

**Alabama A&M University**  
**Department of Family and Consumer Sciences**  
**Child Development Center**

Carver Complex Hobson Wing (Room 116)  
(256) 372-8158

**Parent Policy & Procedure**  
**Handbook**



Alabama A&M University  
104 Carver Complex Hobson Wing  
Normal, AL 35762

Revised August 2023

**Alabama A&M University**  
**Family and Consumer Sciences Department**  
**Area of Human Development and Family Studies**

**Center Directory**

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Dear Parents and Guardians,

Welcome to Alabama A&M University Child Development Center! I am happy and excited about having your family in our program. I am looking forward to a great and successful school year! Our talented and dedicated staff will provide developmentally appropriate experiences that stimulate physical, emotional, social, and cognitive development. The main goal is to make learning fun so that your child looks forward to coming to school each day! The program is designed to inspire families to get involved in their children's education and encourages parents to attend Parent Council meetings, volunteer in the classroom, and participate in program events.

This Parent Handbook has been designed to provide Alabama A&M University CDC families with information about the center's services, policies, and procedures. Please take the time to familiarize yourself with the document and use this handbook as a reference throughout the year. Please feel free to contact me with questions or concerns. Thank you and welcome!

*Ronay I. Hannah*  
Ronay I. Hannah, Director  
AAMU Child Development Center

## **MISSION**

The mission of Alabama A&M University Child Development Center is to serve a diverse population of preschool children by providing a stimulating and nurturing environment where all children can grow and learn together in acceptance of one another; while giving college students an opportunity to observe and work directly with the children.

## **VISION**

We strive to promote child-centered play and learning in all aspects of children's development.

## **PHILOSOPHY & OBJECTIVES**

Alabama A&M University Child Development Center philosophy is based on the belief that children are capable and inquisitive learners; thereby providing various learning opportunities in and outside the classroom. To support the mission, Houghton-Mifflin Curriculum is used to provide young learners with every opportunity to build foundations to help children develop a lifelong love of learning. The objectives of the AAMU Child Development Center are to:

- Stimulate a love for learning.
- Instill self-esteem, self-worth, and self-respect,
- Create a warm, welcoming, and nurturing environment that inspires and motivates children to reach their full potential.
- Teach the importance of character, commitment to the family, commitment to the community, respect for the individual, and celebrating our differences.

## **AAMU CDC COLORS & MASCOT**

Maroon & White

Bulldog

## **STATE MANDATES**

The Alabama Department of Human Resources (the Department) is required to create and implement health and safety standards required of all child care facilities in order to receive Child Care and Development Funds (CCDF), through the Child Care Subsidy Program. The primary change relates to the obligation to monitor health and safety standards in all programs, including exempt child care facilities that receive CCDF funds. The law requires that states must certify to the Administration for Children and Families, Office of Child Care that they are in compliance with the regulations regarding the distribution of these funds. If a facility is not in compliance with the health and safety standards then that facility is ineligible to receive CCDF funds. (Health and Safety Guidelines Requirements and Procedures for Facilities Participating in the Child Care Subsidy Program, which can be found on p.7 of the [PROPOSED REVISIONS: \(alabama.gov\)](#)).

## ADMISSION PROCESS

Children are eligible for admission at two years old. Children are enrolled on a first-come, first-serve basis, depending on availability in the most developmentally appropriate class. Children are placed on an interest list if there is no availability in the most appropriate class.

**Toddlers-** Children must be two years old.

Staff to Child Ratio

1:8

**Preschool-**Children must be three years old.

Staff to Child Ratio

1:11

**Pre-Kindergarten-**Children must be four years old and must be potty trained.

Staff to Child Ratio

1:18

### Withdrawals

At least two weeks' notice will be expected and appreciated when discontinuing service. If no notification is given prior to withdrawal, charges for two weeks tuition will be expected to be paid by the party responsible for the child's account.

## HOURS OF OPERATION

The Child Development Center operates Monday through Friday, 7 a.m. to 5:30 p.m. Parents will be given a copy of the current program closure schedule when enrolling a child. **All children must be at school by 9:00 a.m. unless they have a doctor's excuse.** Notice of any changes in this schedule will be given to parents as needed. This schedule will include the following holidays: Labor Day, Thanksgiving Holiday; Christmas Holiday, New Year's Holiday, Dr. Martin Luther King Jr.'s Birthday, Spring Break, Memorial Day, Juneteenth, and July 4<sup>th</sup>.

## TUITION & FEES

There is a \$150.00 non-refundable fee due when applying for Fall and Spring semester enrollment. If the child attends the summer program, there will be a \$150.00 non-refundable registration fee for summer registration fee assessed for summer activities.

Tuition fees/payments will be submitted online via Brightwheel. Tuition should be paid on Monday of each week in advance of services. Tuition rates are as follows: Toddler class \$110; Preschool class \$95.00; and Pre-K class \$85.00.

If your child has a balance, he/she cannot return until fees are paid. Tuition is due every Monday by the end of the day. If not received by the deadline (no later than Tuesday), you will have a late fee of \$25.00 for that week. After three weeks of being late, your child will not be able to return.

No refund of tuition will be given for absences. No waiver of tuition will be granted for early withdrawal. Parents will be notified when fees are delinquent. Any child whose account is

delinquent may be dismissed from the Center. Readmission may be requested from the Director once tuition is current; assuming the vacancy left by the child has not been filled.

If there are extenuating circumstances, please notify the Director as soon as possible in order to make arrangements for the continued participation of the child to the center.

Receipts can be printed out via your Brightwheel payment portal for employer reimbursement or tax purposes.

### Family Discounts

Families with more than one child enrolled full-time receive \$10 off the youngest child's tuition.

## **GENERAL INFORMATION**

### **ARRIVAL**

Mornings can be busy times, and they often set the tone for our day. Help your child have a successful start to their day by doing the following when you and your child arrive at school:

- Sign your child in using the Brightwheel App and your check-in code.
- Accompany your child to and from the classroom each day.
- Connect with the teacher upon your child's arrival. This is a wonderful opportunity to share any important information they should know about your child's morning or changes to their schedule.

