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# Point Park University Children's School Parent Guide

## Welcome to Point Park University Children's School

Point Park University Children's School provides a quality educational experience for young children. We are affiliated with the Education Department of Point Park University and provide a laboratory experience and observation site for education majors.

This guide was written to help familiarize you with the program at Point Park University Children's School. We want to support and encourage your child's continuing growth and development. We urge you to read this guide and keep this information as a reference throughout your child's enrollment. Changes to current policy, new policies and other information will be issued so that you may be added to this parent handbook.

Your input is essential to the success of the program. This information in the Parent Guide is a beginning. Please be aware that throughout the year the staff will be available to establish regular communication with you and to answer specific questions you may have concerning your child and his/her program. We recognize the importance of these early years to you and your child and wish to provide an enjoyable and meaningful experience.

The Children's School staff would like to thank you for the confidence you show in our program by sharing your child's early years with us.

Sincerely,  
The Staff of Point Park University Children's School



star rating (four stars) reflects standards similar to the accreditation standards developed by the National Association for the Education of Young Children (NAEYC). To retain the four stars rating after the initial awarding, programs are asked to meet Performance Standards that exceed the standards required by NAEYC.

## **UNITED WAY DONATIONS**

The Children's School is eligible to receive designated United Way contributions. If you are a United Way donor please consider naming Point Park University Children's School as the beneficiary of your donation. **The PPCS donation code is 2373.** Funds from the United Way are used to provide enrichment activities and equipment for the program.

## **TAX IDENTIFICATION NUMBER**

Many parents of children at the Children's School use flexible spending accounts for tuition for their children. Receipts will contain our tax I.D. numbers, 25-1094922. Please notify the office if you did not receive a receipt of payment, and you need one.

### **In Accredited Programs, you will see...**

- Frequent, positive, warm interactions among adults and children
- Planned learning activities appropriate to children's age and development such as block building, painting, stories, dress-up and active outdoor play
- Specially trained teachers
- Enough adults to respond to individual children
  - Many varied age-appropriate materials
- A healthy and safe environment for children
- Nutritious meals and/or snacks
- Regular communication with parents who are welcome visitors at all times

A copy of the daily routine, activity plan and monthly menu can be found posted on the parent boards. Please feel free to ask your child's teacher or the Director to further explain the curriculum that we implement.

## **SCHOOL PHILOSOPHY**

The philosophy of Point Park University Children's School focuses on the whole child. Our programs for learning and growth experiences are concerned with cognitive, physical, social, emotional, affective and aesthetic development. The child's self-concept and ability to interact and communicate effectively with others is paramount to us.

### **GOALS**

- To acknowledge and support a child's play as a way of working and learning
- To support the child's interaction which may foster a sense of responsibility, achievement, self-respect and respect for others
- To develop on-going plans based on the children's needs, interests and developmental progress
- To provide children with opportunities to pursue his/her own interests and desire to learn
- To provide varied resources and activities to accommodate individual learning styles and needs.
- To establish an atmosphere of trust and respect while promoting the development of a positive self-identity.

### **PROGRAMS**

Point Park University Children's School serves families with children ranging in age from six weeks through age twelve (sixth grade) in the following programs:

1. Infant/Toddler
2. Preschool/Pre-Kindergarten
3. Kindergarten (Full Day)
4. Summer Elementary

### **CURRICULUM OVERVIEW**

The rationale for our overall program is based on the major premise that people develop in a predictable sequence and at each stage new capabilities emerge. That is, there are "critical periods" when behaviors are most effectively learned and facilitated by various educational methodology. It is important, especially for young children, to exercise and challenge developing potentials through direct

experiences. Active Learning is at the heart of the developmental process. Despite the predictability of development, there are still individual characteristics that make each child developmentally unique.

All aspects of the children's day are approached as an opportunity for them to test their emerging independence by taking care of their own needs. This includes mealtime, outdoor time, work time preparation, toileting and clean up time. Room arrangement plays an important role in helping teachers to provide key learning experiences. Many of the key experiences can be practiced and mastered through a carefully arranged, labeled and equipped environment.

Throughout the day, children are encouraged to problem solve rather than to be supplied with solutions. Adults use both divergent and open-ended questioning to aid children in the process. The child helps to create the program. Children are respected by adults who have realistic expectations of the child based upon the child's individual development. (linguistic, cultural and developmental).

The teachers utilize the High Scope Curriculum framework to provide opportunities for child-initiated and adult initiated activities as well as individual, small and large group work in the daily routine. The children are encouraged to think through and elaborate upon self-generated ideas and interests. They are supported in the process of acting on their own decisions during work time. Time is also available for small group work during which the teacher plans developmentally appropriate activities based upon key experiences. These key experiences are the guides and benchmarks used at various developmental levels. The key experiences can be realized through numerous different activities and across a wide range of developmental levels. In the appendix you will find a copy of the key experiences for Infant/Toddlers, Preschoolers and Kindergarten-3rd grade.

A Plan-Do-Review approach is designed to allow children to develop a plan. This includes what they would like to do on a given day; which area (housekeeping, computer, blocks, art, quiet, etc.) they will do it in; what materials are necessary; and with whom they may like to work. The children then enter work time.

