

# **Parent Handbook Child Development Academy At Marshall University**



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The Child Development Academy is an At Will, Equal Opportunity Employer  
09/2023



# *The Child Development Academy at Marshall University*

The Child Development Academy is supervised by the Dean of the College of Education at Marshall University and operated by a Director and an Advisory Board.

The multi-purpose facility serves Marshall University and the Community of Huntington. The Child Development Academy was designed and built through the cooperation of Marshall University and the City of Huntington, West Virginia.

Licensed by:  
West Virginia Department of Health and Human Resources

Licensing capacity:  
88 Children

Accredited by:  
National Association for the Education of Young Children

Inspected by:  
Cabell County Department of Health  
West Virginia State Fire Marshal  
Child and Adult Care Food Program (CACFP)

## *Mission*

- The mission of the Child Development Academy at Marshall University is first and foremost to provide high-quality childcare and education to families of the Marshall University community with priority for children of Marshall University students.
- Secondly, the mission of the Child Development Academy at Marshall University is to provide high quality learning opportunities for Marshall University students.
- Third, the Child Development Academy at Marshall University strives for excellence in program and service and positions itself as a model of best practice for early care and education in the wider community.

## *Philosophy*

We believe the purpose of childcare in the University setting is multidimensional:

- Children require care in a safe, nurturing place that parents can trust when children and parents are apart.
- Children require a developmentally appropriate program that fully promotes each child's physical, social, emotional, and intellectual skills with respect for individual dispositions and interests.
- Student parents need a support system as they confront the multiple demands of child rearing, school, and work.
- The University benefits from a learning laboratory where students can engage in meaningful experiences in their chosen field.

We strive for an atmosphere that respects the individual differences of children and their parents, and yet appreciates the similarity in all of us. Children are accepted on a first-come, first-served basis, without discrimination regarding race, color, religion, creed, gender, age, national orientation, pregnancy, sexual orientation/preference, marital status, socioeconomic status, disability and/or smoking, as space is available. An orientation meeting is required to discuss the needs of individual children and their families to make certain that the facility can accommodate the requirements for care and education of each child and meet the expectations of families, as well review the parent handbook.

The Academy operates on the principles of best practice laid out by the National Association for the Education of Young Children (NAEYC). Programming at the Academy is geared toward providing children with an enriched, developmentally appropriate environment from which they can explore experiences that best fit with their individual interests and personalities.

The environment is carefully constructed by knowledgeable staff, in consultation with faculty from Marshall University Early Childhood Education program, to provide active opportunities for children to creatively add to their base of knowledge and skills.

## ***Standards***

The Academy is licensed by the West Virginia Department of Health and Human Resources Day Care Licensing Bureau and is inspected by the West Virginia State Fire Marshall and the Cabell Huntington Department of Health. The Academy participates in the Child and Adult Care Food Program (CACFP) and accepts West Virginia childcare subsidies. The Academy follows best practice in the field of early childhood education as defined by the National Association for the Education of Young Children. The Academy uses ITERS and ECERS to assess the classroom's environment.

All employees and board members receive training in the standards set forth by these bodies and are expected to support these standards and to guide adults such as parents, students, volunteers, and visitors, to maintain these standards.

The Academy is an equal opportunity employer. All employment activities will be conducted in a manner to assure equal opportunity for all and will be based solely on the individual merit and fitness of applicants, candidates and /or employees without regard to race, color, religion, creed, gender, age, national orientation, pregnancy, sexual orientation/preference, marital status, socioeconomic status, disability and/or smoking. Employees with disabilities are protected by federal and local law.

The Academy will adhere to the NAEYC requirements for educational qualifications of program administrator and teaching staff, support staff and will be a minimum of 18 years of age.

## ***General Information***

Children served: As young as 6 weeks

Hours of operation: 7:30 am – 5:30 pm Monday - Friday

Days Closed: Martin Luther King Day  
Memorial Day  
Juneteenth  
Independence Day  
In-Service Friday before MU fall semester (attendance is required for all staff)  
Labor Day  
In-Service Wednesday before Thanksgiving  
Thanksgiving Holiday  
Winter Holiday  
Any day that MU offices are closed

Additional Closings: The Academy will be closed for inclement weather only when Marshall University offices are closed.

Any reason Marshall University offices are closed the Academy will be closed.

No Guns will be permitted in the building or on the premises on the Child Development Academy.

## *Commitment*

We are committed to providing a safe, nurturing, and creative learning environment for children. The children are engaged in a play-based child-centered environment designed for the particular age group served. All activities throughout the day are considered learning opportunities including separating and reuniting with the family, eating meals, caring for oneself and the classroom, resting, and interacting with other children and adults. The curriculum is designed to promote the skills and dispositions necessary for success in life including school and community participation. The guidance methods give attention to the needs and differences of the individual children enrolled. All staff members participate in extensive ongoing training provided by the Academy. The involvement of college students who gain experience with young children through observation and participation also enhance our program and help us to keep high standards.

The Child Development Academy has six classrooms: two infant and toddler rooms, two two/three-year old rooms, and two preschool rooms. The Academy uses the Creative Curriculum for Infants and Toddlers and the Creative Curriculum for Pre-K. We have also used the West Virginia Early Learning Standards Framework for Infants and Toddlers and Pre-K as a guide and an assessment of our program. Our objectives are:

Infants, Toddlers, and Twos – this is always an active group of eager learners. This program meets the changing needs of these children by providing a safe and appropriate environment that is both challenging and stimulating. As the children develop independence and feeling of autonomy, the staff provides opportunities for exploration, the development of gross and fine motor skills, of self-help skills and of language skills. The children can enjoy both indoor and outdoor activities as they choose from a wide variety of toys and equipment.