### **YOUR CHILD'S FIRST DAY (See Personal Belongings for additional information)**

On the first day your child attends school, the center must have in each child's file:

- A completed Registration Application, including Tuition Agreement
- A record of immunization
- A completed CACFP (Child and Adult Care Food Program) Meal Benefit Income Eligibility Form

Also, on your child's first day, we ask that you send or bring the items listed below and make sure to label each item with your child's name:

- Two complete sets of extra clothes, including socks, for your child. It is always an innovative idea to keep a sweater or sweatshirt at the center, too. Clothing should be updated periodically to make sure it still fits and is appropriate for the season.
- Pull-ups and wipes (if applicable). These items will stay at school.
- One blanket and or a small pillow for naptime. We will keep these items in your child's cubby and ask that you take them home weekly to wash them.
- One child-sized tote or bookbag to send soiled clothes and/or art projects home in.

### **CLASSROOM SCHEDULE**

Each classroom follows a slightly different schedule that is customized for its students. The primary school day is from 7:00 am-5:30 pm, with a rest time from 12:30-2:30 pm. Staff is sensitive to the attention spans of young children and plan, accordingly, making activities extensive enough to be challenging and fun but short enough to avoid overwhelming a child. Each classroom has a schedule

posted in the class that lists approximate times of activities. Routine provides security, but flexibility is also important in meeting the varying needs of young children.

**TEACHER: MRS. JESSICA JOHNSON**  
**TODDLER DAILY SCHEDULE**

<b>7:00am</b>	Arrival/Free play
<b>7:45am</b>	Breakfast/Cleanup/Bathroom
<b>9:00am</b>	Circle Time
<b>9:30am</b>	Theme Activities
<b>10:00am</b>	Centers
<b>10:45am</b>	Bathroom
<b>11:00am</b>	Outside Play
<b>11:30am</b>	Lunch/Clean-up/Bathroom
<b>12:30pm</b>	Naptime
<b>2:30pm</b>	Snack/Clean-up/Bathroom
<b>3:00pm</b>	Arts/Crafts/Music
<b>3:30pm</b>	Review/Bathroom
<b>4:00pm</b>	Outside Play
<b>4:30pm-5:30pm</b>	Departure/Free Play

**INSTRUCTOR: MS. TIFFANY JORDAN**  
**PRESCHOOL DAILY SCHEDULE**

<b>7:00am</b>	Arrival
<b>8:00am</b>	Breakfast/Cleanup/Bathroom
<b>9:00am</b>	Circle Time
<b>9:30am</b>	Theme Activities
<b>10:00am</b>	Centers
<b>11:00am</b>	Outside Play
<b>11:30am</b>	Lunch/Clean-up/Bathroom
<b>12:30pm</b>	Naptime
<b>2:30pm</b>	Snack/Clean-up/Bathroom
<b>3:00pm</b>	Arts/Crafts/Music
<b>3:30pm</b>	Review/Bathroom
<b>4:00pm</b>	Outside Play
<b>4:30pm-5:30pm</b>	Departure/Free Play

**INSTRUCTOR: MS. MARVETTA ALLEN**  
**PRE-K DAILY SCHEDULE**

Open -8:45 a.m.	Arrival and Breakfast
9:00 a.m.- 9:30 a.m.	Circle Time
9:45a.m- 10: 00a.m.	Music/ Movement
10:15 a.m.- 10:30a. m.	Storytime
10:30- 11:00 a.m.	Centers/Work
11:00 a.m.-11:30 a.m.	Outside/ Gross Motor
11:30 a.m.- 12:00 a.m.	Lunch
12:00 a.m.- 12:15 a.m.	Cleanup/Transition
12:30p.m.- 2:30 p.m.	Rest/ Nap
2:30p.m.-3:00p.m.	Snack
3:00p.m.- 3:15 p.m.	Storytime
3:15p.m.-4:00	Centers/Work
4:00p.m.-4:45p.m.	Outside/Gross Motor
4:45p.m.-5:15p.m.	Activity Centers and Clean Up
5:15p.m.-5:30p.m.	Dismissal

**CURRICULUM**

The Houghton-Mifflin Curriculum consists of such learning areas as language arts, mathematics, art, music and movement, and science. Every attempt is made to provide the proper match between the abilities of the child with the materials and concepts that are introduced. There is a balance between structured and unstructured activities with large blocks of time allotted for child-selected

free-play in centers. Activities include but are not limited to painting, drawing, role-playing, clay modeling, block building, puzzles and other fine motor manipulative, and computer.

## **CLASSROOM ACTIVITIES**

Teachers plan activities for the learning centers in the classrooms weekly. Teachers strive to be culturally aware and sensitive in their approach to planning. They plan tangible activities that can be modified to meet all children's needs and provide challenges in skill development. The classrooms are organized into centers or defined interest areas. Activities are planned for each center in which the children move freely throughout each day. The variety of learning centers include Art, Manipulatives, Dramatic Play, etc. Activities and lesson plans will be posted on Brightwheel weekly.

### Play and Outdoors

Play outside is done every day that weather permits. When the weather keeps us inside, we find safe and fun ways to get active indoors. Our playground equipment and materials are designed for active play and exploration, which keeps kids learning while getting exercise and fresh air. Teachers plan outdoor activities to address multiple areas of skill development, including climbing, balance, and coordination, throwing, kicking, running, jumping, and pedaling.

## **MEALTIMES**

Healthy, balanced meals are just what growing bodies need! Breakfast, lunch, and afternoon snacks are provided to all children daily. Weekly menus are posted in the center and Brightwheel.

Additionally, all meals are served and prepared following the Child and Adult Care Food Program/USDA requirements for children ages two to five years. This includes one protein, one grain, two fruits and/or vegetables, and milk at lunch. Breakfast and snacks include one grain and a fruit or vegetable.

### Special Dietary Needs

We can provide allergy-friendly alternatives with **documentation from a doctor for students with food allergies or intolerances**. We encourage all students to eat the meals provided at school; however, we understand that may not be the best option for all students.

