needs of the child.
- Non-payment or consistent late payment of tuition.

Every effort will be made to resolve any situation and to meet the needs of the parent/legal guardian and children.

Non-Discrimination Notice
Troy University does not discriminate on the basis of sex, age, color, race, national origin, religion, disability, veteran status or sexual orientation in its admissions, education, employment, or access to its programs. The University fully complies with the following: Civil Rights Act of 1964 and its amendments; Federal Executive Order 11246; Educational Amendments of 1972 and 1974; the Vietnam Era Veterans Readjustment Assistance Act of 1972; Age Discrimination Act of 1975; Family Educational Rights and Privacy Act of 1974; and the Uniformed Services Employment and Reemployment Right Act of 1994.

Multicultural Environment
Coleman Center encourages diversity in its population. All families are welcome regardless of race, religion, cultural heritage, political beliefs, sexual orientation, marital status or differing ability. Multicultural materials are incorporated when appropriate within the curriculum so that it fits naturally. Diversity issues related to culture, ethnicity, socioeconomic status, age, ability and gender are addressed during curriculum planning and implementation. The natural and timely inclusion of multicultural materials and activities provide children with a meaningful experience.

Confidentiality
Coleman Center is committed to providing quality services for our children and families. The staff work collaboratively for purposes of instruction, goal setting, health and safety of the child, and various professional purposes. All staff will strictly adhere to the following confidentiality guidelines.

- Respect the confidentiality rights of every enrolled child and family.
- All information pertaining to children and families is strictly confidential.
- Observation and assessment data may be shared with staff for "need to know" purposes in order to most appropriately and safely care for the children.
- Student workers, student interns, volunteers, researchers and other adults working in the facility may have access to various records and pertinent information only for "need to know" purposes in order to most appropriately and safely care for the children.
- Confidential information may not be disclosed without proper authorization other than when it is necessary to carry out job duties.
- Information may not be accessed or disclosed that is not required in the normal job functions and responsibilities.
- Any form of information concerning the care or condition of any child with unauthorized individuals may not be discussed or otherwise communicated.
- Confidentiality applies equally to verbal information and information stored electronically and on paper records.
- Written or printed information on children and staff will be stored in a secure place (office and classrooms) where they are out of sight and not accessible to children.
- Staff who have a professional need will be provided with student records prior to the child's start date.
- Personal information should only be discussed when children, other families, or non-related staff are not present.
- All staff and individuals working or participating in work or instructional duties are prohibited from sharing photos, names, stories or information about enrolled children and families on any social media forum.
- Data from research is confidential.
- A summary of research study results may be released to parents, as requested.
- Children's files are confidential but are immediately available upon request to:
    1. The child's parents or legal guardians
    2. Regulatory authorities

- No confidential information will be released for research purposes without parent/legal guardian consent and the consent/release will be consistent with Troy University policy.
- There may not be conversations about specific children, families, or teachers while in a public area including the classroom and observation booth.

TUITION AND FEES

Billing System

- The balance will be automatically drafted from the parent/legal guardian's account on Friday of every week for the upcoming week.
- Payment options are as follows:
  - Auto-Draft
  - POS Machine (in Coleman Center Office) – debit or credit
  - Online

Fees

- **Enrollment/Deposit Fee for New Enrollment** - $100.00 fee to be paid when enrollment has been accepted. The fee is non-refundable. Enrollment fees will be prorated, as needed.
- **Annual Enrollment Fee** - $100.00 fee will be paid annually on the anniversary start date for each child. This fee is non-refundable.
- **Tuition Fee -** Tuition for all age groups is $150.00 per week (regardless of attendance or holiday closures), which will be assessed on a weekly schedule. Tuition fees will not be prorated. Tuition for children enrolled in grant programs may vary, as required.
- **Late Tuition Fee** - Fees are due every Monday. Accounts that are not paid by Wednesday following the due date will be assessed a $10.00 late fee. An additional $15.00 fee will be added on Friday of that week if payment has not been made. The account must be paid in full (including the previous balance and the current week) by the following Monday. Accounts that are not paid in full by the following Monday will result in the child(ren)'s dismissal from Coleman Center without notice.
- **Part Time Fee –** The rate for part time care is $150.00 per week. If you receive tuition subsidy you will pay the difference between the subsidy that is provided and the $150.00 per week rate.
- **Sibling Discount** - Each additional child in a family will receive a 10% discount off of their fees. This does not include enrollment fees.
- **Insufficient Fund Fee -** A request for cash or money order will be made for all insufficient funds and a processing charge will be assessed.
- **Late Pick Up Fee** - Late fees will be assisted to those who pick up their children after 6:00 PM. This policy is intended to ensure that there is no late pick-up, not to provide an option for care

First Occurrence	**Reminder note will be sent out**
Second Occurrence	$1.00 for each minute past 6:00 pm
Third Occurrence	$5.00 for each minute past 6:00 pm
Fourth Occurrence	$10.00 for each minute past 6:00 pm

Child Care Financial Assistance

Coleman Center is affiliated with the Child Care Subsidy Program. Participants in this program will be required to adhere to all guidelines and policies of the Child Care Subsidy Program and Coleman Center, including but not limited to the following:

- Additional charges due to non-compliance (checking child in/out, incorrect number of hours, etc.), will be the responsibility of the parent/guardian.
- Participants will be financially responsible to Coleman Center for the difference between the child care subsidy and Coleman Center fees.

- If a participant is terminated from the Child Care Subsidy Program, he/she will be responsible for all fulltime charges for services rendered by Coleman Center.

Extended Leave
There may be circumstances where the parent/legal guardian decides to keep their child at home for an extended period of time (maternity leave for a sibling, vacation, etc.). The position cannot be held unless the tuition continues to be paid in the full amount.

Alabama First Class Grant

- Tuition charges for children enrolled in the grant program who attend from 8:00 am-2:30 pm. will be announced prior to the start of the program each school year.
- If child care is needed prior to 7:45 am or after 2:45 pm there is a $75.00 per week charge.
- Before and after hours are charged on a standing weekly basis and will not be prorated daily.
- Before and after hours will not be charged when the grant class is not in session for the entire week.
- If the before and after hours are no longer needed, a two - week notice will be required.
- If your child is not enrolled in the before/after program and the child arrives prior to 7:45 am or departs after 2:45 pm, there will be a $20.00 charge per day.
- If child care is needed on days that the grant classroom is not in session, there is a $150.00 weekly fee. This fee will be prorated for holidays at $30.00 per day.
- If child care is provided during the summer, there is a $150.00 per week fee. The parent will be charged for the entire summer regardless of attendance.
- Children enrolled in the grant classroom will not be included in the sibling discount.
- Children enrolled in the grant classroom will not be charged a registration fee for the grant program, before/after program or the summer program.