Work Time is when the child has the opportunity to implement his/her plan. The teacher observes, supports and extends children's efforts during work time. Review Following work time, children recall (recall is referred to as review), a time to reflect on what's been done, recognize choices made and assess actions. At this time, the children are encouraged to share in some way their work time activity. This activity is done in small group atmosphere with the same children and adults participating in planning, recall and small group time.

Small Group Time emphasizes a key experience and encourages active learning. The children are given materials that may be manipulated and choice as to how they will proceed. The children are encouraged to talk about what they are doing

with their peers and adults while the adult supports the child's efforts and extends his ideas.

## **THE STAFF**

Quality, continuity, and longevity of staff is a priority in a quality childcare program. Our salary schedule and employee benefits are given a priority in the budget to assure that we have the best staff available to care for your children.

All teachers have at least a 4-year degree in Early Childhood Education, Elementary Education (or a related field) plus experience. As an employee of Point Park University, all permanent staff members are able to further enhance their education by pursuing additional college credits at minimal cost. Children's School staff is required to have 24 hours of professional development education each year. In-Service training, in-house staff development and regional, state or national conference attendance keep staff members abreast of current developments in the field of Early Childhood Education.

In December 2001, and again in December 2002 Point Park University Children's School and the Education and Community Services Department of Point Park University hosted a Project EarlyStart Conference for are childcare providers. Workshops were presented by the Point Park University faculty and Children's School teaching staff. During the 2004-2005 school year, the Children's School is again collaborating with the Education Department of Point Park University to offer training to early care and education professionals from Allegheny and surrounding counties. In addition, the Children's School will serve as an observation site and placement for interns working through Project ECHO (Early Childhood Higher Education Opportunity).

Our Staff at Point Park University Children's School, as members of a NAEYC accredited program, commit themselves to furthering the values of early childhood education and conduct themselves according to the following codes of ethics:

1. Ensure programs are based on current knowledge.
2. Respect and support families.
3. Respect colleagues.
4. Serve as advocates for children and their families.
5. Maintain high standards of professional conduct.
6. Recognize how personal values, opinions and biases can affect professional judgment.
7. Are open to new ideas and willing to learn from suggestions.
8. Continue to learn, grow and contribute as a professional.

Staff members shall not disclose information concerning another child, family or facility person or adult providing a service at the facility except in the course of an investigation or inspection by agents of the Department of Public Welfare.

All staff members receive on-going training, must attend twenty-four hours of workshops pertaining to early childhood education, and attend staff training or planning meetings. All full time staff is certified in Basic First Aid; C.P.R. training is offered during in-service on a yearly basis.

## STATE REGULATIONS

The operation of Point Park University Children's School is governed by over 200 state regulations. The state representative monitors our compliance with each of these regulations on a regular basis: a copy of the Department of Public Welfare Regulations is displayed on each floor for your referral. Some of the more important regulations are listed below:

A. **FILES:** Each child must have a file containing current enrollment information:

A completed application signed by parent(s) required prior to admission and every six months thereafter.

A copy of the tuition agreement signed by the Director or Assistant to the Director and the parent(s) required prior to admission.

Initial and age-appropriate health appraisal reports - more frequent reports are required for infants and toddlers to verify immunization status.

Written consent signed by parent(s) for emergency medical care, minor first aid and administration of any medications or special dietary needs-required prior to administration.

B. **RATIOS:** The following **ratios** of staff to children shall be maintained at a minimum, however, studies have proven a direct link between quality care and the number, training and longevity of staff. We strive to provide the best ratios possible in all of our programs.

Infants (Birth through 12 mos.) 1:4

Young Toddlers (13 mos. – 24 mos.) 1:5

Older Toddlers (25 mos. – **36** mos.) 1:6

Preschool (**37**mos. - 1<sup>st</sup> grade) 1:10

School Age (Summer Only) 1:12

Point Park University Children's School is also fortunate to have the assistance of college work study students, many of whom are education majors.

C. **ILLNESS:** Both parents and early care and education providers want to keep children healthy. In spite of everyone's efforts, children do get sick. Young children get sick more often because:

- . Their immune systems do not fight illness as well as an adult's
- . They have no experience with many of the germs

We sometimes have parents question our determination of whether or not their child is sick, and it is a very uncomfortable situation. Please know that the staff at Point Park University Children's School stresses over making the decision to phone the parent and ask that they come to pick their ill child up. In addition to staff concern over the ill child, we are also concerned about the health of the other children in the classroom who will be exposed to this illness. Since fever may be a symptom of a contagious or serious illness, if the child has a low grade fever and is unable to participate in regular center activities, we are going to send them home. Please note that the recommended guidelines for exclusion from childcare (according to the American Academy for Pediatrics), state that fever is not the only indicator that a child is ill and needs to be excluded.

Illness is dealt with in the following manner:

If your child is ill and will not be coming to school, please call the office or the classroom to inform them. Please report all contagious diseases such as chicken pox, ringworm, measles, strep etc. as soon as possible.

The center may deny care to an ill child or request that the child be removed from the facility if the operator determines that child to be too ill to remain in care.