- to learn about themselves
- to learn about their feelings
- to learn about others
- to learn about communicating
- to learn about moving and doing
- to acquire thinking skills

Preschoolers (ages 3 and up) – this group is involved in active learning through discovery and hands-on activities, which will encourage language development, science and math skills, exploration of technology and engineering, creativity through the Arts, and the development of positive self-esteem. Each child is encouraged to make choices and reach his or her highest potential within an appropriate, nurturing environment.

- to experience a sense of self-esteem
- to exhibit a positive attitude toward life
- to demonstrate cooperative behavior
- to acquire learning and problem-solving skills
- to expand logical thinking skills
- to acquire a fuller understanding of their world
- to demonstrate skills in make-believe play
- to expand verbal communications skills
- to develop beginning reading skills
- to acquire beginning writing skills
- to enhance and refine fine motor skills
- to use all senses in learning

## *Problem Solving*

If a parent or guardian has a complaint, they must present the complaint within two days to the director. The director will respond within one week. If an appeal is needed, the parent or guardian will schedule a meeting with the Dean of the College of Education. The Dean has 30 days to reply.

Parents have the right to report to the Secretary any complaints related to compliance with the provisions of WV Code 49-2B-1 et seq. and the requirements of this rule.

## *Paying Fees*

Fees are due by the beginning of the upcoming week, or in advance of your child attending the Academy. Payments need to be made through Brightwheel.

- A late fee will be charged if tuition is not paid prior to services rendered.
- Fees are due when a child is absent for any reason. This includes holidays, illnesses, vacations, holding spot and/or school breaks. You are paying for the space your child occupies at the Academy. Just as you pay rent on an apartment while on vacation, you continue to pay for your child's space until you withdraw your child.
- Failure to pay fees may result in a loss of your child's space in the Academy. A two-week notice of termination will be provided.
- A two-week written notice of your intention to withdraw your child is required to avoid charges for those two weeks. If you are on LINK you will be charged at the community private pay rate if no written notice is given.
- If you withdraw your child, you are not guaranteed a space should you want to return. If you wish to re-enroll your child later, it is necessary to fill out an enrollment form and/or waitlist application and pay the accompanying fees. Your child's name will be placed on a waiting list and spaces will be filled from this list, as space becomes available.
- A late fee of \$10.00 for the first 5 minutes and \$5.00 for every minute thereafter will be charged for children not picked up by closing time.
- A child picked up late more than four times in one month, you will be placed on probation and risk losing his/her space. Three placements on probation in a rolling year or two consecutive months on probation will result in loss of childcare space. A two-week notice of termination will be provided.
- A fee of \$30.00 will be charged on all returned checks.
- LINK Certificate must be turned in to office manager within one week of receiving or one week from enrollment.
- Your yearly payment statement may be accessed on Brightwheel. The Academy will not provide statement for your taxes.
- Parents must report to the Academy in writing any changes concerning Marshall University student status. Parents will be responsible for any change in tuition as of the date of change in their student status. The student status will be verified by the student identification number upon the child's enrollment and annually thereafter. A copy of the student's MILO schedule must be provided as further verification. If student verification indicates that the parent is no longer a student; non-student pay rate will be applied.
- Parents or Guardians are to sign a new Agreement for any and all of above mentioned changes.
- Parents or Guardians are to sign a new Agreement annually at the parent-teacher conference.

## *Enrollment*

Parents return the wait list application with the wait list application fee to be placed on the Academy's wait list. *Placement on the wait list is not a requirement for enrollment.* Parents attend two visits a transition and an orientation with their child prior to start date. During the transition visit you and your child will visit together at least once allowing ample time for your child to become acquainted and comfortable. The orientation visit with your child should include an appropriate amount of time in the classroom with you; then explain to your child that you are not leaving the building, but you are going to the office to meet with the director; at which time the director will review our parent handbook and expectations from both parties. After orientation, you and the director will decide when to initiate a regular schedule.

An enrollment packet will be given to the parent/guardian prior to enrollment. The completed packet MUST BE filled out in its entirety and returned to the Academy office before your child may attend.

- Enrollment/Emergency Information
- Parent/Academy Agreement
- Permission to Pick-up Child/Children
- Parental Permission Form for Academy/Programs
- Special Dietary Needs/Medical Needs/Medical Plan of Action
- Child Portrait
- Legal Verification when (1) one parent is sole legal guardian of child/children
- Verification of SIDS information
- Insurance Information
- Meal form from the CACFP
- Copy of Child's Birth Certificate
- Copy of Child/Children's immunizations

A non-refundable registration fee is due at time of registration. The non-refundable wait list application fee that was paid when the child was placed on the waiting list is not deducted from the total registration fee when a child enrolls.

The Academy must have a health record, signed by your child's physician, giving a history of communicable disease, varicella, and other pertinent information within 30 days of enrollment and every two years thereafter for children 25 months and older. Children, 24 months of age and younger, must up-date with new or current health information at least every six months. Special dietary needs must be noted by a physician.

You are encouraged to return the application for free and reduced-price meals. The Academy receives reimbursement for serving meals according to income levels.



## *Babysitting Policy*

Child Development Academy prohibits all staff including graduate assistants and work studies from caring for currently enrolled children outside of the Academy.

### *Your Child's First Day*

Parents are assigned a 4-digit code (you may personalize the 4-digit code on Brightwheel) and a key tag for admission to the classroom area.

Each child is assigned a cubby labeled with their name for their personal belongings. Be sure to mark your child's belongings with permanent markers. The Academy cannot prevent loss of items.