Fee increases
In the event that tuition or other fees need to be introduced, all enrolled families will be provided with at least a 30-day notice.

Obligation to Pay

- In consideration of services provided by Coleman center, the parent/legal guardian is responsible and agrees to pay charges incurred for their child, in accordance with the established fee schedule. These charges are due in the amount and at the time specified by Coleman Center's billing and payment practices. In the event of failure to pay any charges in full or by the appropriate time, the parent/legal guardian will be responsible for all costs of collections or securing, or attempting to collect or secure the amount owed, including reasonable attorney and/or collection fees. In the event that someone other than the parent/legal guardian has enrolled the child, that individual will be held responsible for any past due amounts.
- In the event payment for services has not been received within (5) days of the specified due date, the child may not be allowed to attend until the balance is paid in full. Coleman Center reserves the right to withdraw and not re-enroll a child whose accounts are more than (5) days past due. The balance due may be sent to collections.

Flexible Spending Accounts
We will gladly assist with flexible spending accounts. Fees must be paid when due and the parent/legal guardian will have the responsibility of filing for the reimbursement.

Tax Information
The parent/legal guardian will be provided with an end- of- year cumulative total of payments to assist with tax requirements by January 31st of each year.

Enrollment Period/Withdrawal
There are no designated enrollment periods. If a child needs to be withdrawn for any reason, a Withdrawal Form must be completed. A two-week notice is required for any withdrawal. The child may continue to attend during the notice period. If a two-week notice is not given, the parent/legal guardian is responsible for all accrued tuition, including up to two weeks after the written notice is given.

HOME AND SCHOOL PARTNERSHIP/COMMUNICATION

Family Involvement
Families are encouraged to participate in the program.

- **Visits** - Parents/legal guardians are welcome to visit Coleman Center at any time during the hours of operation, however, consideration of disruptions is appreciated.
- **Field Trips** - Assist on classroom field trips.
- **Special Projects** - Lead or assist special projects in the classroom.
- **Collection or construction of materials** - Gather items for classroom use such as art supplies, dress-up clothes, play props, etc.
- **Interests** - Share a special interest hobby, story or other cultural tradition with a class.
- **Volunteering** - Certain classes may require volunteer hours as a requirement of the particular grant or subsidized program. All parents/legal guardians are encouraged to volunteer when possible. Classroom teachers will provide options for volunteer hours.

Family Communication

- **Scheduled Conferences** - Conferences will be scheduled at least two times per year.
- **Other Conferences** - Teachers will communicate verbally with parents/legal guardians at drop off and pick up times. These discussions should be brief in order for the teacher to resume her primary responsibilities of instructing and supervising the children. If additional time is needed, parents/legal guardians are encouraged to schedule an appointment to speak directly with their child's teacher concerning the child's behavior, progress, adjustment, etc. Additionally, the director and all other staff are available for questions, concerns or suggestions. Prompt and direct communication is most effective in resolving issues.
- **Emails, texts, and phone calls** - Teachers may be available to communicate in this manner before and after instructional periods.
- **Other** - Weekly lesson plans, calendars, group texts, emails, newsletters, fliers, bulletin boards, website, Troy University approved social media, etc. are regularly used communication tools.
- **Electronic Communication** - Parents/legal guardians will register for electronic communication. This will enable those registered to receive information from both the specific classroom where the child is enrolled and center- wide information.
- **Daily Reports** - A Daily Report will be provided at the end of each day. Information regarding sleeping, eating, diapering, etc. will be recorded.
- **Incident Reports** - Documentation will be provided in order to communicate injuries or significant behavioral events.
    - Documentation of an injury will be provided with a brief description of the incident to include the time, other involved children, first aid, etc. The original copy will be sent home and the copy will be maintained by Coleman Center.
    - Children who have caused an injury to another child or who have demonstrated disrespectful behavior will have this incident documented and reported to the parent/legal guardian. The original copy will be sent home and the copy will be maintained by Coleman Center.

- **Medication Forms** - Medication Forms must be completed for all over the counter and prescription medications. This includes diaper cream, powder, Vaseline, sunscreen, etc. (see health/safety for additional guidelines).
- **Grievances** - If a parent/legal guardian has a concern or questions regarding their child or the operations of Coleman Center:
    1. Discuss the problem directly with the child's teacher and work to negotiate a solution.
    2. If Step 1 does not resolve the situation, contact an administrative staff member. All center staff are available to assist families at all times.

Special Events

Families are encouraged to participate in various extracurricular activities that are provided throughout the year.

- Programs (Christmas/graduation)
- Special lunches/celebrations
- Mother's Day/Father's Day
- Week of the Young Child
- Classroom parties (holidays, birthdays, etc.)
    - Special snacks may be provided for birthday celebrations. It is helpful if the celebrations are held either at morning or afternoon snack.
    - Holiday party information will be provided prior to the holiday so that those interested may volunteer to provide party snacks/favors.

Program Evaluations

Families may be asked to participate in program evaluations upon enrollment and annually. The evaluation provides feedback regarding the quality of services being provided and helps to ensure the needs of the families are being met.

Contact/Personal Information

Parents/legal guardians are requested to update all personal contact information as changes occur. Any events or information that may be pertinent to the child should be provided and updated, as needed.

Electronics and Computers

- Children may use computers and tablets during classroom instruction. All computers and tablets are equipped with monitoring devices that limit access to inappropriate content.
- All electronics are used in a developmentally appropriate manner.
- Tablets or other electronic devices may not be brought from home (unless specifically requested).

Photographs/Video

Various video and photo images are used to document and support teaching and learning.

- A parent/legal guardian is required to sign a Talent Release Form authorizing the use and reproduction by Troy University, or anyone authorized by Troy University, of any and all photographs, video tape, film, audio tape, or other electronic media which has been taken of my child for any purpose whatsoever without further compensation. All images and sound taken shall constitute Troy University property, solely and completely. Unlimited usage is granted to Troy University.
- Images may be used for educational purposes, to promote the program or to capture an event or activity. If names are listed, first names only will be used.
- Any video recordings are maintained for no more than 4 (four) weeks from the original date of the recording.
- Videos and photos may be taken at events or other activities (field trips, etc.) that are outside of the control of Coleman Center.