We ask that you not send snack foods, candy, or gum with your child as this can cause difficulties within the classroom.

## **CHANGE IN PICKUP PERSON**

The safety of our students is our top priority. Please notify your child's teacher if someone other than you will be picking up your child. The Teachers will only release your child to the parents and guardians or the other adults you authorized on the student's application or within the Brightwheel App. If you need to authorize a new pickup person, please send the request via Brightwheel. For your child's safety, any time a person we do not recognize comes to pick up your child, we will ask for a government-issued photo ID.

## **DEPARTURE/LATE FEE**

As parents, you want to do what is best for your child. It is very important to your child's sense of well-being and to his or her adjustment to being away from home that you come to him or her on time. A child's greatest fear is being left or deserted. Do you know that your child worries that something bad might have happened to you—that perhaps you have had an accident when you are late to come for him or her? Please consider your child's feelings and pick them up on time.

We value the confidence that you have shown in the faculty, administrators, and staff at the CDC and the Department of Family and Consumer Sciences by placing your child here for both care and education. At the heart of the following late pick-up policy is our genuine concern for the psychological and/or emotional safety of your child.

There is no childcare after 5:30 p.m. The Center staff has the right to contact The Department of Human Recourses (DHR) if we cannot contact anyone on the pickup list. The Child Development Center operates from 7:00 a.m. to 5:30 p.m., with 5:30 p.m. being the designated closing time. Only in the case of an emergency will there be an exception to this policy. Should such an emergency situation arise or occur, a teacher will be prepared to stay later, if necessary. It is the responsibility of the parent or guardian of the child to report the emergency to the Center as soon as possible. When the parent is detained and there is no dire emergency, she/he should send another duly authorized adult to pick up the child on time. As a safeguard, the child's application must contain names and phone numbers of three persons who may pick up the child. There is a late charge of \$10.00 per fifteen minutes after 5:30 p.m. The late charge is due at the time that the child is picked up or no later than the next morning that the child returns to school.

## **PERSONAL BELONGINGS**

To prevent items from becoming misplaced or lost, please label ALL items brought from home with your child's name. Within each classroom, each child has a cubby assigned to them. This will provide storage space for your child's personal belongings. Please check your child's cubby daily for items that need to be taken home.

### Clothing & Shoes

A full day at our school includes fun activities like singing, painting, playing indoors and out, dancing, and eating, so we recommend easy-fitting, washable clothes. Being comfortable lets kids focus on learning and having fun!

Make sure your child is wearing shoes for easy movement. Flip-flops, clogs, and slick-bottomed shoes often cause children to fall when running outside and limit their play. Please be sure that your child's shoes are rubber-soled and closed-toe with a closed heel or heel strap. Shoes are required for all students.

- Please provide appropriately layered clothing to keep warm in cold weather, including mittens or gloves, caps, hoods, hats, sweaters or sweatshirts, socks, and warm, waterproof outerwear and footwear.
- Sometimes learning and fun can get messy! The Center is not responsible for lost, stained, soiled, or torn clothing.

### Pullups & Wipes

Parents of children who are toilet training must provide an ongoing supply of pullups/diapers, wipes, and additional necessary clothing. If your child is wearing pull-ups, it is helpful to send in the type with Velcro sides. This allows us to help your child change without having to take off their pants and shoes. Cubbies and coat hooks should be checked daily for items that need to be laundered.

### Other Belongings from Home

Your child will be provided with stimulating, educational toys every day. Special objects such as a blanket, soft toy, or a stuffed animal are okay for rest time. Please leave other toys and belongings at home, as bringing a treasured object to school can create tension between children and stress for children and staff if something is lost or misplaced.

Toy weapons (guns, water pistols, swords, shields, or other items that resemble weapons) are not permitted. Use of personal electronics is not permitted in the classroom. We cannot assume responsibility for lost or damaged personal belongings.

### **SCHOOL CALENDAR**

The calendar of events is posted in the Center and in Brightwheel. The Center follows the University schedule in regard to holiday closings. We also dedicate time each year for professional development (See Appendices).

### **INCLEMENT WEATHER**

In the event of inclement weather, the Child Development Center will close in accordance with the University (AAMU) and the Huntsville City Schools. Tune in to your local TV station for early closures, late openings or closure announcements.

### **PARKING & CARPOOL**

To ensure our children's safety, it is of utmost importance that we practice safety and courtesy while in the parking lot. Please watch out for others, drive slowly, and hold children's hands.

If you are entering the building, please **DO NOT** hold the door open for others. The person behind you may not be a parent. **PLEASE DO NOT** park in any of the numbered parking spaces, these are designated for university employees only.

### **CELEBRATIONS & BIRTHDAYS**

Celebrations and birthdays are special days for kids, and we want to share in the fun! If you'd like to provide a small treat for the celebration, all items must be nut-free (including peanuts, tree nuts, peanut butter, and food processed in plants using nuts) and commercially packaged with ingredient statements so we can be sure we're accommodating any allergies or dietary restrictions. Healthy snack options such as whole-grain items, vegetables with dip, fresh fruit, fresh fruit popsicles, or yogurt are always a great choice. Please be sure to provide enough for everyone in your child's classroom and check in with your child's teacher before the special day so they can share any tips and plan accordingly.

## **FIELD TRIPS**

The center will take periodic field trips for educational purposes to various places on campus as well as in the community. Transportation, if needed, will be provided by the Bulldog Transit System. Parents are encouraged to accompany their child and serve as chaperones. A permission form for each trip the Center takes must be signed by the parent/guardian for the child to participate. Parents of toddler class should plan to attend any scheduled field trip during the school year.

*Note: The Department of Human Resources does not inspect any away from center activities including swimming, or transportation to any other activities... The AAMU Child Development Center shall assume full responsibility for activities away from the Center.*

### T-Shirts & AAMU CDC Wrist Bands

Children are required to wear a maroon AAMU CDC t-shirt and AAAMU CDC wrist bands on trips away from the campus. Shirts will be provided by the Center. Parents may purchase shirts for themselves at a cost of \$10.00 each. Plus, sizes are \$5.00 additional.