Separation may be difficult for some children. To prepare your child, we recommend you discuss where your child will be going and what you will be doing while you are apart. When you arrive, take a few minutes to put your child's items in the cubby, look around the room with your child, and greet the teachers and other children who are nearby.

- Establish trust – say to your child, “This is a fun place to play. Your teachers will take good care of you until I come back.”
- Acknowledge feelings – say, if appropriate, “You are upset because I am going. In a little while, you will want to play. Until then, your teacher will stay close to you.”
- Keep your promise – say, “In five minutes, it will be time for me to leave. Until then, let's play with a toy in the classroom.” When the time is up, say, “It's time for me to go now. I will be back at (state a specific time).” After exchanging a big hug and kiss, leave; don't linger. Many parents like to stop in an observation room to watch their children settle in.
- Give your child your undivided attention at drop-off and pick-up. DO NOT use your cell phone at the times or at any time while at the Academy.

Things to bring...

- *Pillows for toddlers and preschool children only*
- *Blanket*
- *Transition objects such as stuffed animals, a special blanket*
- *One complete labeled change of clothing appropriate for the season*
- *Two complete labeled changes of clothes for children in diapers*
- *If needed, diapers, wipes*
- *A doctor's prescription for ointments other than Vaseline*
- *Appropriate outdoor wear and sunscreen*
- *Formula or breast milk and bottles (the Academy has available formula)*
- *Copy of your child's typical schedule—sleeping, eating, toileting habits*
- *Toothbrush and Toothpaste*

Things **not** to bring...

- *Good Clothes*
- *Clothing with strings*

- *Toys*
- *Food Treats*
- *Valuables*
- *Pillows and bumper pads for infants*

## *Parent Routines*

- Sign your child in/out daily. At the beginning of each month sign the daily attendance report.
- Parents are welcome to observe at any time without notice. You may go into the observation room or the classroom. If you enter the classroom, keep in mind that your child may expect to leave with you. If you must return to school or work, you will need to help your child with this transition.
- For your child's protection, only those listed on the Permission to Pick-up Child/Children form are allowed to take children from the Academy. If a staff member does not know the person picking up a child by sight, the person must provide a picture I.D. This may happen when staff or parent schedules change and even the parent could be asked for identification.
- Check Parent Area for important announcements.
- Check your child's cubby for notes, soiled clothing, and artwork.
- Please make sure your child has extra clothes. When your child's extra clothes come home soiled, pack clean clothes for the next day before you forget! If your child runs out of clothes, the teachers have no choice but to contact you at school or work to return to the Academy. We cannot allow a child to remain in wet soiled clothing.
- Make sure you label ALL items belonging to your child with his/her first & last name. Your child might have the same name as another child at the Academy. If you do not label, the child's teacher has the right to label all items to whom she/he thinks they belong.
- Keep a supply of diapers and wipes at the center. The teachers will write you a note and post it on your child's cubby when the supply is low. If your child is out of diapers and wipes and you have not brought any in, the Academy will use its emergency supply. A daily fee of \$5.00 is charged for this service until your supply is replenished.
- Inform staff in writing of any changes in your child's routine that may affect his/her needs or behavior.
- **If your child will be absent, call the Academy by 9:00 a.m.**
- Notify the Academy of any contagious illness your child may contract.
- If you are not at your usual site, inform staff so that you may be reached in an emergency.
- Apply sunscreen prior to bringing your child to the Academy and inform the teacher that sunscreen has been applied. Staff will reapply sunscreen as needed. You must keep a supply of sunscreen at the Academy for staff to apply throughout the day.
- Bring blanket (pillow if desired for children over 24 months) for rest time. You must bring clean items in weekly or more often as needed. If you forget, we DO NOT have extra. We recommend bringing in two at the onset to prevent your child from being without a blanket during rest time.

### ***Drop off and Pick up***

- When parents bring children to the Academy each day, they will release their child to the responsible staff person on duty in their child's classroom.
- To ensure a smooth transition for each child, parents and staff will collaborate to determine a mutually agreeable amount of time parents will stay with their child before leaving the center.
- Because consistency and routines are crucial for children's optimal development, **parents will bring their children to the Academy no later than 9:30 a.m. each day**, except in special circumstances. At which time the teacher will be notified in advance.
- After the parent releases their child to the child's responsible staff person, the Academy assumes responsibility for the care and well-being of the child.

- Upon pick up, parents must enter the child's classroom/playground and let staff know they are here to pick up their child.
- After Academy staff releases each child to their parent, the parent assumes responsibility for the child.
- To ensure the safety and security of all children and family members, it is understood that families will exit the premises in a timely manner as determined by staff and parent.
- The Academy staff will assume responsibility only for the children enrolled in the Academy. Additional relatives or peers who are with families at pick up or drop off shall remain the responsibility of the family.

### ***Parent Participation***

Parents are an important part of the Academy. We recognize that your schedules are very busy when you work, go to school and care for your family. We want to make it convenient for you to be a part of the program. Feel free to participate in any way that you can. Below are some ways that you may enjoy participating.