- Camera recordings in the classroom are for instructional purposes only.

DAILY SCHEDULES/ROUTINES

Daily schedules for children provide a framework for planning and organizing the daily routine for the children. Schedules are posted in each classroom for children over 18 months. The daily routines will vary according to the age of the child. Adjustments are made to schedules and routines as the children develop. Eventually children naturally conform to a group schedule. Scheduling will always include the children's needs in order to develop a secure foundation.

Infants 6 weeks up to 18 months

Items to Bring – (all items must be labeled)

- Diapers (daily or large supply)
- Wipes
- Change of clothes (2-3)
- Bibs (if you prefer to use personal)
- Formula/Breast milk bottles (with lids)
- Baby Food
- Pacifier (as needed)

Nutrition/Food - Younger infants will be fed according to their individual needs. As the infant grows and is introduced to solid foods, eating schedules may be adjusted to fit in with a group schedule. The individual needs of all infants will be accommodated, regardless of group schedules.

Bottles

- Only water, breastmilk, or formula are permitted in the bottle.
- All bottles will be stored in the refrigerator immediately upon arrival.
- Bottles and lids must be labeled, sanitary, and ready to serve. Bottles will not be prepared by staff.
- Bottles will be warmed according to parent/legal guardian instructions using warm tap water (no more than 120 degrees).
- Bottles (formula and breastmilk) that have been served but not completely consumed or is not refrigerated will be discarded after one hour to prevent bacterial growth.
- Used bottles will be sent home at the end of each day for cleaning.
- Bottles may not be stored overnight.
- Medication may not be added to bottles.
- Bottles may not contain solid foods unless written instructions are authorized by a healthcare provider, along with a medical reason.

Breastmilk

- All breastmilk must be labeled with the infant's full name, date and time the milk was pumped.
- Breast milk and formula bottles will not be warmed in a microwave in order to preserve the essential components.
- Thawed breastmilk will not be refrozen.
- Frozen breast milk may be stored in the freezer for up to two (2) weeks.

Family Feeding – A special services private room is available for families to breastfeed, bottle feed and/or pump.

Food Transitioning/Allergies

- Staff and parents/legal guardians should communicate as the infant transitions to cereal, baby food, and solid food.
- Cereal must be prepared by the parent/legal guardian.
- Infants less than 12 months will not be served whole milk.
- Infants 12 – 13 months should transition to whole milk (sippy cup) and food provided by the center.
- 100% juice may only be served to infants 12 months and older and they may be served no more than four (4) ounces per day.
- Menus are available to assist in meal planning and providing supplementary foods.
- New foods should be introduced one at a time (preferably at home) due to possible allergic reactions.
- All requests for dietary substitutions require documentation supporting the request and must be communicated to the teacher and Coleman Center office. Requests due to preference or religious reasons must be clearly documented by the parent/legal guardian and include a comprehensive list of all prohibited foods. Requests due to food allergies and/or intolerance should have written documentation from the child's health care provider and should include a list of all prohibited foods.
- Parents/legal guardians are requested to provide supplemental foods.
- A Dietary Substitution Form must be completed in order to comply with USDA requirements.
- Allergy and food substitutions are communicated to all staff.

Diapering

- Parents/legal guardians are responsible for providing diapers and wipes.
- Diapers will be checked at least hourly and changed as needed throughout the day.
- Reminders will be sent home when diapers or wipes are needed.

Cloth Diapers

The procedures above should be followed. Additionally, the cloth diaper must have an absorbent inner lining completely contained within an outer covering made of waterproof material that prevents the escape of feces and urine. Both the diaper and the outer covering are changed as a unit. Cloth diapers and clothing that are soiled by urine of feces are immediately placed in a plastic bag (without rinsing or avoidable handling) and sent home that day for laundering).

Cribs/Sleeping

- Infants will be assigned their own crib and will nap according to their own schedule.
- As the infant grows sleep patterns may change and may be adjusted to fit in with a group schedule. The individual needs of all infants will be accommodated, regardless of group schedules.
- In accordance with the American Academy of Pediatrics, infants younger than 12 months shall be placed in a supine position (on back) for sleeping to lower the risk of Sudden Infant Death Syndrome (SIDS). When an infant younger than 12 months can easily turn over from a supine to the prone (front) position, the infant shall be put down to sleep on their back, but allowed to adopt whatever position preferred for sleep. **Physician authorization is required in order to place a sleeping infant in any other position other than the back.**
- Tummy Time – In accordance with the recommendations from the American Academy of Pediatrics, infants shall be placed in a prone position and observed at least part of their awake

time. "Tummy time" helps muscle development and reduces the tendency of flattening the back of the infant's head due to being on their backs.

- Unless a physician specifies the need for a positioning device that restricts movement within the child's bed, such devices shall not be used.
- Soft items such as pillows, blankets, swaddling wraps, toys, bumper pads, etc. are not allowed in cribs.
- Infants must nap/sleep in a crib until they are at least 18 months.

Toddlers (18 months up to 2 1/2 years)

Items to Bring - (all items must be labeled)

- Diapers (daily or large supply)
- Wipes
- Change of clothes (2-3) to include shoes and socks, underwear, pants and shirts
- Bibs (if you prefer to use personal)
- Sippy cups (2) to remain at center
- Nap blanket – Toddlers 18 months and older only (bottom and top cover connected) will be sent home weekly for laundering
- Sleep item (small stuffed animal, blanket, etc.)
- Teacher requested supply items (will be sent home in the Welcome Packet)

Nutrition/Food

Most toddlers should be ready for table food and participate in eating the menu items provided.

Food Transitioning/Allergies

- Staff and parents/legal guardians should communicate as the toddler transitions to new table food items.
- Menus are available to assist in meal planning.
- New foods should be introduced one at a time due to possible allergic reactions.
- Children 1- 2 years will be served whole milk.
- Children 2-5 years will be served fat free milk or 1% fat milk, unflavored.
- All requests for dietary substitutions require documentation supporting the request and must be communicated to the teacher and the Coleman Center office. Requests due to preference or religious reasons must be clearly documented by the parent/legal guardian and include a comprehensive list of all prohibited foods. Requests due to food allergies and/or intolerance should have written documentation from the child's health care provider and should include a list of all prohibited foods.
- Parents/legal guardians are requested to provide supplemental foods.
- A Dietary Substitution Form must be completed in order to comply with USDA requirements.
- Allergy and food substitutions are communicated to all staff.