Listed below are recommended guidelines from the American Academy for Pediatrics for excluding ill or infected children from child care programs. Please refer to these guidelines when deciding if your child is well enough to attend the program. Please also consider your child's coping ability and stamina when making this decision. We empathize with the dilemmas of many families who have minimal backup for mildly ill children. However, we must exclude children under certain circumstances to prevent the spread of illness or infection.

1. **Fever-defined** by the American Academy of Pediatrics is a body temperature that is higher than normal. "Most pediatricians consider any thermometer reading above 100.4 degrees Fahrenheit (38 degrees Celsius) a sign of a fever.
2. Illness that prevents the child from comfortably participating in program activities.
3. Illness that results in a greater need for care than what the staff can provide without compromising the health and safety of other children.

4. Fever, lethargy, irritability, persistent crying, difficulty breathing, or other manifestations of possible severe illness.
5. **Uncontrolled diarrhea**, defined as an increased number of stools compared with child's normal pattern, with increased stool water and/or decreased form that **occurs two or more times in 24 hours**; or diarrhea or stools that contain blood or mucus.
6. **Vomiting** two or more times in the **previous 24 hours** unless vomiting is determined to be due to a non-communicable condition and the child is not in danger of dehydration.
7. ***E coli O 157:H7*** or **Shigella** infection, until diarrhea resolves and two stool cultures are negative for these organisms.
8. **Mouth sores with** drooling unless the child's physician or local health department states that the child is noninfectious.
9. **Rash** with fever or behavior change until a physician has determined the illness not to be a communicable disease.
10. **Purulent conjunctivitis** (defined as pink or red conjunctiva with a white or yellow eye discharge, often with matted eyelids after sleep and eye pain or redness of the eyelids or skin surrounding the eye), **until examined by a physician and approved for readmission, with treatment**. A note from your child's physician is required.
11. **Infestation (e.g. scabies, head lice)** until **24 hours after treatment was begun and all Nits have been removed**.

#### **Contagious Diseases:**

**Tuberculosis**, until the child's physician or local health department authority states the child is noninfectious.

**Impetigo**, until **24 hours after treatment was begun**.

**Streptococcal pharyngitis (strep throat)** until **24 hours after treatment has been initiated, and until the child has been without a fever for 24 hours**.

**Scabies**, until treatment has been given.

**Pinworm** (enterobiasis infection, until 24 hours after treatment was begun.

**Ringworm Infection** (tinea capitis, tinea corporis, tinea cruris and tinea pedis) **until 24 hours after treatment was begun.**

**Varicella** (chickenpox) until 6 days after onset of rash or until all lesions have dried and crusted.

**Pertussis** (whooping cough), until 5 days of appropriate antibiotic therapy (which is given for a total of 14 days) have been completed.

**Mumps**, until 9 days after onset of parotid gland swelling.

**Hepatitis A** virus (HAV) infection, until 1 week after onset of illness or jaundice (if symptoms are mild).

**Measles** until 4 days after onset of rash.

**Rubella** until 7 days after the rash appears.

**If the guidelines stated above require the child to be seen or released by their physician, a doctor's release (or note) is required upon return to the Children's School.**

An enrolled child must have an age-appropriate health report at the facility no later than thirty (30) days following enrollment. The health assessments shall be conducted according to the recommended schedule set forth by the American Academy of Pediatrics (AAP) and shall include all immunizations by the AAP. You will be informed of the requirements during the enrollment process and sent reminder notices prior to the expiration of health appraisals.

Exemption from immunization for religious belief or strong personal objection equated to a religious belief shall be documented by a written, signed and dated statement from the child's parent or guardian. Exemption for immunization for reason of medical need shall be documented by a written, signed and dated statement from the child's health care provider. (PA code 3270.131a). Once that has been done, the child may attend the Children's School. We must exclude non-immunized children whenever we have a case of the disease in question.

D. Medication

As regulated by the Department of Public Welfare (DPW) we are not

required to administer medication of any kind. Point Park University

Children's School, in an effort to accommodate parents, has chosen to administer prescription medicine as prescribed by a physician or over-the-counter medicine as directed on the label. With the exception of the Epipen, Children's School staff is not permitted to administer injections of any type. DPW has established regulations concerning the administration of medicine to children in care. Below is an overview of the regulations:

All medication must be kept in it's original container; we suggest that when having a prescription filled for your child you request a school or daycare prescription.

- Written instructions must be provided with the medicine, labeled with the child's name. For prescription medicine, the label on the bottle is acceptable. Over-the-counter medicine may only be given by the dosage that is on the label. Unless written instructions from a physician are on file, we may not give more than the recommended dose. For children younger than the recommended age on the label, a written prescription from the child's physician must be on file before medicine can be administered.
- Written consent from the parent/guardian must be on file., A form giving written parental consent (for each time medicine is to be administered) must be completed stating the child's name, name of medication, amount to be given, times to be given, reason, directions and signature. Verbal consent may be given over the phone if a situation arises during the day. Staff will document the conversation and have the parent/guardian provide written consent at time of pick up. All administration of medication is logged by the teacher and medicine is kept locked in a lock box. Prescription medication must have the original prescription label on the bottle or tube, with the child's name, date, dosage and duration. Containers must have safety lock closures.
- Medicines must be kept out of reach of children. You may not leave any type of medicine in your child's cubby. Give it to the teacher upon entering the room. Please note: according to DPW, medicine is anything with active ingredients in it; in essence, anything from chapstick to painkillers. Although it sounds trivial to consider chapstick a medication, please remember that children love to share things. Sharing germs and/or the chance that another child could have an allergic reaction are both situations that need to be avoided.