- Parents are welcome to eat meals with their children. Notify the Academy by 7:30 a.m. if you plan to eat with your child that day. Breakfast cost \$2.00. Lunch cost \$2.50. Snack cost \$1.00.
- Children take walking field trips. You are welcome to walk along. Your child's teachers will not be in the Academy during the field trip, it is important that you arrive before or after the field trip. If you arrive during the field trip you may take your child to the place they are going, or you may wait at the Academy for the class to return. You may check the destination of the trip/staff person's cell number on the clipboard located in the office.
- Teachers provide families with documentation that supports development and learning.
- While the teachers are in their rooms, they must focus on the children but would be delighted to set up a designated time to talk with any parent.
- Parents may contact their child's classroom teacher at any time through Brightwheel however staff have responsibilities throughout the day and may need to wait until the hours of 12:30 pm-2:30 pm to respond.
- Teachers provide daily information for infants and three times a week for all other children. Teachers also send information about classroom community meetings.
- Parent-Teacher conferences are scheduled three times a year: one of which can be a home visit. Parents are welcome to request additional conferences/home visits. Be sure to attend these conferences and schedule a home visit so that you can discuss the progress your child is making in all areas of development.
- We consider good parent-teacher communication a key to facilitate your child's development.
- All information documented for parent-teacher conferences are kept in the child's file.
- Should you want to provide food for a special occasion, please decide in advance with your child's teacher, who will help you plan nutritious snacks that can be enjoyed by all in the classroom. Food must be either whole fruits or commercially prepared packaged foods in factory-sealed containers. The Child and Adult Care Food Program (CACFP) require that food brought in by families be store bought. Children are not permitted to have foods that present a choking hazard. **Balloons are not permitted since they are a choking hazard.**
- If you have something special you like to cook or make with your child, you may do a cooking project in the classroom. Discuss this with your child's teacher. It depends on the difficulty of the recipe and the age of the children. Non-food projects can also be done in the classroom.
- We encourage parents to help in the Academy. Let us know if you have a talent or hobby you would like to share.
- Parents are asked to assess the effectiveness of our program. We have an evaluation form that we distribute to parents in mid-December. We appreciate your feedback and encourage you to take time to complete these forms.
- Confidential and Information disclosure rule: Information pertaining to your child and/or family will be kept confidential unless written permission is obtained from the parent or legal guardian. This information will be on a need-to-know basis; except when disclosing information to WV Licensing Specialist.

- The Academy prohibits corporal punishment on its premises and during off-site Academy activities while the child is participating. Any corporal punishment, verbal abuse or lack of safety awareness (such as not using a car seat) will be reported to Child Protective Services.
- The Academy will not tolerate harassment of any kind. Harassment must be reported to the director immediately. It is the Directors responsibility to notify the Dean of the College of Education.
- Harassment from any parent or designated person for pick-up or drop-off may result in the loss of childcare space. A two-week notice of termination will be provided.

## *Positive Guidance Methods*

The primary purpose of the problem-solving approach is to help the child develop self-control and to assume responsibility for his/her own acts.

All employees who work directly with the children are responsible for guiding the children through respectful nurturing relationships. All problem-solving methods are consistent with the State of West Virginia's licensing requirements and accepted practices in childcare programs nationally.

Parents are encouraged to discuss any questions or concerns about positive guidance/problem solving approach with the teacher or director.

### **Techniques commonly used:**

- **A child-centered classroom** reduces the need for discipline.
- **Redirection** – interesting a child in another activity.
- **Positive intervention** – adding an idea to a play situation that renews a child's constructive participation.
- **Logical and natural consequences** – example, if a child spills his/her milk, he/she will help clean it up.
- **Sitting aside** – children this young sometimes lose control and we do everything we can to protect them from harming themselves or others. Depending upon the child's size and the circumstances, we may carry them to a quiet place, put our arms around them or hold them on our laps until they are calm.

**Behavior Plans** – If a particular child exhibits unacceptable behavior or behavior that indicates a cause for concern about the child's development and does not respond to techniques commonly used, a behavior plan shall be developed by all of those with relevant knowledge including staff, parents, and any appropriate specialists. An observation log will be used to document behaviors before the behavior plan is created. This log will be used to assess the function of the behaviors and include positive behavior support strategies.

No child shall be expelled for behavior issues.

### **Techniques never used:**

- Spanking, shaking, slapping
- Use of sarcasm, belittling, screaming

- Withholding food
- Withholding outdoor play
- Time out

## *Health Care*

- All children spend one-hour minimum outdoors each day, except in extreme conditions. Please dress your child accordingly. Outdoor play is healthy on many levels – it provides open space to decrease the spread of infections, a variety of opportunities for gross motor development, and balance in the children’s play and routine.
- Children are provided with their own cot and sheet at nap daily. Those who do not sleep are asked to rest until the others are asleep and then offered quiet activities. Licensing requires one hour of rest time.
- Children are offered breakfast, lunch and an afternoon snack. Staff eat with the children in a family style setting. We serve fresh fruits and vegetables at each meal and all recipes are made from scratch. Well-balanced meals satisfy the requirements of the Child and Adult Care Food Program. Menus avoid sugar and high amounts of fat and salt as well as processed foods. New foods are introduced regularly, and children are encouraged to taste.
- In order to contain lead tracked in on shoes, a rough walk-off mat is present at all used exits. All persons entering the Academy are encouraged to wipe off shoes. Shoes are removed before entering infant rooms. Outdoor wheel toys are not used inside.
- To ensure outdoor air quality in the outdoor learning environment, vehicles (buses as well as family’s automobiles) do not idle in the Academy’s parking area, or drop off/pickup areas, unless they must do so in extreme temperatures to heat or cold car systems or interiors.
- Germs are spread through group setting most often by hands. Therefore, hand washing is a very important part of the daily routine. Children are taught proper hand washing techniques. Your reinforcement of hand washing at home will help your child develop a habit that will prevent frequent illnesses.
- Children who are new to groups do get sick more frequently especially at first. They meet germs that their bodies do not have strong defenses against. As children spend more time with group settings, they usually become more resistant to illnesses. Be sure to have a back up plan for when your child is ill.
- Children brush their teeth after lunch. This is an important part of self-care.
- Food will not be provided by families for daily meals or snacks, except on special occasions such as birthday with permission of the teacher.
- Feeding plans will be developed in collaboration with staff, parent and physician for infants and children with special health care needs/food allergies/special nutrition needs.
- Food and/or liquids hotter than 110° F will not be served or within reach of children.
- When possible, the food substitute for children with special health care needs/food allergies/special nutrition needs will mirror the daily menu.
- All staff is trained in First Aid and CPR.
- Drawstrings and other strings (6” long) are a potential risk of strangulation.
- All injuries, including minor scrapes, are reported to parents on an incident report form. Parents sign the report, the director reviews the report, and it is placed in the child’s folder.
- Childcare employees are mandated reporters of suspected cases of child abuse and neglect. This means that if staff suspects a child is abused or neglected, they are required by law to report their observations to Child Protective Services.
- Mandated reporting includes reporting persons picking up a child who appear to be impaired by drugs or alcohol. Staff is to make every effort to keep a child from getting into a car with a parent, whom they suspect to be under the influence of drugs or alcohol. The Academy is not required to let a child leave with any designated