Napping/Cots

- Toddlers will be given the opportunity to nap or rest each day. Those who do not sleep will be encouraged to rest quietly for at least 45 minutes. Children who do not fall asleep after this time may be offered quiet alternative activities.
- Nap time is an important component of the daily schedule.
- Toddlers may transition to cots (provided) when they reach 18 months.
- Toddlers are permitted to bring a favorite sleep item (stuffed animal, blanket, etc.).
- A nap blanket (bottom and top cover connected) should be provided by parent/legal guardian.

Preschool 3-5 Years

Items to Bring - (all items must be labeled)

- Change of clothes (2-3) to include shoes and socks, underwear, pants and shirts
- Nap blanket (bottom and top cover connected) will be sent home weekly for laundering
- Sleep item (small stuffed animal, etc.)
- Diapers and wipes (as needed)
- Teacher requested supply items (will be sent home in the Welcome Packet)

Nutrition/Food

Preschool children (K-4) will participate in family style dining where children will practice self-help skills, taste a variety of foods, and engage in meal time conversations.

Food Transitioning/Allergies

- Staff and parents/legal guardians should communicate as the child transitions to new table food items.
- Menus are available to assist in meal planning.
- New foods should be introduced one at a time (preferably at home) due to possible allergic reactions.
- Children 2-5 years will be served fat free milk or 1% fat milk, unflavored.
- All requests for dietary substitutions require documentation supporting the request and must be communicated to the teacher and the Coleman Center office. Requests due to preference or religious reasons must be clearly documented by the parent/legal guardian and include a comprehensive list of all prohibited foods. Requests due to food allergies and/or intolerance should have written documentation from the child's health care provider and should include a list of all prohibited foods.
- Parents/legal guardians are requested to provide supplemental foods.
- A Dietary Substitution Form must be completed in order to comply with USDA requirements.
- Allergy and food substitutions are communicated to all staff.

Napping/Cots

- Cots are provided.
- Preschoolers are permitted to bring a favorite sleep item (stuffed animal, blanket, etc.).
- A nap blanket (bottom and top cover connected) should be provided by parent/legal guardian.
- Preschool children will be given the opportunity to nap or rest each day. Those who do not sleep will be encouraged to rest quietly for at least 45 minutes. Children who do not fall asleep after this time can be offered quiet alternative activities.
- Nap time is an important component of the daily schedule.

All Age Groups

Personal Belongings

Children are not permitted to bring items such as gum, candy, money or other valuables. Children should not bring any highly valued items as they are easily misplaced or broken. Special blankets, stuffed animals or other special attachment items may be brought and once the child is settled the item may be stored in the cubby until nap, as needed. Teachers will assist children in maintaining personal belongings but cannot accept responsibility for loss or damage of personal possessions. **PLEASE LABEL ALL PERSONAL ITEMS.**

Outside play

- Children of all ages play and work actively outdoors in order to provide opportunities for large motor activities, important for physical development. The outdoor setting allows the children to develop skills that may not be learned or appropriate when inside a classroom.
- Children will go outside in most weather conditions that are not extreme. In cases of significant heat or cold, the children will go outside for a shorter period of time, rather than eliminating outside play.
- Children should wear hats/caps, jackets, and gloves during cold periods.
- Shade and water breaks will be provided.
- Sunscreen and insect repellent will be applied if the parent/legal guardian supplies and completes a Medication Authorization Form. It is very helpful if these medications are applied at home order to assist the teacher with the indoor/outdoor transition.

Clothing

- Children should wear clothing that can be easily washed and is comfortable to play in both indoor/outdoor activities. Active learning can get messy! Children's clothing may come into contact with sand, water, dirt, mud, food, etc. The children will wear paint shirts when appropriate, however, accidents will happen. Children should have 2-3 complete sets of labeled extra clothes (shoes, socks, underwear, pants and shirts) stored in the cubby. If the child does not have an extra set of clothing, they will be changed into extra clothing provided by Coleman Center (if available).
- Children should come dressed appropriately for changing weather conditions.
- Rubber soled shoes and other shoes that fit securely on a child's foot are recommended as they protect feet from injuries and prevent falls. Please use care when allowing your child to wear flip flops, cowboy boots, etc.
- Necklaces, scarves, and strings on jacket hoods should be avoided as these can be choking hazards when caught in equipment.

Biting

- Biting is a sign of development and are often unavoidable occurrences within a group of children. While biting is not an appropriate behavior, it is important to know that it is not an abnormal behavior. Young children who bite are not bad. Biting is most often found among children 18 months up to 2 1/2 years. Children may bite for a variety of reasons including over-stimulation, boredom, hunger and the frustration relating to the inability to communicate needs or wants.
- Teachers are trained to respond to biting behaviors.
    - Appropriate care is given for the bite (cleaning, ice, etc.).
    - Teachers explain to the biter that biting hurts and it is unacceptable. Teachers stress the pain felt by the child who was bitten.
    - Teachers reinforce positive behaviors.
    - If the bite breaks the skin, the parents/legal guardians of both children will be contacted immediately.
    - Teachers complete an Incident Report Form on the child who was bitten and a Discipline Report on the child who bit. Factors involved in the incident will be recorded. Names of those involved will not be shared.
    - When biting changes from a relatively unusual occurrence to a frequent occurrence, the following precautions will be taken.
    - Teachers will analyze all Incident Report Forms in order to determine factors (children involved location, time and circumstances that may have contributed to the incident).

- Using this information, the teachers will develop and implement strategies to prevent future incidents.
- The teachers will change the environment or routines as deemed necessary to eliminate the behavior.
- Teachers will be assigned to shadow the child as much as possible.
- Children under three (3) are usually not removed from the center due to the developmental nature of this behavior. If there is an extreme situation, parents/legal guardians and teachers will work together to formulate an individual plan until the behavior subsides.

Diapering

- Parents/legal guardians are responsible for providing diapers and wipes.
- Reminders will be sent home when diapers or wipes are needed.
- Diapers will be checked at least hourly and changed as needed throughout the day.
- For children who require cloth diapers, the diaper must have an absorbent inner lining completely contained within an outer covering made of waterproof material that prevents the escape of feces and urine. The diaper and outer covering are changed as a unit.
- Cloth diapers and clothing that are soiled by urine or feces are immediately placed in a plastic bag (without rinsing or avoidable handling) and sent home that day for laundering.