E. First aid kits are kept in each room and shall be taken on all trips.

F. Health Considerations:

1. Children are to wash their hands upon arrival to school, after every toileting, before meals, after playing on the play deck, after playing with messy art supplies, after playing in the sand and

- water table, and after wiping their nose.
2. Research shows that many of the viruses being spread actually arrive here from home, so we are asking that when you drop your child off in the morning, you stop in the bathroom (before you take your child to the classroom) and have your child wash his/her hands with soap, and wipe his/her face off with a paper towel. This should prevent passing of germs from home. We would like to also suggest that as you leave the Children's School you wash your child's hands and face to prevent school germs from going home.
  3. Staff is required to wash their hands after every diaper change, before serving food, and after wiping noses.
  4. The diaper changing surface and potty-chairs are cleaned and  
disinfected after every use.
  5. Tables and high chairs are disinfected before meals and snacks, and after messy play.
- H. Staff will inform parents when there is a suspected outbreak of a communicable disease or unusual outbreak that represents a potential health emergency.

## **UNIVERSITY HEALTH SERVICES**

We are fortunate at the Children's School to have health care professionals at the university on a daily basis. Although they do not routinely work with our children, they are available for consultation if a child has a rash, to observe a child who complains of an injury after falling, complains of ear pain, to evaluate an injury where the skin is broken, etc. We will notify parents when the health care professional believes that the child needs to be seen by their doctor. We will also call parents if it is believed that the child has something contagious to the other children.

## **DISCIPLINE STATEMENT**

The discipline techniques used by Point Park University Children's School are positive and rely on a problem solving approach. Children learn that it is all right to feel frustrated or angry and that there are constructive ways to channel these feelings. They learn that it is not constructive or respectful to hit or harm objects or other people. Consistent, clear and concise limits and patience help children control their own behavior.

## Preventing Problems

1. Rules will be fair, concise and consistent. The rules will be kept simple and reasonable for the age of the child.
2. Staff will demonstrate coping skills through their interaction with children. Children will react to most situations the way that adults do.
3. Children will be distracted from potential problems. Staff will step in to shift a child's attention or avert a problem before the situation gets out of hand.
4. Children will be reminded of expectations. Staff will calmly stop the action to avoid harm to children, adults or objects. Children will then be reminded of the rules directly and simply. Eventually children will think of what is expected of them before acting.
5. Unfortunately, not all problems can be avoided. Therefore, children will be helped to solve problems and make choices. With young children, it is best to model positive responses.
6. Statement of praise/rewards vs. support/encouragement. Acknowledging appropriate positive behavior is one of the most effective methods of discipline. It is helpful to children to know what they are doing well; in addition to knowing what they need to change.

### **Responding to Problems:**

1. Problems that occur are an opportunity for growth and development. Our approach involves supporting children in finding solutions to problems as they arise. Children are shown positive alternatives to inappropriate behavior and are helped to see how their actions affect others.

What children learn from positive discipline:

- to share
  - to cooperate
    - to handle their own anger
  - to become self-disciplined
    - to feel successful and in control of themselves.
2. If the child is so upset that he/she is unable to talk or listen, an adult may hold the child with just enough strength to protect them and help restore calm. The child will be held in the spirit of protection not anger.
  3. Inappropriate behavior is ignored when the behavior is annoying but not harmful. Frequently, young children find that inappropriate behavior gains

them attention. It is very important to find out why the child needs the attention. However, ignoring the behavior and instead helping the child deal with his/her feelings will demonstrate appropriate interactions.

4. Children will be helped to see the consequences of their actions and words immediately following an incident. Children need to understand the reason their behavior was inappropriate.
5. Staff shall not use any form of physical punishment, including spanking. Disciplinary methods shall not humiliate, shame or frighten the child. (See Helping Children Learn Self-Control, a brochure, published by NAEYC whose recommendations and guidelines are followed by our program).

The goal of discipline is to help children build self-control. Several publications and videos published by the National Association for the Education of Young Children pertaining to discipline are available through the Director's office. The above discipline statement was taken from "Helping Children Learn Self-Control. A Guide to Discipline" NAEYC 1986.

## **THREATENING THE SAFETY OF OTHER CHILDREN**

It is unfortunate that currently in society we must worry about the safety of our children while at their school or early education center. With the number of violent occurrences in the news in the past years, Point Park University Children's School has been forced to create policy in response to threats to the children's safety by another child while in our care. This policy is similar to that of the Pittsburgh Public Schools, and other school districts in Allegheny County. We realize that children may use threatening words to get attention, because they are very tired, or are just frustrated.