## **ILLNESS POLICY**

We realize that it is difficult for working parents to keep their children home, but exclusion from school will help prevent contagion and promote the health and safety of your child. Children should be kept home from school if they are feverish, have diarrhea and/or vomiting, have nasal mucous discharge that isn't clear, or if they show signs of becoming sick (listlessness/drowsiness, productive cough, sore throat, ear pain, eyes that are pink, burning, itching, or producing discharge). If your child cannot comfortably participate in the day's usual activities or your child needs to stay indoors and/or have additional rest, these signs are generally indicative that the child should not be at school.

If your child becomes ill during the school day, every effort will be made to make them comfortable, away from the other children, but with a familiar caregiver. A parent will immediately be called to come and pick them up. The Center is not able to provide arrangements to care for sick children. Parents are required to respond as soon as possible concerning the sick child when contacted by center staff. If we cannot reach the parent within thirty minutes, we will reach out to the family's emergency contacts.

For the protection of every child, a child must not be brought to the center if he/she is experiencing any of the following:

- Fever more than 101° (under arm) without medication or a persistent, low-grade fever (one or two degrees). The child may return after experiencing a normal temperature for 24 hours after onset of fever.
- Vomiting
- Diarrhea. Parents will be notified after second stool
- Undiagnosed rash accompanied by fever, other than a mild heat rash

- Upper-respiratory infection, such as a cold with yellow-green nasal discharge and/or prolonged cough. If medical attention is needed, the child may return after experiencing a normal temperature for 24 hours, and/or 24 hours after antibiotic is begun.

Children may not return to the center after a communicable disease until the doctor has released the child or all symptoms have disappeared. Readmission to the center for the following diseases shall be:

- Chickenpox-all lesions are dry and crusted (7 days).
- Impetigo- (blisters covered with honey-colored crusts) at least 24 hours after start of medication.
- Hepatitis-physician's statement for readmission.
- Conjunctivitis (pink eye)-at least 24 hours after start of medication and no drainage present.
- Lice and scabies-following medical treatment. Proof must be provided.
- Pin worm-24 hours after medication
- Strep Throat-no sooner than 24 hours after the start of medication or 24 hours after an injection.
- In the event of the rise in COVID-19 (see COVID-19 Guidelines)

## **MEDICATIONS**

Whenever possible, we recommend that you administer medications at home.

### Prescription Medication Authorization for administering medication

- For a staff member to administer any medication to your child, you must complete the Medication Administration Permission Form in its entirety.
- The medication must be brought to school and stored in the original, tamper-resistant container in which they were dispensed with the pharmacy labels. The pharmacy label must specify:
  - The child's name
  - The names of the medication
  - The amount and frequency of dosage
  - The date the prescription was filled and the expiration date
- A parent's written authorization for administering a prescription medication shall be valid for the length of time the medication is prescribed to be taken or up to 6 months when needed for a chronic medical condition, whichever is less.

## **INJURIES/ACCIDENTS**

Your child's safety is of our utmost concern, but we recognize that minor bumps and scrapes are an everyday part of your child exploring and learning through experience. Known minor injuries sustained at school are reported to parents on an Incident Report Form, of which you will receive a copy. If your child is injured in our care, our first step is to administer first aid. A first aid kit is available in the office, and each class always has a small first aid kit with them. The most common treatment is ice on bumps, soap and water cleansing, and a bandage on a minor wound. All

permanent staff members are trained in First Aid and Infant/Child CPR and they must maintain their current certification every two years.

If an accident is more than minor, a parent will be contacted to discuss the need for possible medical treatment or will be requested immediately. If the accident is more serious, a parent will be contacted and requested to come immediately. In the event of a life-threatening illness or injury, an ambulance will be called. To ensure your child's safety, the application on file provides a record of names, addresses, and phone numbers of the people you have authorized to pick up your child. We ask you to keep this information current and supply names and phone numbers for your child's doctor and preferred hospital.

### **EMERGENCY PROCEDURES**

We make every effort to be prepared for potential emergencies. AAMU Child Development Center has an emergency response plan for fire, inclement weather, or if a lockdown becomes necessary. This plan is updated annually and submitted to DHR. Additional precautions we take in the event of an emergency are:

- Emergency phone numbers are posted by all phones.
- An emergency "To-Go" bag is kept in the main office with first aid supplies and emergency contact information for all students and staff.
- Fire drills and shelter-in-place drills are practiced every three months to prepare children in the case of an emergency.
- Emergency evacuation plans are posted in each room.
- Annual inspections by the Huntsville Fire & Rescue. If an emergency requires evacuation, we'll notify you as soon as the children have been relocated to a safe area.

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### **EMERGENCY PLAN** ***EMERGENCY INFORMATION***

<b>Main Emergency Number</b>	<b>911</b>
<b>AAMU Department of Public Safety</b>	<b>(256) 372-5555</b>
<b>Huntsville Police Department</b>	<b>(256) 722-7100</b>
<b>Huntsville Hospital</b>	<b>(256) 265-1000</b>
<b>Poison Control Center</b>	<b>1-800-222-1222</b>