Toilet Training

Children generally **complete** toilet training between the ages of 2-3 years old. If toilet training begins when the child is ready, it is quick and easy and can be mastered within 1 -2 weeks. It is very important to identify the "window of opportunity" and begin the process with consistency and patience.

- There are signs to look for when initiating the toilet training process.
  - Use appropriate language skills when communicating the need to use the toilet.
  - Begin to stay dry for long periods of time.
  - Demonstrate the ability to dress and undress self.
  - Demonstrate an interest in staying clean and dry.
  - Demonstrate an interest in the toilet and the process.
- The teachers will provide the following guidance techniques:
  - Establish routines for toileting.
  - Discuss the process with children.
  - Encourage children to sit on toilet for short periods of time.
  - Recognize child for the accomplishments.
- Parents/legal guardians should provide the following guidance techniques:
  - Follow through with the toileting process at home while it is also occurring at the center.
  - Dress child in underwear and clothing that can be easily managed by the child.
  - Provide diapers for nap time, as needed.
  - Use underwear rather than pull ups as pull ups are expensive and provide the same coverage as a diaper, which is not the intention when toilet training.

Consistency between home and center is the KEY to success!

Separation

Separations for children can be challenging. There are behaviors that will assist with this process.

- Develop a short, simple routine for drop-off. This may include a hug, a reminder that you love the child, will come back in the afternoon, etc. An established routine

provides a sense of security and consistency that are important for successful transitions.

- Leave immediately, even if the child is crying. It is best not to return to the room.
- Teachers will comfort and reassure the child.
- Parents/legal guardians are encouraged to call the office for an update.
- Children frequently experience separation anxiety and the teachers are experienced at redirecting the child with activities and interaction with friends.

CURRICULUM

"Educate the mind to think, the heart to feel, and the body to act."
Troy University Motto

Infants, Toddlers and Twos

Infants, toddlers and twos participate in Creative Curriculum which provides a focus on responsive care and the routines and experiences that are essential to the growth and development of children from birth up to age three (3).

Children are provided with intentional, responsive care and teaching during routines and learning experiences. Frequently the time spent diapering, toileting, feeding, and dressing are missed opportunities for development and learning. Teachers use routines to nurture curiosity, help children feel secure and create a language rich environment with meaningful interactions. This helps build the foundation for the child's future success.

Teachers also focus on daily experiences, facilitating the children in playing with toys, pretending, enjoying books and stories, creating with art, and more. Teachers and caregivers are intentional about the daily experiences they provide, while giving the children the flexibility to respond to the changing interests, abilities, and needs of the children.

The objectives identify the behaviors, skills, and knowledge that are most important for school success. These include:

- Social-Emotional
- Physical
- Language
- Cognitive
- Literacy
- Mathematics
- Science and Technology
- Social Studies
- Arts
- English Language development

Preschool

Our approach to learning and teaching is centered on the developmentally appropriate practices of a variety of research-based practices including Creative Curriculum, STEAM and Conscious Discipline.

- Strategies are based on the principles of active learning and the support of a child's positive interactions with adults and peers.
- Methods are applied that promote independence, curiosity, decision making, cooperation, persistence, creativity, and problem-solving in young children.

- Multiple levels of learning occur with individuals, pairs, and small groups, promoting creative and divergent thinking.
- Multiple opportunities to think, investigate, experiment, and challenge are provided, while also allowing time for reflection and dialogue.
- Children are encouraged to engage in developmental learning through creativity and play.

Assessment – completed throughout the year

What is childhood assessment?

- Early childhood assessment is a tool used to gather and provide educators, parents, and families with critical information about a child's development and growth.
- Assessment is a critical part of a high-quality, early childhood program.
- When educators conduct an assessment, they observe a child to obtain information about what he knows and what he can do.
- Observing and documenting a child's work and performance over the course of a year allows an educator to accumulate a record of the child's growth and development.

Why is assessment important?

Assessment provides educators, parents, and families with critical information about a child's development and growth. Assessment can:

- Provide a record of growth in all developmental areas: cognitive, physical/motor, language, social-emotional, and approaches to learning.
- Identify children who may need additional support and determine if there is a need for intervention or support services.
- Help educators plan individualized instruction for a child or for a group of children that are at the same stage of development.
- Identify the strengths and weaknesses within a program and information on how well the program meets the goals and needs of the children.
- Provide a common ground between educators and parents or families to use in collaborating on a strategy to support their child.

Technology/Television

During the earliest years, infants and toddlers interact primarily with people. Their interactions with toys are usually in the context of human interaction as well. They need to freely explore, manipulate, and test everything in the environment. Increasingly in today's world, this includes the exploration of technology tools and interactive media. Technology tools that infants and toddlers might use must be safe, sturdy, and not easily damaged. If technology is used, it must be in the context of conversation and interactions with an adult.

Field Trips

Preschool classes will have the opportunity to explore outside of Coleman Center. Field trips will be planned based on the interests of the children and may consist of spontaneous walks around the campus as well as planned trips in the community.

- Off- Campus Field Trips
    - Parents/legal guardians or authorized individuals will be required to attend and/or provide transportation for field trips that are held off campus. Transportation will not be provided by Coleman Center.
    - Field trip permission forms specific to these trips will be provided and a parent/legal guardian signature is required.
- On- Campus Field Trips
    - Supervision will be provided by Coleman Center.

- Parents/legal guardians will sign a general permission form upon enrollment authorizing children to participate in on campus walks and exploration activities.

GUIDANCE AND DISCPLINE

Goals

The goals of providing guidance and discipline are to implement practices which will help the children develop respectful, cooperative, and safe behavior. Children should gain self-control, self-esteem, assume responsibility for their actions, learn awareness of the rights of others and provide for the safety of themselves and one another.

Positive Guidance Strategies

Positive guidance strategies are used to guide children's behavior using the following methods.

- Realistic expectations of children's expectations are maintained.
- Children receive clear and simple limits.
- Children are provided with an environment that promotes child independence through the placement of materials.
- Children are always busy.
- Appropriate behaviors are modeled.
- Appropriate behaviors are taught and re-taught.
- Redirection is used for inappropriate behavior.
- Children are provided choices between two appropriate alternatives.
- Children are encouraged to work together to solve problems.
- Children are encouraged to use their words.
- Children are provided with an understanding of the reason for the inappropriate behavior and taught appropriate replacement behavior.
- Logical and natural consequences are provided to the children.
- Teachers maintain a positive and professional attitude.
- Children are removed from the situation until they are calm and able to discuss.