person whom they suspect to be under the influence of drugs or alcohol. If these efforts fail, the police are called.

- Although the program carries liability insurance, this insurance does not include medical coverage for expenses incurred because of an accident or injury. These expenses are the responsibility of the parent(s) or guardian.
- The Academy staff will be within sight and sound of any child while at the Academy.

## *Administration of Medication*

Should your child require medication while at the Academy, the following procedures must be followed:

1. A written order for each medication must be completed by your child's physician and returned to the Academy before Academy staff can give that medication. (This form is available in the office and is required in addition to the prescription.)
2. Academy staff is to receive written permission from the parent before any medication is given.
3. Non-prescription medicines, such as fever reducers, cold medicines, antihistamines, ear drops, sore throat sprays, diaper creams, teething pain relievers, etc. will not be given unless they are accompanied by a written order with directions from a physician and parent written permission.
4. Medications are labeled with the child's first and last names, the date that either the prescription was filled or the recommendation was obtained from the child's licensed health care provider, the name of the licensed health care provider, the expiration date of the medication or the period of use of the medication, the manufacturer's instructions or the original prescription label that details the name and strength of the medication, and instructions on how to administer and store it.
5. All medications are kept in a locked container. Medication that must be readily available are stored in a safe manner, inaccessible to children, while allowing for quick access to Academy staff.
6. Each medication must be in a separate, original, properly labeled container from the pharmacy. An appropriate measuring device for dispensing the medication must also be provided. Non-prescription medication should also be in the fully labeled, original container with the child's name on it. If requested, the pharmacist will put medication in a container for home and one for the Academy.
7. No medications ordered by an authorized health care professional to be given "as needed" may be administered unless the order is written with specific instructions (dates and time are considered specific instructions) that do not require independent judgment on the part of staff.
8. Orders for ongoing medication administration are to be updated every six months by the prescribing health care professional.
7. Medication may not be given to a child other than the one for whom it is prescribed including siblings.
8. At the time a child has a fever, the parent or guardian is to be contacted, and a determination is to be made by the parent whether the physician's conditions for administration are met and whether the drug is to be given by the Academy staff with parental permission. The form to be completed is available in the office. The parent must

inform us in writing, e-mail, or fax that they have made a determination that the physician's conditions for administration are met, and the drug is to be given.

**MEDICATION REQUEST/PARENTAL CONSENT FORM**  
**Child Development Academy @ MU**  
**Fax (304) 696-5805**

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**PHYSICIAN'S ORDERS FOR MEDICATION ADMINISTRATION**

Child's Name: \_\_\_\_\_ Date: \_\_\_\_\_ to \_\_\_\_\_  
Period of Treatment (6 months max.)

Name of Medication: \_\_\_\_\_ **CANNOT BE AS NEEDED**  
Form of Medication To Be Given:  
Dosage (amount to be given): \_\_\_\_\_ (Circle One)  
Tablet Pill Capsule Liquid  
Inhalant Other (specify) \_\_\_\_\_

Times of Administration: \_\_\_\_\_  
Refrigeration? \_\_\_\_ Yes \_\_\_\_ No

Route of Administration: \_\_\_\_\_ **CANNOT BE AS NEEDED**  
(By mouth, nose, ear, etc.)

Other specific instructions/conditions for administration: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Remarks: (Expected reactions, side effects, possible adverse reactions, food/drug interactions)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Physician's Signature \_\_\_\_\_ Date \_\_\_\_\_ Telephone # \_\_\_\_\_

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**PARENT'S PERMISSION**

I hereby give my permission for my child (named above) to receive medication during center hours. I understand that the Child Development Academy at Marshall University undertakes no responsibility for the administration of medication. This medication has been prescribed by a licensed health professional. I hereby release Child Development

Academy at Marshall University and its agents and employees from any liability that may result from my child taking this medication.

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Signature of Parent or Guardian

Date

***DO NOT SEND YOUR CHILD IF HE/SHE HAS:***

- **fever**
- **vomiting**
- **undiagnosed skin rash**
- **diarrhea**
- **inflamed eyes**
- **enlarged glands**
- **lice or their nits**
- **sore or swollen joints**
- **chills**

The following guidelines are to be used in determining when a child may return to the Academy after an illness:

- 24 hours **AFTER** a fever has disappeared; without medication taken to reduce the fever.
- 24 hours **AFTER** the stool or urine has returned to normal color or consistency.
- 24 hours **AFTER** vomiting has ceased.
- proof of a negative throat culture or 24 hours after treatment has begun if the culture is positive.
- 24 hours **AFTER** beginning a prescription medication of any kind.
- Presentation of a doctor's statement that the child poses no health risk to the children at the center.
- Presentation of a doctor's statement that the child is not contagious.