The current policy of most school districts states that children who are kindergarten age or older are mature enough to understand the significance of the words, "kill you". In the current climate of school violence we are forced to take the following steps to assure the safety of all the children in our care:

- With most issues we will be able to use the "once is okay" rule. If a child threatens the safety of another, ("I will kill you"), or is very aggressive to a child, we will speak with the child concerning this issue. We will remind the child to "use their words", and that they can always talk with an adult in the room. We will notify the child's parents that this incidence occurred.
- The child is removed from the situation until their anger is diffused.

- Once the situation occurs, we will request a parent accompany their child to school the following morning and discuss the occurrence, the meaning of the child's words, and the impact on the children in the class. We will have the child offer suggestions on how they can diffuse their behavior, and offer options of how the adults in their life can assist them.
- When this behavior happens a second time, and the child again threatens using the word, "kill", the Children's School will be forced to take this as a serious occurrence and suspend the child for a minimum of one school day.
- If it should occur again, the child would be required to seek counseling, either through the parent's healthcare insurance provider, or through a referral agency suggested by a child development specialist.
- Through outside agencies a child development specialist can be made available to observe a classroom and offer suggestions to the parents and teachers on behavior modification. Appointments are available through requests from parents or teaching staff. The administration of Point Park University Children's School can assist parents in arranging observations or additional services.

We would always seek to diffuse the situation before it "builds up". Many children send out signals that they are in need of assistance in controlling their behavior. We would use these signals and if possible step in before the child displays aggressive behavior.

**SCHOOL CALENDAR**

Holidays and staff in-service days are announced at the beginning of the school year so you are able to make other arrangements for childcare when the Children's School is closed.

The Children's School will be closed for the following holidays/training:

September	.....	Labor Day
October	.....	Columbus Day (In-service)
November	.....	Thanksgiving Day and the following Friday
December	.....	Christmas Eve, Christmas Day, through New Year's Day
January	.....	New Year's Day
January	.....	Martin Luther King Day
February	.....	President's Day (In-service)

March/April	.....	Good Friday
May	.....	Memorial Day
July	.....	Independence Day
August	.....	Friday before Labor Day (In-service day)

The exact dates may change from year to year. Calendars specifying dates are distributed in September and with Welcome Packets thereafter.

### HOURS OF SERVICE

Point Park University Children's School offers care for children 10 hours per day, Monday through Friday. Parents are required to choose one of three enrollment period options; 7:00-5:00, 7:30-5:30, or 8:00-6:00. If at any time you need to extend your child's day beyond the 10 contracted hours, there will be an additional charge of \$15 per half hour for each day this extra time is requested. If you have need for this extra service, it must be approved and pre-arranged through the office, not your child's classroom teacher.

A summer elementary program is available June through August for children completing kindergarten through sixth grade. The hours for this program are 7:30 until **5:30**. Early drop-off between 7:00 and **7:30**, or late pick-up between **5:30** and 6:00 is not available in this program.

### EMERGENCY CLOSING

In the unlikely event that Point Park University Children's School would need to close, an announcement will be made on KDKA, WTAE and WPXI television stations with Point Park University Children's School closing. The emergency closing announcement may appear with Point Park University's listing, or by itself. The Children's School voice mail (412)(392-3970) as well as the college number (412)(392-4100) will indicate the status.

The Children's School will make every attempt to remain open (even with a limited staff) if the university closes. However, there may be some situations where the Children's School would also close. For example:

1. If public transportation is stopped or drastically curtailed.
2. State of Emergency declared.
3. Problems with Physical Site (i.e. heat loss, water main break, etc.)
4. Extreme weather conditions.

If we remain open with a limited staff, we may be forced to limit enrollment for that day due to DPW regulations relating to staff-child ratios, and group size.

Since the vast majority of our families/staff rely on public transportation, which requires waiting in the elements, we need to be realistic (amount of snow, extreme temperatures, etc.) when considering remaining open.

Since all possible attempts will be made to assure that service will be available, there will be no refunds for days when closings are unavoidable. We will try to provide the best service possible because we realize that child care is a necessity for many of our parents even under adverse conditions, while also considering the safety and commute of the staff of the Children's School and the children and their families themselves.

No credits will be given for vacation, holiday credits and closures due to physical site safety or inclement weather.

## **FIRE DRILLS/ EVACUATION PROCEDURES**

Fire drills are held monthly at Point Park University Children's School. Children evacuate to either the Red Cross on the Boulevard of the Allies or the YWCA on Wood Street. All staff receives annual fire safety training.

If an incident occurs where the children are evacuated from the school and will not be able to return in a reasonable time, we will begin calling the families of our children. We will notify you that your children are safe, and where they are staying until safe re-entry to the building is assured. If at that time you choose to pick your child up, you may do so from the evacuation site. If a situation would occur where there is an unsafe condition at the school, in addition to calling all families, our Children's School voice mail will notify you of the situation and our evacuation location.