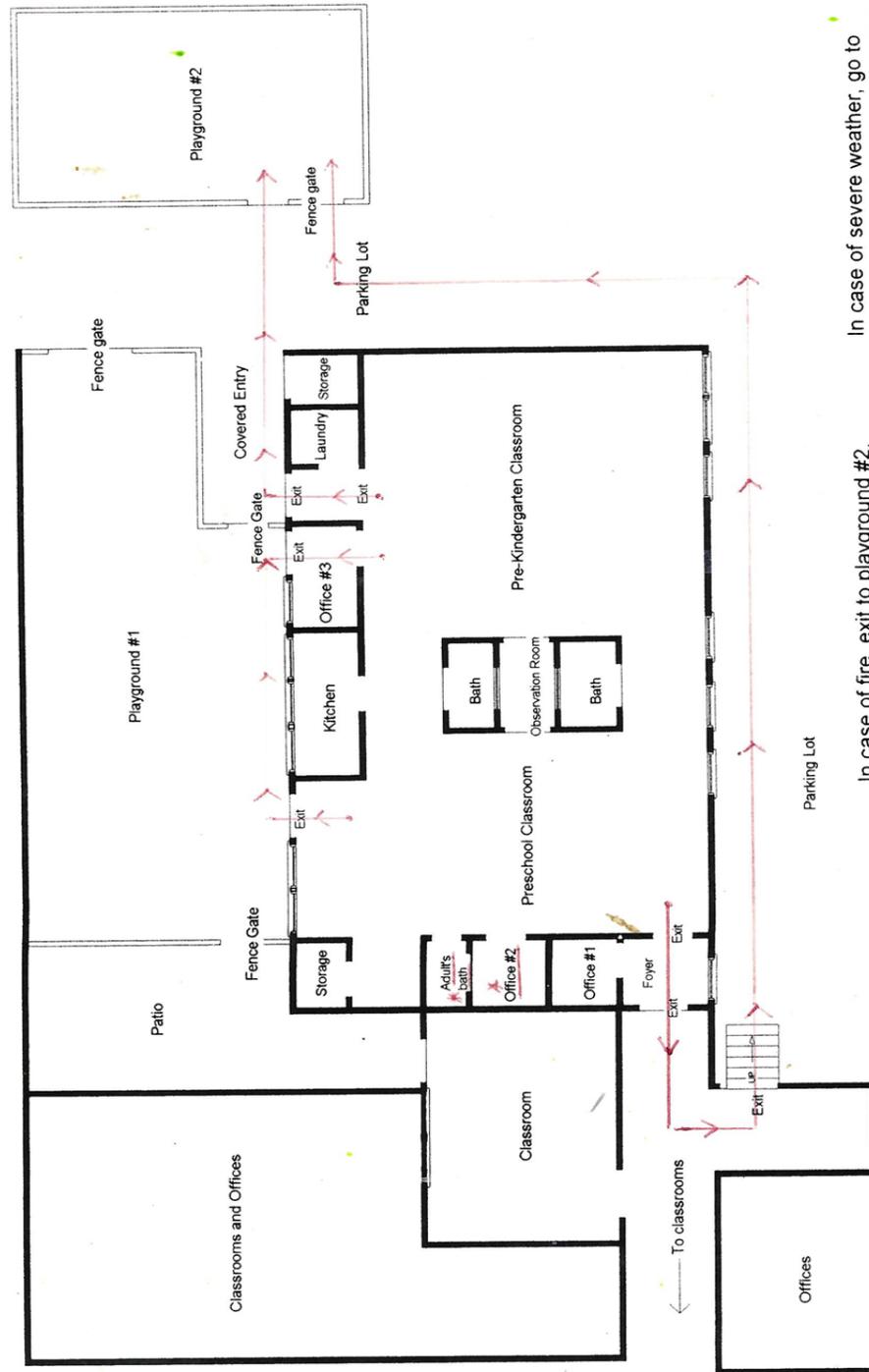
## **EVACUATION ROUTES**

Evacuation route maps are posted in classrooms. The following information is marked on evacuation maps:

1. Emergency exits
2. Evacuation routes
3. Assembly points

We have developed this emergency/disaster plan to provide safe care for our children should an emergency or disaster occur during the program day. A copy of this plan is always available (located in each classroom) for parent review. A parent/guardian from each family is asked to sign that they have reviewed the plan.

Alabama A&M University Child Development Center, Carver Complex B



In case of severe weather, go to  
Preschool Classroom Office #2  
and/or Adult's Bathroom. \*

In case of fire, exit to playground #2.

## EDUCATION

Staff, children, and parents/guardians must be educated about the program's disaster plan and what is expected of them in the event of an emergency or disaster.

All adults should be reminded that children take their emotional cues from adults. In general, calm (at least on the outside) adults = calm children.

Staff are educated about:

- Personal preparedness, including
- Program's emergency/disaster plan
- Personal role in plan & responsibilities before, during, & after disaster
- Safe actions to take in event of a fire or tornado
- Reducing hazards in environment

Children are educated about:

- Safe actions to take in event of an emergency.

## DRILLS

*Drills provide individuals with the skills and confidence necessary to respond in an actual disaster situation.*

We practice \*4 critical drills regularly to assure our staff and students are prepared to respond to emergencies:

- **Fire** (Evacuation drill) ...is practiced quarterly.
- **Tornado** is practiced quarterly.
- **Lockdown** is practiced quarterly.
- **Relocation** is practiced quarterly.

*\*Minimum licensing requirements for childcare centers currently require quarterly disaster drills. More frequent drills are recommended.*

All of our drills are done with the intent to learn something more. We are thoughtful of what we want to accomplish, and plan accordingly. Each time a drill is completed, we utilize a Drill Record Form to keep a history of what's been practiced, evaluate how it went, and plan for any needed changes.

### **Location of Fire Extinguishers:**

- ◄ On the wall in the walkway in front of the kitchen and between the two sides of the center.
- ◄ In the kitchen (on wall) by refrigerator.

## RESPONSE

A response guide to the particular situations is listed below. This guide is a reference for responding to an incident.

### EVACUATION

- On site:**
- ◀ Escort children to designated meeting spot, taking:
    - ◀ Attendance sheets
    - ◀ Emergency contact information\*
    - ◀ First aid kit\*
    - ◀ Critical and rescue medications (including EpiPens and asthma inhalers) and necessary paperwork\*
    - ◀ Cell phone
    - ◀ Food, water, and diapers\*.
    - ◀ If safe to do so, search all areas, (bathrooms, closets, play structures, etc.), to ensure that all have left the building.
  - ◀ Account for all children, staff, and visitors.
- Off site:**
- ◀ Escort children to designated meeting spot.
  - ◀ Search all areas, including bathrooms, closets, playground structures, etc., to ensure that all have left the building.
  - ◀ Account for all children, staff, and visitors.
  - ◀ Leave note at program site indicating where you are going.
  - ◀ Evacuate to safe location, taking:
    - Attendance sheets
    - Emergency contact information\*
    - First aid kit\*
    - Critical and rescue\* medications (including EpiPens and asthma inhalers) and necessary paperwork
    - Cell phone
    - Food, water, and diapers\* ✓ Battery-operated radio.
  - ◀ Once out of danger, contact parents/guardians or emergency contacts. If unable to get through, phone out-of-area emergency contact or 911 to let them know of your location.