Before children become ill, be sure to plan for alternative arrangements for childcare. Plan for those occasions when your child becomes ill at school so that he/she can be taken to a quieter more comfortable setting as quickly as possible. A busy, noisy classroom is not pleasant for a child who feels ill.

Be sure to keep us abreast of all your current email address as well as your current telephone numbers including work, home, and cellular numbers. When your child is not feeling well it is important, we be able to contact you or your designated person.

It is the Academy's expectation that parent(s) or guardian(s) will carry insurance to include medical coverage for expenses incurred because of an accident or injury. These expenses are the responsibility of the parent(s) or guardian(s).

If an illness prevents the child from participating comfortably in activities or creates a greater need for care than the staff can provide without compromising the health and safety of other children or if a child's condition is suspected to be contagious and requires exclusion as identified by public health authorities, then the child is made comfortable in a location where she or he is supervised by a familiar caregiver the Academy immediately notifies the parent, legal guardian, or other person authorized by the parent when a child has any sign or symptom that requires exclusion from the program.



## *Food Program*

This Academy participates in the Child and Adult Care Food Program (CACFP), a federal program that provides guidelines for healthy meals and snacks to children receiving day care.

Each day more than 2.6 million children participate in CACFP at day care homes and centers across the country. Providers are reimbursed for serving nutritious meals, which meet USDA requirements. The program plays a vital role in improving the quality of day care and making it more affordable for low-income families.

CACFP homes and centers follow meal requirements established by USDA.

**Breakfast:**

Milk  
Fruit or Vegetable  
Grains or Bread

**Lunch or Supper:**

Milk  
Meat or meat alternate  
Grains or bread  
Two different servings of fruits or vegetables

**Snacks (*Two of the four groups*):**

Milk  
Meat or meat alternate  
Grains or bread  
Fruit or Vegetable

If you have questions about CACFP, please contact on of the following:

Sponsoring Organization/Center  
CHILD DEVELOPMENT ACADEMY  
Brittany Jobe, Director  
Midge Holley, Office Manager  
520 Twenty-second Street  
Huntington, WV 25703  
304-696-5803  
Cabell County

State Agency Director  
Richard J. Goff, Executive Director  
  
WV Department of Education  
Office of Child Nutrition  
1900 Kanawha Blvd, East R-248 B  
Charleston, West Virginia 25305  
304-558-2708

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 employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

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 responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination 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: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

USDA is an equal opportunity provider, employer, and lender.

## *Touch Policy*

Touch is necessary for the normal social and emotional development of young children. Research has shown that children who do not receive affection do not learn to trust and have difficulty forming relationships later in life. Just as young children learn about their world through hands-on experiences, including touch, children must be shown love with touching.

A responsibility of childcare programs is to promote normal development. Touch is a necessary part of this process. In recent years, the issue of touch has been raised by a few highly publicized cases of child abuse in group settings. Parents may be worried about the safety of their children. Childcare staff may be concerned about allegations of abuse and can be reluctant to show affection toward children. The purpose of this touch policy is to prevent misunderstandings by clarifying appropriate touch in the day care setting.

1. Safety education is a regular part of our curriculum. Just as children learn about fire and street safety, children learn about the privacy of their own bodies and their right to control what happens to their bodies.
2. One of the first rules children learn when they enter our program is that they may not touch another person in a way that is not wanted. This means that we don't hug or pat another person if they do not want to be hugged or patted. Both staff and children respect this rule. An exception occurs when a staff member must help a child gain control by holding that child to prevent damage to others or to him/her.
3. Staff gives spontaneous hugs and pats on arms, shoulders, and backs. Staff also rub or pat backs and arms to help children rest at naptime.
4. Children are allowed to climb onto adult laps to hear a story or be comforted. If a child indicates he wants to be cuddled close with an adult's arm around him/her, the adult responds.
5. Children are given help with clothing whenever they request; however, a staff person first encourages the child to try to manage clothing alone.
6. Teachers will often place their hands on a shoulder, arm or head to help children pay attention or to guide them to another activity.
7. Children are taught that kissing is a family activity.
8. We have an open-door policy. Parents are welcome at any time.

9. Two staff members are always present at the Academy. Staff will be within sight and sound of any child while at the Academy.

## *Emergencies*

**In the event the Academy has no electricity, heat, or water, a decision will be made regarding staying open. Every effort will be made to keep the Academy open while considering the safety of the children. Remember to keep current phone numbers and email addresses for Mass Notification System on HiMama.**

Plan for Dealing with Fire, Ingestion of Poisons, Serious Injuries, Illness

- 1. Fire** - A fire drill is held twice a month. The plan in case of fire is to get out of the building and away from it quickly. If necessary, you will be notified through mass Notification System on Brightwheel.
- 2. Shelter in Place** - If a threatening chemical or otherwise dangerous situation arises the Academy is prepared for a lock-down shelter in place. All staff members are knowledgeable of the procedure and prepared to produce a safe nurturing environment until we are notified of the All Clear. This information will be available to you on your local TV or radio station. ***If a shelter in place is in effect, persons including parents are not allowed to enter or leave the building. Opening doors may contaminate the building.*** If necessary, you will be notified through mass Notification System on Brightwheel.
- 3. Threatening Persons – Evacuation** – In the event that the Academy needs to be evacuated, the children will be taken to Sheetz across the alley or MU Recreation Center, 402 Thundering Herd Dr., Huntington, WV.
- 4. Injuries** – Injuries more than a bump or a scratch are reported to the parent immediately if possible. In case of an injury that may require medical care, we can obtain quick consultation by phone from Cabell Huntington Hospital or University Pediatrics. If a child must be taken to the emergency room, a family member is expected to come and take the child. Notify office and CALL 911 for an ambulance to transport the child and another adult to Cabell Huntington Hospital, 1340 Hal Greer Blvd. Best judgment is to be used for each individual case based upon First Aid and CPR training.