***The University adopted an Emergency Response Plan on March 21, 2003. This plan can be reviewed on the University website, [www.pointpark.edu](http://www.pointpark.edu) Use the university search feature and type in Emergency Response Plan.***

## **ARRIVALS**

All children are to be taken each morning to the classroom by the parent or guardian. Please be sure that a teacher knows that your child is present and that you are leaving. Arrival prior to 9:00 am is requested for Preschool/Pre-Kindergarten children. Arrival no later than 8:30 is mandatory for Kindergarten

**children. *If extenuating circumstances arise necessitating a child's late arrival or absence, please phone by 9:00 am.*** Lunch count is taken @ 9:00AM as well. If your child attends and we have not been notified that they would be arriving after 9:00AM, you will be responsible for providing a bag lunch for the day.

Arrival and departure can be the most stressful times of the day for you and your child. Children are torn between wanting to be with their friends or with their parent. You can help your child by establishing a routine and following that routine each day. Short routines work best for the children.

Although arrival and departure times may appear to be a good time to speak with the teaching staff, your child's teachers need to facilitate the transition of your child. A short comment about the events of the past evening or morning is all that is necessary to alert the staff of special needs of your child for the day. If you have questions concerning your child, please schedule a conference to speak with your child's teacher(s). You are welcome to call the classroom with concerns during the day, and teaching staff will return your call when not directly working with the children.

If an event occurs during the day that staff feels is a concern that needs to be discussed with you, they will attempt to reach you at your place of employment, rather than discuss the event with you in front of the other children or parents at pick-up time.

All infant classes will send home a daily summary of your child's day. All classrooms for children from the toddler classes and older will display a "conversation starter" board either outside or inside your child's classroom. Please make sure you check this (when you pick your child up at the end of the day) so that you may discuss your child's day with him/her.

Please schedule a conference if you wish to discuss your child's progress. This conference can be scheduled in an office away from the children so that they may not overhear your discussion and your child will not be anxious as to why you have not left his/her room.

## **DEPARTURES**

At enrollment and every six months thereafter, an agreement form must be signed indicating persons other than parent(s) to whom the child may be released. At least one person, other than a parent, must be listed. Picture identification may be required to be shown by the person designated to pick up the child prior to departure with the child; this may include one of the child's parents who have not yet been introduced to the staff. If an individual other than those designated must pick up a child, verbal permission may be given by the parent. The verbal or

written request must be made to a staff member who can attest that the verbal request is from a parent.

Unfortunately, there are times when due to changes in family circumstance, a parent asks the school to deny visitation or discharge to the other parent. Under state regulation the school is not able to assume this responsibility solely on the basis of a parent's directive. Access to a child by a parent cannot be denied without an official court order.

*Point Park University Children's School will NOT release children to anyone who is under the influence of any substance, or who is acting erratically. We will contact security, the emergency contact person and/or the county abuse/neglect hotline.*

**SCHOOL POLICIES**

**\*\*FEE POLICY FOR EARLY ARRIVALS AND LATE DEPARTURES**

Early Enrollment 7:00-5:00	Late/ Early Charges 5:00-5:30 +\$15 5:30-6:00 +\$15
Traditional Enrollment 7:30-5:30	Late/ Early Charges 7:00-7:30 +\$15 5:30-6:00 +\$15
Late Enrollment 8:00-6:00	7:00-7:30 +\$15 7:30-8:00 +\$15
All Enrollments	*6:01- +\$15

\*(subject to change, payable to caregiver)

\*\* All early/late fees will be collected separate from tuition payment in the office. If fees are not paid your child's enrollment may be subject to suspension.

All children with a **5:30** pick up time who are not picked up by 5:30 will be taken by their teacher to wait in the lobby of Thayer Hall. All children are taken to the lobby of Academic Hall (to wait near the main security desk) after 6:00 PM.

The Children's School closes at 6:00 p.m. If a child has not been picked up at this time, a late charge will be due — in cash at the time of pick-up, or within 2 business days. If children are at the school past closing time, two staff members remain until all children are picked up. Parents and emergency contacts will be called. If

children are still at the school at 6:30 p.m., the Director or Assistant to the Director is called if she/he is not on site. At 7:00 p.m., the Child and Youth Services (CYS) may be contacted if all attempts to reach family and other contacts have failed.

Your child anticipates your arrival. A child can become worried and anxious if his classmates have all been picked up and his own parent has not yet appeared. In addition, staff who have put in a full day are ready to leave, return to their families and carry out their personal plans for the evening.

The Administration reserves the right to terminate enrollment of the children of parents who are late (past 6 o'clock) three times within a six month period.

## **CHILD ABUSE POLICY**

The State of Pennsylvania mandates that all members of any educational facility report to the state any and all cases of suspected abuse or neglect to a child. All staff who began employment after January, 1986, have completed an Act 33 and Act 34 clearance. These forms reveal any police record for a criminal or sexual offense. No applicant will be employed with a criminal record or record of abuse or neglect to a child.

## **SEPARATION**

All children react differently when separating from their parents. The staff at Point Park University Children's School will work with you in determining the best way to handle a difficult separation with your child. If you wish the teacher to intervene and take your child from you and help find an activity, they will do so. No teacher will separate a tearful child from his/her parent unless that has been established as the procedure between you and the caregiver. Please make sure you discuss this with the staff in your child's room if the situation arises.