### FIRE

- ◀ Activate fire alarm or otherwise alert staff that there is a fire (yell, whistle).
- ◀ Evacuate the building quickly and calmly:
  - If caught in smoke, have everyone drop to hands and knees and crawl to exit.
  - Pull clothing over nose and mouth to use as a filter for breathing.
- ◀ If clothes catch fire, STOP, DROP, & ROLL until the fire is out.
- ◀ Take attendance sheets and emergency forms, if immediately available.
- ◀ Have staff person check areas where children may be located or hiding before leaving building.
- ◀ Gather in meeting spot outside and account for all children, staff, and visitors.
- ◀ Call 911 from outside of the building.
- ◀ Do not re-enter the building until it is cleared by the fire department.

## LOCKDOWN

- ◄ Lock outside doors and windows.
- ◄ Close and secure interior doors.
- ◄ Close any curtains or blinds.
- ◄ Turn off lights.
- ◄ Keep everyone away from doors and windows. Stay out of sight, preferably sitting on the floor.
- ◄ Bring attendance sheets, first aid kits, pacifiers and other comforting items, and books to the lockdown area, if possible.
- ◄ Maintain calm atmosphere in room by reading or talking quietly to children.
- ◄ If phone is available in the classroom, call 911 to ensure emergency personnel have been notified.
- ◄ Remain in lockdown until situation resolved.
- ◄ Notify parents/guardians about any lockdown, whether practice or real.

## PANDEMIC FLU/CONTAGIOUS DISEASE

- ◄ Wear mask; Wash hands well and often.
- ◄ Remind parents and guardians that emergency contact information must be current and complete.
- ◄ Enforce illness exclusion policies for children and staff - insist that sick children and staff stay home or go home.
- ◄ Have and follow a plan to keep ill children away from well children while they are waiting to go home.
- ◄ Keep an illness log of sick children and staff - those sent home and those kept at home.
- ◄ Close rooms as necessary due to staff illness (to maintain safe ratios).
- ◄ Reinforce teaching about good respiratory etiquette:
  - Use a tissue (or a sleeve, in a pinch) to catch a sneeze or cough.
  - Throw used tissues in a hands-free trash can.
  - Wash your hands after using a tissue or helping a sick child.
- ◄ Monitor local and state Public Health websites and other news media for current pandemic flu status information, recommendations, and instructions.

## POWER OUTAGE

- ◄ Determine why power is out.
  - ◄ If electrical problems are in building:
    - Take out flashlights and prepare to EVACUATE.
  - ◄ If severe weather caused outage:
    - Take out flashlights. (Do not use candles or any alternate lighting source with a flame.)
    - Account for all children, staff, and visitors.

- Report power outage to AAMU Public Safety and Huntsville Utilities on hard-wired phone.
- Do not call 911, except to report an emergency.
- Turn off or disconnect any appliances, electrical equipment, or electronics that were in use.
- Leave one light on to indicate when power returns.
- Keep refrigerator and freezer doors closed.

◀ If weather is cold:

- ◀ Ensure everyone is wearing several layers of warm, dry clothing.
- ◀ Have everyone move to generate heat. (Lead the class in physical activity or movement games.)
- ◀ Never use oven as source of heat.
- ◀ Never burn charcoal for heating or cooking indoors.
- ◀ Only use an available generator outdoors and far from open windows and vents.

◀ If weather is hot:

- ◀ Move to lower floors, if possible.
- ◀ Remove excess layers of clothing.
- ◀ Ensure everyone drinks plenty of water.

## SEVERE STORM

- ◀ Be aware of any **STORM WATCH**: storm may affect area  
**STORM WARNING**: storm will soon be in or already is in area
- ◀ Determine if program should be closed.
- ◀ Notify parents/guardians to pick up or not drop off children if program is to be closed.
- ◀ Monitor radio for storm updates and emergency instructions. ◀ Use the telephone for essential communication only.

## WINDSTORM

**Indoors:** ◀ Move away from windows. Cover windows with shades or blinds, if available. ◀ Consider moving to interior rooms/hall and lower floors.

**Outside:** ◀ Move indoors, avoiding any downed power lines or trees.

## LIGHTNING

- ◀ **Indoors:** ◀ Avoid use of telephone, electrical appliances, and plumbing as much as possible. (Wires and metal pipes can conduct electricity.)
  - ◀ Move away from windows. Cover windows with shades or blinds, if available.
- ◀ **Outside:** ◀ Seek shelter inside an enclosed building.

## HEAT WAVE

- ◀ Limit outdoor play when heat index is at or above 90°F.
- ◀ Ensure everyone drinks plenty of water.
- ◀ Remove excess layers of clothing. (Encourage parents/guardians to dress children in lightweight, light-colored clothing.)
- ◀ Keep movement to a minimum.
- ◀ **Be alert for signs of**

### **Heat Exhaustion:**

cool, moist, pale, or flushed skin  
heavy sweating  
headache  
nausea  
dizziness  
exhaustion  
normal or below normal body temperature vomiting

**Administer first aid – take steps to cool person down and call for help, if necessary.**

### **Heat Stroke:**

**very** high body temperature (>102°F axillary)  
hot, red skin either dry or moist from exercise  
changes in consciousness  
weak rapid pulse  
rapid, shallow breathing

**Call 911 immediately and take steps to cool person down.**

## SHELTER-IN-PLACE

- ◀ Gather everyone inside.
- ◀ Shut down ventilation system, fans, clothes dryer.
- ◀ Close doors and close and lock windows.
- ◀ Gather all children, staff, and visitors in room(s) with fewest doors and windows toward center of building.
- ◀ Bring attendance sheets, first aid kits, and emergency supplies.
- ◀ Account for all children, staff, and visitors.
- ◀ Close off non-essential rooms. Close as many interior doors as possible.
- ◀ Seal off windows, doors, and vents as much as possible.
- ◀ Monitor radio for information and emergency instructions.
- ◀ Phone out-of-area emergency contact.