Prohibited Strategies

- Corporal punishment (spanking, hitting, shaking, etc.) is not permitted.
- Verbal threats or derogatory remarks are not permitted.
- Meals, naps or snacks may never be withheld.
- Children are never punished for toilet training accidents.

Family Involvement

Parents/legal guardians and teachers will develop a specific intervention plan to respond to a child's pattern of inappropriate behavior. All teachers who interact with the child will be involved in the implementation of the plan. Parent/legal guardian cooperation with the recommended intervention strategy is required for continued enrollment. In the event that a child's behavior continuously poses a threat to self or others, the following process will be implemented.

- Documentation of incidents will include Incident/Discipline Report Forms and teacher records of incidents that either occurred or were prevented.
- Conferences with a parent/legal guardian regarding the child's behaviors, in order to share strategies for preventing negative behavior and promoting self-discipline and appropriate behavior.
- Staff and teachers will refer and coordinate the services of outside professionals, as needed.
- Strategies prescribed by professionals will be implemented.

- Continuous meetings will be held to provide support and follow through.
- If the child's behavior does not improve significantly and the safety, health of self, or others continues to be threatened, the child's enrollment may be terminated. The final decision to terminate enrollment is made with the best interest of the child and the other enrolled children.

FOOD/NUTRITION

Regulations

- Coleman Center provides meals and snacks in accordance with USDA guidelines (meal patterns and portion sizes).
- Coleman Center participates in the Child and Adult Care Food Program. All required forms must be completed prior to enrollment and updated during the year, as requested.
- Coleman Center abides by all guidelines provided by the Alabama Department of Public Health.

Meal/Snack Schedule

Morning Snack – 9:00 am
Lunch – 11:30 am
Afternoon Snack – 2:30 pm

- Breakfast is **not** provided. Children should eat breakfast at home if your arrival time is after 8:00 am. The teacher will gladly assist your child with the breakfast that you provide when arrival is prior to 8:00 am.
- Menus are posted in the office, in classrooms and the website. Copies are available upon request. Substitutions are noted on the menus in the office.
- Daily Information Sheets are completed by teachers to provide information on the child's food and drink consumption (type and quantity) during the day. All infants and those children with disabilities who have special feeding needs will be provided this documentation. Daily Information Sheets will be provided for older children upon request.

Allergies and Restrictions

- Parents/legal guardians are asked to communicate any allergies or food preferences prior to the first day of enrollment.
- All requests for dietary substitutions require documentation supporting the request and must be communicated to the teacher and the Coleman Center office. Requests due to preference or religious reasons must be clearly documented by the parent/legal guardian and include a comprehensive list of all prohibited foods. Requests due to food allergies and/or intolerance should have written documentation from the child's health care provider and should include a list of all prohibited foods.
- Parents/legal guardians are requested to provide supplemental foods.
- A Dietary Substitution Form must be completed in order to comply with USDA requirements.
- Allergy and food substitutions are communicated to all staff.

Developmental/Age Appropriate Needs

Please refer to the Nutrition/Food section under DAILY SCHEDULE/ROUTINE for additional information regarding specific age groups.

Food Brought from Home

Teachers and staff will monitor the safety of food brought from home to ensure that foods and beverages:

- are labeled with the child's name and date.
- requiring refrigeration stays cold until served.
- are provided to supplement food brought from home.

USDA Non-Discrimination Notice

- In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and staff, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.
- Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.
- This institution is an equal opportunity provider.
- To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: How to File a Complaint, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

  Mail: U.S. Department of Agriculture
  Office of the Assistant Secretary for Civil Rights
  1400 Independence Avenue, SW
  Washington, D.C. 20250-9410;

  Fax: (202) 690-7442; or
  Email: program.intake@usda.gov.

HEALTH AND WELLNESS

Policies are provided to maintain the health of the children by providing a clean, safe and healthy environment.

Immunization Records

- A current State of Alabama Immunization Record is required prior to enrollment. If your child was immunized in Alabama, this record should be available for retrieval by Coleman Center staff upon request.
- Parents/legal guardians are responsible for maintaining immunizations for the child as prescribed by the Alabama Department of Public Health. Updated immunization records should be available for retrieval upon request.
- Children whose immunization records are not maintained as required are subject to withdrawal.
- Alternatives to presenting the immunization record:
  - A written statement from a licensed, practicing medical doctor, physician's assistant or health department is required. The statement must indicate that required immunizations will be completed as soon as medically feasible.
  - A Certificate of Religious Exemption which must be issued by a county health department. The parent/legal guardian must submit a written objection and receive education on the consequences of not immunizing their child.

Sick Children

- While all illnesses cannot be prevented, the incident rate and severity can be reduced. Parents/legal guardians are asked to monitor their children daily and to report any communicable illness.
- Staff will assess each child upon arrival and throughout the day. If a child appears ill at any time during the day (fever, eye redness or drainage, rash, etc.), all staff are required to report the circumstances to the office so that parents/legal guardians may be notified.
- If, at any point during the day a child displays symptoms that warrant exclusion, the following will occur:
    - The parent/legal guardian or authorized release person will be immediately notified to pick up the child.
    - The child will be isolated from the other children but will have continuous supervision.
    - All parents/legal guardians will be notified when an enrolled child or staff member has been diagnosed with a communicable illness.
- Children should not return unless they are no longer infectious, fully recovered and have been fever free for 24 hours without fever reducing medication. Children should be able to fully participate in activities.
- Coleman Center does reserve the right to require a statement from a health care provider authorizing the return of the child.

Guidelines are provided to assist in determining whether the child should be excluded from Coleman Center. The recommendations may be changed in accordance with individual circumstances.