**EMERGENCY NUMBERS:** St. Mary’s Hospital – 304-526-1234; Emergency Room – 304-526-1111; Cabell Huntington Hospital – 304-526-2000; Emergency Room – 304-526-2200; Ambulance – 911; Poison Control 800-222-1222; Marshall University Police Department – 304-696-4357; University Pediatrics – 304-691-1300

**OUR FIRST CHOICE IN AN EMERGENCY IS TO TRANSPORT TO  
CABELL HUNTINGTON HOSPITAL**

**WEATHER EMERGENCIES:** Tune into your local TV Station or Radio Station for announcements. (WOWK, WSAZ, WKEE, WTCR). The Academy will be closed for inclement weather only when Marshall University offices are closed. We will also post on Brightwheel. (The announcement will state if Marshall University offices are closed.)

Schedules are flexible to meet children's needs and vary in each classroom.  
Schedules are adjusted to accommodate inclement weather and special events.

Each classroom has a schedule and menu posted.

Diaper changing records are posted by each changing table.

***Typical Schedule for Infants & Toddlers***

The infant schedule is very flexible; Infants have bottles, diaper changes and naps as needed.

7:30 a.m. – 8:00 a.m.	Welcoming activities
8:00 a.m. – 9:00 a.m.	Clean up Breakfast Wash up and diaper changing
9:00 a.m. – 10:00 a.m.	Indoor learning activities
10:00 a.m. – 10:45 a.m.	Outdoor play and buggy rides
10:45 a.m. – 12:15 p.m.	Clean up Lunch Clean up, wash and brush teeth, diaper changing, quiet activities
12:15 p.m. – 2:15 p.m.	Nap time and diaper changing
2:15 p.m. – 2:45 p.m.	Activity room
2:45 p.m. – 3:45 p.m.	Clean up Snack Wash up and diaper changing
3:45 p.m. – 5:30 p.m.	Indoor learning activities
5:00 p.m. – 5:30 p.m.	Closing activities

***Typical Schedule for Two's & Three's***

7:30 a.m. – 8:15 a.m.	Welcoming activities
8:15 a.m. – 8:45 a.m.	Breakfast
8:45 a.m. – 9:00 a.m.	Wash up/clean up
9:00 a.m. – 11:15 a.m.	Indoors and outdoors circle times and learning centers
11:15 a.m. – 12:30 p.m.	Clean-up for lunch Lunch Bathroom Clean-up, wash and brush teeth, quiet stories, music, games, preparation for nap

12:30 p.m. – 2:45 p.m. Nap time  
2:45 p.m. – 3:00 p.m. Snack  
3:00 p.m. – 5:00 p.m. Indoors and outdoors circle times and learning centers  
5:00 p.m. – 5:30 p.m. Closing activities

### *Typical Schedule for Preschool*

7:30 a.m. – 8:30 a.m. Welcoming activities  
8:30 a.m. – 9:00 a.m. Breakfast  
9:00 a.m. – 11:30 a.m. Indoors and outdoors circle times and learning centers  
11:30 a.m. – 12:30 p.m. Clean-up for lunch  
Lunch  
Clean-up, wash and brush teeth, quiet stories, music, games, preparation for nap  
12:30 p.m. – 2:30 p.m. Nap time: for those who no longer nap, quiet time  
2:30 p.m. – 3:00 p.m. Snack  
3:00 p.m. – 5:00 p.m. Indoors and outdoors circle times and learning centers  
5:00 p.m. – 5:30 p.m. Closing activities

### *The Children's Program*

**Welcoming activities** – Children may choose activities that help them separate and adjust to the beginning of the day as they transition from home to school. Interest areas are set up around the classroom for children who want to choose a learning activity. Other activities may include stories, informal conversation, rest time, or social interaction.

**Circle time** – is a more structured setting where children are asked to practice self-control, increase attention span, and develop listening skills. In the preschool rooms, the children gather as a whole group while in the toddler rooms, teachers gather a small group of children. In the infant rooms, teachers do these activities individually with the babies. The children sing songs, practice finger plays, and talk about what they would like to learn that day. We encourage older children to take turns talking and listening to each other. The teacher may also read a story to the group.

**Learning Centers Indoors and Outdoors** – for preschool children, the centers include blocks, dramatic play, toys and games, art, library, discovery, sand and water, music and creative movement, cooking, and computers. In the toddler room, centers are fewer in number and have materials that are designed for their level of exploration. Infants also explore a selection of materials on an individual level. Materials provided are appropriate for the age and the individual interests of the children.

Many of these materials are taken outdoors; weather permitting, where additional activities such as riding and climbing toys are available. We view the playground as an extension of the classroom and go outside whenever possible. A careful balance of active and quiet activities that challenge the children physically, socially, and intellectually are provided throughout the learning center period.

**Mealtimes** – children share the responsibility of cleaning up and setting up. Self-help skills such as setting the table, washing hands, pouring milk, and wiping the table are developed. Lunch and snacks are also social times where children learn to help themselves and visit with each other and the teachers.

**Nap times** – children are encouraged to rest on their own cot or crib. Those who do not sleep are provided with individual quiet activities such as books or puzzles. The pre-k children write in their journals.