## BOMB THREAT

- ◀ Check caller ID if available.
- ◀ Signal another staff member to call 911, if able. (*Write “BOMB threat” on piece of paper, along with the phone number on which the call was received.*)
- ◀ **Before you hang up**, get as much information from the caller as possible.

### **Ask caller:**

- ✓ *Where is the bomb?*
- ✓ *When is it going to explode?*
- ✓ *What will cause the bomb to explode?*
- ✓ *What does the bomb look like?*
- ✓ *What kind of bomb is it?*
- ✓ *Why did you place the bomb?*

### **Note the following:**

- ✓ *Exact time of call*
- ✓ *Exact words of caller*
- ✓ *Caller's voice characteristics (tone, male/female, young/old, etc.)* ✓ *Background noise*

- ◄ Do not touch any suspicious packages or objects.
- ◄ Avoid running or anything that would cause vibrations in the building.
- ◄ Avoid use of cell phones and 2-way radios.
- ◄ Confer with AAMU & Huntsville City police regarding evacuation. If evacuation is required, follow **EVACUATION** procedures.

## CHEMICAL OR RADIATION EXPOSURE

- ◄ If an emergency is widespread, monitor local radio for information and emergency instructions.
- ◄ Prepare to **SHELTER-IN-PLACE** or **EVACUATE**, as per instructions.
- ◄ If inside, stay inside (unless directed otherwise).
- ◄ If exposed to chemical or radiation outside:
  - ✓ Remove outer clothing, place in a plastic bag, and seal. (*Be sure to tell emergency responders about the bag so it can be removed.*) ✓ Take shelter indoors.
  - ✓ If running water/shower is available, wash in cool to warm water with plenty of soap and water. Flush eyes with plenty of water.

## DANGEROUS PERSON

If a person at or near your program site is making children or staff uncomfortable, monitor the situation carefully, communicate with other staff, and be ready to put your plan into action.

- ◄ Immediately let staff know of dangerous or potentially dangerous person.
- ◄ Initiate **LOCKDOWN**.
- ◄ Call 911 from a safe place.

- If the person is in building:**
- ◀ Try to isolate the person from children and staff.
  - ◀ Do not try to physically restrain or block the person.
  - ◀ Remain calm and polite; avoid direct confrontation.

**If children are outside:** and dangerous person is outside: Quickly gather children and return to classrooms and initiate lockdown procedures. If this is not possible, evacuate to the designated evacuation site.

and dangerous person is in the building: Quickly gather children and evacuate to designated evacuation site.

**If children are inside:** Keep children in classrooms and initiate **LOCKDOWN**

## MISSING OR KIDNAPPED CHILD

**MISSING CHILD:**

- ◀ Search program site, including all places a child may hide and nearby bodies of water.

- ◀ Contact parent(s)/guardian(s) to determine if child is with family.

- ◀ Call 911 with:

- ✓ **Child's name and age**
- ✓ **Address of program**
- ✓ **Physical description of child**
- ✓ **Description of child's clothing**
- ✓ **Medical condition of child, if appropriate**
- ✓ **Time and location child was last seen**
- ✓ **The person with whom child was last seen.**
- ◀ Have the child's information, including a photo, available for the police when they arrive.
- ◀ Continue to search in and around site for child.

## KIDNAPPED CHILD

- ◀ Call 911 with:

- ✓ **Child's name and age**
- ✓ **Address of program**
- ✓ **Physical description of child**
- ✓ **Description of child's clothing**
- ✓ **Medical condition of child, if appropriate**
- ✓ **Time and location child was last seen**
- ✓ **Person with whom the child was last seen.**
- ◀ Have the child's information, including a photo, available for the police when they arrive. Parent(s)/guardian(s) should be contacted by police to explain the situation.

## Help to prevent kidnapping:

- ◄ Do not release the child to anyone other than parent, guardian, or designated emergency contact.
- ◄ Call 911 if adults or children express concern about a person at or near the program site.
- ◄ Encourage parents and guardians to make you aware of any custody disputes, which may put child at risk for kidnapping.

## **BEHAVIOR MANAGEMENT POLICY**

When any student at Alabama A&M University Child Development Center presents with challenging behavior, teachers will follow the following standards:

- Observing the children to identify events, activities, interactions, and other factors that predict and may contribute to challenging behavior.
- Focus on teaching the child social, communication, and emotional regulation skills and using environmental modifications, activity modifications, adult or peer support, and other teaching strategies to support the child's appropriate behavior.
- Respond to challenging behavior, including physical aggression, in a way that provides for the child's and others' safety in the classroom. Our response will be calm, respectful and give the child information on what is acceptable behavior and what is not.
- Document the challenging behaviors and intervention methods attempted on the Incident Report Form.
- Request teacher-parent discussions regarding a child's behavior shall be held in private. They will focus on working as a team to develop and implement an individualized plan that supports the child's inclusion and success.
- Ensure each child has access to professional services, such as referrals to community agencies offering early intervention services if any when necessary.
- Discipline decisions will be based on individualized, consistent, and appropriate child's level of understanding.

**Alabama A&M University Child Development Center does not condone or tolerate the use of physical punishment of any kind. This policy restricts parents and staff from using physical punishment on their children while on University's property. Also, Alabama A&M University Child Development Center will not tolerate psychological abuse, coercion, threats, derogatory remarks, withholding, or threatening to withhold food as a form of discipline.**

Despite these efforts, some children may continue to exhibit significant, challenging behaviors. The following steps will be implemented if a child must be removed for challenging behaviors that create an imminent danger to the child or others:

- Maintain documentation on file of the incident's outcomes, subsequent parent conference, and the plan developed that includes appropriate intervention strategies. The parent conference's purpose is to create a plan jointly with the family and available resources to

address the specific behaviors that constitute an imminent danger (recurring violence, behavior, or aggression)

- If a child continues to exhibit persistent, severe challenging behavior or that is unsafe to themselves, other children, or the teachers, Alabama A&M University Child Development Center may recommend and/or require alternative placement.