INCLUSION/EXCLUSION GUIDELINES

Symptom/Diagnosis	Exclude from Center	Conditions to Return to Center
Bronchitis	No - unless there is wheezing or fever	Fever free for 24 hours without fever reducing medication or wheezing
Chicken Pox	Yes	When all blisters have dried
Common Cold Upper Respiratory Infection	No - without fever Yes- With fever	Fever free for 24 hours without fever reducing medication
Conjunctivitis (pink eye)	Yes	Eyes must be without drainage and treatment has been ongoing for 12 hours
Coxsackie (hand, foot and mouth)	Yes	When fever free for 24 hours without fever reducing medication and when blisters are dried
Croup	Yes	Fever free for 24 hours without fever reducing medication
Diarrhea (3 or more or above what is normal for child)	Yes	Diarrhea subsides without medication
Ear Infection	No - unless fever is present and child is unable to participate in activities	Fever free for 24 hours without fever reducing medication and able to participate in daily activities
Fever of unknown origin 100 degrees oral and higher and behavioral signs of illness	Yes	Fever free for 24 hours without fever reducing medication

Symptom/Diagnosis	Exclude from Center	Conditions to Return to Center
Fifth Disease	No - with fever Yes - with fever	Fever free for 24 hours without fever reducing medication
Giardia	Yes	When diarrhea subsides or health care provider approves readmission
Impetigo	Yes	Treatment has begun
Influenza	Yes	Fever free for 24 hours without fever reducing medication
Lice	Yes	Effective treatment has been ongoing for 12 hours and head is free from all lice and nits
Measles	Yes	When health care provider approves readmission
Mumps	Yes	When health care provider approves readmission
Pinworms	Yes	Effective treatment has been ongoing for 24 hours and is free of pinworms
Pneumonia	Yes	Fever free for 24 hours without fever reducing medication
Rash (undiagnosed generalized)	Yes	When health care provider approves readmission
Ringworm	Yes - if area cannot be covered	If area cannot be covered/when area is dried
Roseola	Yes	Fever free for 24 hours without fever reducing medication
Rotavirus	Yes	Fever free for 24 hours without fever reducing medication and vomiting/diarrhea has subsided for 24 hours
Rubella	Yes	When health care provider approves readmission
Scabies	Yes - If area cannot be covered	Must be treated and covered
Scarlet Fever	Yes	Fever free for 24 hours without fever reducing medication
Strep Throat	Yes	Treatment has been ongoing for 24 hours and fever free for 24 hours without fever reducing medication
Vomiting	Yes	Vomiting has subsided for 24 hours

Medication Administration

Medication will be administered by designated staff. Medication should be administered at home when possible. Example: If a child is prescribed to be administered a medication three times per day, the center should only be requested to administer one dose. This process reduces interruption for the teachers and children.

Guidelines for the Administration of Medication

1. Medications are **defined** as any prescription or over-the-counter drug, sunscreen, diaper cream, lotion, insect repellant or any other substance labeled, **"Keep Out of Reach of Children."**
2. A Medication Authorization Form must be completed in full. **Every line must be completed or marked Not Applicable.** Forms are available on the Coleman Center website, in the office, and in the classrooms.
3. A separate form must be completed for each medication. One medication per form may be listed.

4. A Medication Authorization Form may only be completed for one week, Monday through Friday. A new form will need to be completed each Monday in order for the medication administration to continue.
5. If a medication is to be administered weekly (diaper cream, lotion, etc.) forms may be completed except for signature and date, and photocopied. One of the copies must be signed and dated each Monday in order for the administration of the medication to continue.
6. Medications without a current Medication Authorization Form will be returned to the office
7. Medications must be delivered directly to a staff person.
8. All medications (over-the-counter and prescription) must be labeled and in the original container.
9. Prescription medication will only be administered to the child whose name is listed on the bottle. Siblings may not share prescription medications unless a physician has provided authorization.
10. Medications will **NOT** be administered "AS NEEDED". Specific times and dosages must be noted. Requested medication dosages cannot exceed the physician or label instructions.
11. Prescription medications must have a pharmacy label. All over-the-counter drugs must be clearly labeled with the child's name and directions for administration. **A physician's instructions must accompany this form for over-the-counter drugs that do not state dosage for younger children and infants.** Example: Dosage for Children's Tylenol - *Consult a physician for children under 2 years.* The physician's instructions will be kept on file and will be valid until the child's dosage changes.
12. The person administering the medication will document the time and date of all medications administered. The person administering the medication will sign for each dosage given. **One signature per dosage administered.**
13. Copies are available upon request. The originals will be placed in the child's file.
14. Medications to be used in emergency situations will be stored in the office. A Medication Authorization Form must accompany this form. Additionally, the parent/legal guardian will be contacted prior to the administration of any emergency medication, as appropriate.
15. All medications will be stored in a locked area. This includes diaper cream lotions, sunscreen, etc.
16. Medications may be stored overnight in the locked medication area only when accompanied by a signed and dated Medication Authorization Form.
17. Medications or any items labeled "Keep Out of Reach of Children" cannot be stored in diaper bags or cubbies. These items will be sent to the office when found.
18. Insect repellants may only be used if they contain DEET. They may only be applied on children over two months of age. It may only be applied one time per day.

Child Abuse
Coleman Center adheres to Alabama Law that requires teachers and those working with children to report any suspicions of child abuse or neglect.

Smoke Free
The campus of Troy University is a smoke-free environment and smoking is NOT permitted on the campus of Coleman Center.

Daily Health Inspections
Teachers and staff will perform daily assessments of the children upon arrival. They will observe for insect bites, scrapes, bruises, rashes and any other signs or symptoms of illness. This process facilitates communication regarding the well-being of the child.

EMERGENCY PROCEDURES

Emergency Notifications

- Coleman Center has developed a comprehensive Emergency Action Plan (including evacuation, shelter, and contact arrangements) to be implemented in the event of an emergency (fire, severe weather, loss of utilities, intruders, etc.). Policies are available in the office and classrooms.
- In the event of severe weather, loss of utilities, fire, intruders, etc., parents/legal guardians may be notified using a notification system. Parents/legal guardians should enroll in this system and update contact information, as needed.
- If the emergency warrants an evacuation, children will be transported to Sony Hall (Everett Hall) where they will remain with staff and teachers while parents/guardians and emergency contacts are notified and arrangements are made for pick up.
- Every effort will be made to communicate updates, as needed.
- Regularly scheduled drills are performed to provide staff, teachers, and children with the opportunity to practice routine safety procedures.

Severe Weather

- Decisions regarding closures and early dismissals will be made by Troy University.
- Children should be picked up within an hour of notification. Children will be cared for in the event the weather prevents immediate pick up.
- Children should not be picked up during a tornado warning. Children will remain in the ICC 500 Rated Storm Shelter until the warning is lifted.

Safety/Security

To ensure the safety and security of the children enrolled, staff, teachers, and parents/legal guardians are requested to adhere to the following guidelines.