**Closing activities** – interest centers are available to children at the close of the day. In addition, children are invited to help get the room ready for the next day. Parents are invited to share a few moments with their child to discuss their day and reunite before leaving.

## *How Does Our Curriculum Help Children Learn?*

**Literacy** – language and literacy are an integral part of our curriculum. We promote a language-rich environment where children are encouraged to freely express themselves, engage in social problem solving, and “use their words”. Stories, conversations, and observations narrated by the children are written and posted in the room. Written words in scribble form are displayed as well. Opportunities for language and literacy are integrated into all learning centers and throughout the day’s activities.

**Math** – math activities expose children to numerical concepts such as counting, number recognition, one-to-one correspondence, more or less than, and grouping objects into sets. Hands-on experiences integrated throughout the day but especially in the block area, fine motor area, woodworking area, and during cooking and other projects encourage the understating of mathematical concepts.

**Science** – science projects allow children to explore, touch, examine, question, take risks, and discover. A discovery center is set up year-round to encourage daily experimentation with a variety of science concepts. (Our garden is a great science lesson.)

**Art** – art provides children with opportunities for expanding their creative expression and imagination as well as discovering aesthetic pleasure from art itself. Fine motor skills such as holding a paintbrush and cutting paper are developed when children create art. We encourage self-directed art projects that are unique for each child.

**Large Motor** – our encouragement of gross motor skills is tailored to the individual level of each child. Our outdoor play areas and activity room provide gross motor skill opportunities as well as climbing areas, balls, and scooters.

**Blocks** – constructive play allows children to create structures of their own design, while developing concepts of size, numbers, shape, and weight. Eye-hand coordination, as well as a sense of accomplishment, is also fostered in this area.

**Books** – each room has a library of age-appropriate literature for children. These comfortable areas provide a quiet place to read and relax. Book reading and storytelling strengthens cognitive, listening and language skills.

**Woodworking and Cooking** – each preschool room has a woodworking station where we use real tools as per Creative Curriculum and NAEYC. Woodworking projects advance eye-hand coordination skills and small muscle growth. During weekly cooking activities children measure, count, and follow directions.

**Dramatic Play** – here children put on puppet shows, dress-up and engage in pretend play. This area enhances creative expression an imagination, social role-play, verbal skills, and storytelling.

**Small Motor** – these activities allow children to develop manipulative skills, fine motor control, and eye-hand coordination. Some small motor activities include play-doh, painting, stringing beads, geoboards, puzzles, and Legos.

**Computer Lab** – we use the computer center in our preschool classrooms to encourage social engagement, peer teaching, cognitive learning, and fine motor skills.

### **To reduce the risk of Sudden Infant Death Syndrome (SIDS):**

- Infants, unless otherwise ordered by a physician, are placed on their backs to sleep on a firm surface manufactured for sale as infant sleeping equipment that meets the standards of the United States Consumer Product Safety Commission.
- Pillows, quilts, comforters, sheepskins, stuffed toys, and other soft items are not allowed in cribs or rest equipment for Infants younger than eight months.
- If a blanket is used, the infant is placed at the foot of the crib with a thin blanket tucked around the crib mattress, reaching only as far as the infant's chest.

The infant's head remains uncovered during sleep. After being placed down for sleep on their backs, infants may then be allowed to assume any comfortable sleep position when they can easily turn themselves from the back position.

## Child Development Academy at Marshall University Child Assessment Plan

The Child Development Academy takes pride in offering individual goals based on West Virginia State Standards and supported by NAEYC recommended best practices. To determine your child's individual goals, we have developed our child assessment plan. The assessment of a child's progress is used for multiple purposes. They are conducted to identify children's needs and interests and to describe their developmental progress and learning. The Child Assessment will be used to inform curriculum improvement and to plan program improvement. Our teachers learn from assessments how to adapt their teaching practices and their learning environments all to provide your child with individualized developmentally appropriate support. These assessments are a means to encourage reciprocal communication including but not limited to three parent teacher conferences and or written reports about your child's development and learning. We invite you at any time to raise questions or concerns about how the assessment plan meets your child's needs.

- Each teacher takes the time to develop a trusting relationship with every child. This is our priority.
- Every child has a formal BDI screening completed by the ninety-day anniversary of their start date. Your child is screened individually by his or her teacher with the support of our curriculum facilitator. All lead teachers and our curriculum facilitator have been trained and certified to conduct the Battelle screening.
- Assessments are based on the WV State Standards Framework for Preschoolers or the WV Early Learning Standards for Infants and Toddlers.
- Each teacher uses a variety of systematic ongoing assessment tools daily which may include checklists, rating scales, observations, interviews, samples of children's work, and individual tools for assessing children's progress.
- All children are formally assessed quarterly using Brightwheel and the WV Early Learning Standards.
- Formal assessments, observations, pictures, and samples of the child's work supporting the child's development in each domain are placed in the online portfolio. Each teacher will email journal information to families at least three times per week through Brightwheel.
- The Academy will contract with the appropriate professionals to conduct developmental screenings and referrals for diagnostic assessments when indicated by our initial screening and/or subsequent assessments. These include cognitive, speech and language, social emotional, gross, and fine motor, hearing, vision, dental, and sensory dysfunction.
- All collected information is used to inform and improve curriculum and adapt teaching practices and the environment. The online portfolio is a comprehensive collection used to documents each child's progress while at the Academy.
- Family Conference forms are used during Parent/Teacher conferences as a method of communicating with the parents and to involve families in planning and implementing strategies to help the child and improve the program.



- The online portfolio is treated as confidential and sensitive material. It is not shared with anyone other than the parents of the child and with employees of the Child Development Academy at Marshall University when appropriate.