The Child Development Center reserves the right to dismiss a child if he/she presents a health or safety risk to himself/herself, other children, or adults in the center. The dismissal will involve the following protocol: (1.) After three behavior alerts, the students will be dismissed for one full day, and may return the following day. (2.) Upon returning, the student will be allowed only two additional behavior alerts before dismissal. (3.) Throughout the process, parents will be made aware of the behavior alerts and the status of their child within the center.

### Biting

Biting is a normal part of child development. Young children bite for several reasons, such as teething or exploring a new toy or object with their mouth. Biting can also be a way for toddlers to get attention or express how they are feeling. Frustration, anger, and fear are strong emotions, and toddlers lack the language skills to deal with them. If they cannot find the words they need quickly enough or cannot articulate how they are feeling, they may resort to biting. Biting tends to occur most often between 12-24 months (about 2 years) of age. Biting past the age of two and a half to three is less common. For repeated biting instances with students, we will request a parent/teacher conference. The parent-teacher conference discusses what may be causing the child to be upset, frustrated, or afraid and thus leads to biting. Additionally, we would develop a joint plan of action following our behavior guidance procedures listed in this handbook. If your child bites or is bitten, you and the family of the other child involved will receive an Incident/Accident Report that keeps the identity of both children confidential.

## **COMMUNICATION**

### Brightwheel App

Upon enrollment, you will receive an invite via email or text to set up your Brightwheel account. Through the app, you can communicate with your child's teacher or administration via messaging, as well as pay tuition and receive your child's daily report.

- Create a Brightwheel account. When you receive an invitation via email or text, please create a parent account using either the website or mobile app. Make sure to use the same email address or cell phone number that the invitation was sent to.
- Confirm your child's profile. You will see your child's profile after you create an account – Please fill out information such as birthdays, allergies, and additional contacts. If you do not see your child's profile, please contact us with the email address or phone number you used to sign up.
- Add your payment information. Brightwheel offers secure, automated online payments that save time and give you advanced tools and reporting.

### Parent-Teacher Conferences

Family participation is encouraged and welcomed. Family Conferences are designed:

- To guide families and teachers with a way of sharing valuable information about their child.
- To individualize the planning process for each child in the context of their family, culture, and community.
- To explore ways to use a child's family's strengths to promote growth and development.
- To create an ongoing process for recording the growth and development of the child.

We schedule two formal conferences each school year, but we encourage you to reach out to your child's teacher at any time if you have questions, concerns, or want an update on your child's progress. While conferences are not mandatory, they are encouraged, even for our youngest students, as they allow parents the opportunity to follow the progress that their child is making. During these conferences, you will be provided with a written report about your child's strengths and areas for growth.

### Developmental Concerns

If at any point you have developmental concerns for your child, please reach out to your child's teacher to discuss. We are happy to provide strategies, resources, or community programs that may be of support.

### Confidentiality

All information contained in your child's records, including your personal information, is confidential. Anyone who is not directly involved in the care of your child or affiliated with the Department of Human Resources or other government agencies will not have access to your child's records without your written authorization or court order. All CDC staff members and student workers must sign a Statement of Assurance of Confidentiality.

## **FAMILY INVOLVEMENT**

AAMU Child Development Center believes that children thrive when the relationship between the family and the Center is a partnership. We have an open-door policy—parents and guardians are always welcome at the Center, so just let us know when you'd like to come to say hello! We strongly believe in positive two-way communication. Families are encouraged to communicate with teachers and administration in whatever way is most convenient for them. This may include by phone, notes, email, or in person. Information is shared with families through verbal conversations, the Brightwheel app, newsletters, flyers, family bulletin boards, notes, phone calls, posters, conferences, and e-mail. Some opportunities to be part of your child's early learning experience and connect with other families include:

- Volunteering. We would love to have you share your time and talents with the class. We encourage you to read a book, play an instrument, or share a hobby with the children. Ask your child's teacher about the ways you can help.

All CDC employees are expected to treat all children and families with respect and dignity. In return, we expect the same from all of our families. If difficulties arise, we encourage families to share their concerns with administration verbally or in writing. Inappropriate language directed toward staff and/or in front of children will not be tolerated. Through communication, we will work to resolve the issue.

Please do not confront children or other parents in our program. When any member of the CDC community shows behavior that threatens the safety of others or shows repeated disrespect towards other members of our community, The Center reserves the right to ask the family in question to leave the school immediately and terminate that child's enrollment at Alabama A&M University Child Development Center.

### **GRIEVANCE PROCEDURE**

Disagreements may occur, even with the best of intentions. Experience has taught us that open communication is the key to maintaining a positive relationship. The adults must demonstrate the cooperative, compassionate communication we want our children to imitate. If you have a concern, please discuss it with your child's teacher or the staff involved. If a mutually satisfactory solution is not reached within a reasonable period, the parent may submit the complaint in writing pursuing the following chain of command:

#### **Lead Teacher**

Ms. Marvetta Allen

256-372-5437

[marvetta.allen@aamu.edu](mailto:marvetta.allen@aamu.edu)

#### **Director**

Dr. Ronay Hannah

256-373-8158

[ronay.hannah@aamu.edu](mailto:ronay.hannah@aamu.edu)

#### **Chairperson, Family and Consumer Sciences**

Dr. Ethel Jones

256-372-4172

[ethel.jones@aamu.edu](mailto:ethel.jones@aamu.edu)

#### **Dean, College of Agricultural, Life and Natural Sciences**

Dr. Lloyd Walker

256-372-4166

[lloyd.walker@aamu.edu](mailto:lloyd.walker@aamu.edu)