- Entry to Coleman Center may only be accessed through the front door.
- All staff, visitors and families must be authorized to enter the locked building. Identification will be required (as needed) in order to gain access to the center.
- Gates and doors must be closed upon entering and leaving.
- All guests and visitors (excluding parents/legal guardians and authorized release persons) must sign in and obtain a visitor name tag.
- All staff members must wear a name badge at all times.
- Children must be supervised at all times until they are handed off to a teacher.
- The teachers must be notified as the child is dropped off and picked up.
- Campus security, Coleman Center staff, and teachers regularly consult and practice drills related to security threats.

ICC 500 Storm Shelter

- Shelter in place procedures will be used in accordance with instruction from appropriate authorities when there is a threatening situation and evacuating the building is not advisable.
- This may include severe weather, external threats, intruders, etc.
- The children will be placed in the storm shelter (inside Coleman Center).
- In order to ensure the safety of all family members. children will not be permitted to be picked up until officials have stated an “all clear”. This approach has proven to be much safer than evacuating students to a potentially hazardous outdoor environment.
- Every effort will be made to communicate the status of the children during these events.

Medical Emergencies

In the event of a medical emergency the staff and/or teachers involved will determine if the event is life threatening or non-life threatening.

- **Life Threatening** – If the event is believed to be life threatening (choking, breathing difficulty, severe injury, etc.), the following procedures will occur:
    - Office staff will be notified immediately by staff associated with incident and 911 will be activated.
    - Office staff will immediately notify parent/legal guardian or authorized release person. The child will be transported via ambulance to a hospital emergency department.
    - CPR/First Aid will be provided as needed.

- **Non - Life Threatening** – If the event is not believed to be life threatening (broken bone, cut, abrasion, etc.), the following procedures will occur:
    - Office staff will be notified immediately by staff associated with the incident.
    - Office staff will immediately notify parent/legal guardian or authorized release person.
    - If the parent/legal guardian or authorized release person is unable to be located, the child will be transported via ambulance to a hospital emergency department.
    - CPR/First Aid will be provided, as needed.
    - Teachers and staff receive training in CPR and First Aid.
    - Emergency contact information must be updated, as need.
    - All costs involved in emergency treatment and/or the cost of transportation is the responsibility of the parent/legal guardian.
    - Coleman Center will not be held liable for any sickness/injury of either parent/guardian, family member or child while on center premises, or while the child is in the company of staff during field trips or other activities.

LABORATORY/OBSERVATION AND RESEARCH

Coleman Center for Early Learning and Family Enrichment is affiliated with Troy University's College of Education and College of Health and Human Services. Troy University and community students, faculty and staff may perform research, observe, train, study and participate with children in classroom and Center activities.

Goals of Laboratory and Research

- Teacher candidates are prepared for careers in the field of early childhood education.
- Research opportunities related to children, families and early childhood education are provided.
- An innovative, developmentally appropriate learning environment is provided for children, ages six (6) weeks through five (5) years.
- An environment is provided that nurtures family and staff relationships, provides for family involvement and understanding of the child's growth and development.

Research

- Coleman Center provides an environment for faculty and students to conduct research projects. The research performed will improve our understanding of young children, provide knowledge on how children develop, and best practices for educating them.

- The research may involve interviewing, observing or recording parents/legal guardians and/or children. While participation in specific research projects is voluntary, enrollment in the Center assumes an interest in active participation with research projects.
- Examples of Research Studies:
    - Instructional strategies designed to help children learn and develop
    - Issues related to family/teacher relationships
    - Effective professional development strategies
    - Various aspects of child growth and development

- Each research project must adhere to requirements that protect the privacy and rights of the children and families served. For additional information on Troy University's research policies, please refer to: https://www.troy.edu/institutionalreview/
- All studies will be reviewed and approved by:
    - Institutional Review Board for Troy University (or other involved university)
    - Coleman Center Director/Administrator
    - Teachers involved
    - Families of involved children
    - Children (as appropriate)

Teaching/Observation

- Coleman Center provides opportunities for hands-on teaching, training, and observation experiences to teacher candidates and community students who may be pursuing a degree in early childhood education and areas related (nursing, nutrition, social work, therapy, etc.). Visitors from schools, community child care programs and other professionals may also observe the classrooms.
- These experiences provide:
    - Opportunities to participate in planning, implementation and evaluation of activities
    - Opportunities to observe daily routines, student progress, and skills related to positive interactions with children individually and in groups
    - Coleman Center teachers supervise teacher candidates while modeling appropriate teaching strategies and behaviors with children.
- Observations
    - An observation classroom is available. This process enables parents, teacher candidates, educators, and researchers to observe the child's natural behavior.
    - Visitors will sign an observation log.
    - Classroom schedules are posted in the observation classroom.
    - Teachers are comfortable with being observed and will gladly answer any questions regarding observations. Questions should be reserved for periods where teachers may have a schedule break in order to avoid a classroom disruption.
    - Observations are confidential and the behaviors of other children should not be discussed.

Parents/Legal Guardians

- Information will be provided regarding participation in any teaching, observation, or research study.
- Both parents/legal guardians and children may be asked to participate in laboratory or research events.
- Permission for the child's participation will be required for laboratory or research events.
- Involvement is essential to the success of the research projects as specific information pertaining to a child and/or family may be requested.

COMMUNITY SUPPORT AGENCIES

Houston County

Child and Family Services
100 Westside Drive Dothan, AL 36303
(334)- 793-2237

Alabama Baptist Children Home and Family Ministries
1302 Ross Clark Circle Dothan, AL 36301
(334)-677-7856

Alabama Department of Human Resources
Director: Leslie Kelly
1605 Ross Clark Circle Dothan, AL 36301
334-677-0400

Southeast Alabama Child Advocacy Center
100 Harmony Lane PO Box 8781 Dothan, AL 36303
334-671-1779

Family Guidance
545 W. Main Street Suite 311 Dothan, AL 36301
334-712-7772

Wiregrass 2-1-1
545 West Main Street Suite 313 Dothan, AL 36301
2-1-1 or Toll Free 888-421-1266 (24 hrs.)

Dale County

Alabama Department of Human Resources
Director: Stephanie McKnight
513 Carroll Avenue Ozark, AL 36360
334-242-1310

Human Resources Family Assistance
Email: finhelpsresources@gmail.com
513 Carroll Avenue Ozark, AL 36360
334-445-4900

Mary Hill Family Service Center
204 Katherine Avenue Ozark, AL 36360
334-350-3668

Henry County

Alabama Department of Human Resources
507 Kirkland Street Abbeville, AL 36310
334-505-4100

Family Assistance
507 Kirkland Street Abbeville, AL 36310 334-585-4100