## **RESPONSIBILITY FOR BEHAVIOR**

When the parent of a child is in a room, the staff at Point Park University Children's School believes that the parent is in charge and will not try to override the decisions made by parents. This becomes a difficult situation for the staff when they expect a certain level of behavior and responsibility from the child and it is not being met. We will always assume that the parent wishes to correct the behavior and actions of the child, and will not intervene unless arrangements have been made with the parents to do so, or the behavior jeopardizes the health or safety of the children in our care.

## PHONE CALLS

Please make a note of the phone numbers at the end of this book for your child's classroom. We welcome your call concerning the welfare of your child during the day. This is an opportunity for you to inquire how your child is doing that day, and eliminate any anxiety you may be feeling.

## VISITS

Parents are welcome visitors in the classroom. Please be considerate of all of the children in the room. Naptime is not a good visiting time! Lunch or activity time works best for the children and you.

## PARKING

Parents are permitted to park in the loading zone on the Third Ave. entrance of Thayer Hall for up to 15 minutes during typical arrival and departure times for the Children's School (7:00-10:00/3:00-6:00). Please make sure that you have your Children's School parking placard in the window, and your flashers on!

## ENROLLMENT

Point Park University Children's School awards priority of space to faculty, staff and students of Point Park University. Siblings of currently enrolled children are also given priority. Full-time enrollment and full-pay clients are given first consideration for available space. Part time enrollment is available for three or four days per week. Enrollment days must be specified and agreed upon by parent and Director. If attendance is necessary on any other day and if space is available, the child may attend. Additional tuition will be charged at the current daily rate. Since activities and field trips are planned throughout the year on different days, children attending part time may not switch days due to a class activity. (School Pictures will be the only exception).

## BIRTHDAYS

A birthday is a very special day for your child. If you would like to recognize your child's special day by sending a special cookie or cupcake for each child that would be appropriate. Point Park University Children's School is not a place to have a birthday party for your child. No presents, clowns, magicians, etc are permitted. Although the children would enjoy this, not all families are able to have such an event.

Please do not ask staff to distribute birthday party invitations unless you are inviting every child in your child's class. Staff should not be expected to explain

why a child or children are not receiving an invitation. If you choose to limit the number of children from the class that you are inviting, write the child's name on the envelope, put a stamp on it, and drop it off in the office. We will write the address and mail the invitations.

## **REST TIME**

A daily quiet time is enforced. We find that children need this time to "regroup".

Many of the children wake up very early at home in the morning and do fall into a deep sleep while at school. The length of the quiet time depends upon the age of the child and individual needs, but all children do have some rest time each day.

## **TELEVISION**

Television will NOT be available to the children during childcare hours. A children's videotape may be played on occasion, providing it enhances the activities of the week.

## **TOYS FROM HOME**

It is the Children's School policy to discourage children from bringing toys from home. We have an economically diverse population of children who attend, and we believe that the child's time at school should reflect *an even playing field* for all children. Toys from home present problems in a number of different ways. For some families, it's an expense they can't afford. For some it's a matter of not wanting to expose their children to commercial toys and trappings of consumer culture. Teachers have observed that toys such as Barbie dolls, Disney toys, electronic games and action figures divert children's attention from enriching classroom activities such as creative arts, science projects and reading stories.

Having a toy from home in the classroom creates problems for the child who must then decide whether or not to share as well as finding it when it's time to go home.

The Children's School is fully equipped with age-appropriate toys and materials,

and the teachers strive to create a sense of community in each room by sharing and caring for the school's materials. We encourage parents to provide a small, soft cuddly animal and blanket for children who need a security object during nap time. However, we do not permit war toys or toys that encourage violent/angry solutions to problems. If you find that your child wants to leave the house with a new or favorite toy, please leave it in the car, or take it with you when you drop your child off in the classroom.

## TOILET TRAINING

The staff will discuss this issue with each parent as their child approaches readiness for toilet training. The following toilet training criteria have been developed with parents over the years. We should agree, as a team, on how we will proceed. It is best to have consistency between the home and center to allow the child to be successful.

A child may begin toilet training when:

- *A child notifies you he/she has had a bowel movement or a wet diaper and wishes to be changed.*
- *A child shows some interest.*
- *The child is willing to sit on the toilet.*
- *The child can retain **bowel** movements for short periods of time.*
- *The child understands what is expected of him/her.*

Toilet Training Procedure:

- *Put child on the toilet at routine times-cues taken from the child and/or center's schedule.*
- *Put child on the toilet at child's **request** as well.*
- ***No** toys in the **bathroom** while the child is on the toilet.*
- *Rewards are immediate and may be hugs, cheers or praise.*
- *No material reward, e.g. candy, stickers, etc.*
- *Be **CONSISTENT**.*
- *Present a relaxed attitude. Remember, learning to use the toilet is the child's job, not yours. Let him/her assume responsibility for this function himself. He/she is after all, the only one who can.*
- *If the child is showing signs of resistance, stop for a few days and try again later.*

We view toilet training as a developmental process and take its successes and failures in stride. Successful toilet training is a pre-requisite for a child to move into the preschool class and higher. Children in preschool begin to go to gym classes at the YWCA, and attend field trips. Facilities and privacy to change a preschool child's diaper or pull-up are often not available in these public places, or the diaper changing area is not sanitary, or does not give the child the privacy he/she deserves while being changed. If your child is not toilet trained by the beginning of the preschool year, please discuss placement for him/her child with the Director.

## WHEN YOUR CHILD IS ABSENT

We ask that you always call the Children's School to report your child's absence for whatever reason. Our staff needs this information to plan their day and lunch count is taken and called into the cafeteria each day at 9:00am. No lunches will be ordered for a child if they have not arrived by 9:00 am or if you have not informed the school your child will be in late.

## IF YOUR CHILD WILL ARRIVE AFTER 9:00AM

Lunch count is taken at 9:00 AM so if you will be dropping your child off after that time we ask that you call the school so a lunch can be ordered. [see above note] Many days your child's class may go for a walk to the library or gym or on a field trip shortly after 9:00 AM. These special events are planned in advance and noted on the monthly calendar sent home by your child's teacher. Please take special notice of this because we are unable to hold the group back to wait for a child arriving late. If your child does arrive after the group has gone there are a few options you may choose:

- If you know where the group is, notify the office that you are taking your child to meet the group and he/she needs to be included in the lunch count.
- Your child may join in with another group (closest in age) until their friends return. This will be dependent on insuring the proper ratio of adults to children.
- Your child may remain in the office until the group returns. [Small toys, books, art supplies will be offered.]
- If there is an available teacher (permanent substitute "floater") your child may wait in his/her room with the "floater".

## INJURIES

Parents will be contacted immediately if their child is hurt and requires special medical treatment. If we cannot reach you, we will contact the individual(s) listed on your emergency card. Injury reports will be sent home the day of the accident signed by your child's parent, and the Director or the Assistant to the Director.

Appropriate first aid will be given while we wait for a parent to arrive. A health professional from the Point Park University Health Office is available for emergencies and consultation. If emergency care is required, we will call 911 and a staff member will accompany your child to the hospital with the emergency contact information you have given to us. Please be sure that **ALL information is complete, correct and updated any time it changes.** The staff member will remain with your child until you or a person authorized by you on the Emergency

Contact Form under the heading of "Persons Child May be Released to" has arrived.

## CONFERENCES

Conferences are scheduled three times per school year. If you would like to speak with your child's teacher at any time, you may schedule conference time. Please do schedule time so arrangements can be made to cover class during your discussion. It is much too distracting to try and talk with children in the room.

## BILLING & TUITION

### A. Payments

Your child's tuition should be paid by the first of each month prior to service. This can be done by mailing a check or money order to:

Point Park University Children's School  
201 Wood Street  
Pittsburgh, PA 15222-1984

Post-dated checks will not be accepted for any reason. Coupon books will be provided. Please complete the name and account number and submit a coupon with each payment. Mailing labels are available from our center. You also may bring in your check, credit card, money order or cash and pay directly to the cashier in the University Student Accounts Office located in the Student Services Center on the 1<sup>st</sup> floor of Thayer Hall between **8:30 & 4:30**. **For additional convenience, a drop off box is located in 401 Thayer Hall--checks only!** Point Park University Children's School can not assume responsibility for cash payments. Credit card and cash payments and receipts can be obtained from the cashier in the Student Service Center, or the coupons from the coupon book are signed by the Director or the Assistant to the Director and can be used as a receipt for most flexible spending plans, and income tax purposes. We strongly suggest keeping these receipts as verification of payment. Your statement may only show payments made over the previous twelve months, and a balance from previous months being carried over.

If your child's account becomes delinquent, enrollment may be suspended. If repeated attempts by Point Park University Children's School to collect this balance are not successful, the account will be turned over to a collection agency and reported to the credit bureau.

Payments not received by the 15th of the month will be subject to a \$15.00 service charge and may be reported to the credit bureau as delinquent.

Note: Parents who receive state subsidized day care will have a different payment schedule which will be explained by the funding agency.

### **B. Identification Numbers**

Your child/family will be assigned a student ID number to assist in payment application. This number is assigned after the deposit is received. The ID number is to be used for all payment transactions (i.e. written on check). This number will be already stamped on your child's coupon payment book.

### **C. Application Fees**

A \$100.00 enrollment fee is required upon confirmation of availability of space to secure your child's admittance to the program. This fee is non-refundable, but is deductible from your first month's tuition. Kindergarten enrollment requires the \$100.00 fee at time of enrollment and the first month's tuition by July 1 to secure a space.

**D. Refunds and Credits** No credits shall be provided for vacation, sick days, holidays or closures for inclement weather.

### **E. Temporary Withdrawal**

A child must be withdrawn for at least a one-month period in order to be considered temporarily withdrawn. **No spaces can be guaranteed**, however, you will be kept at the top of the waiting list. Withdrawal and subsequent re-enrollment will result in a \$50.00 re-enrollment fee, which is not applicable to tuition or refundable.

### **F. Reserving space for the infant room**

If you are expecting a baby and anticipate having the infant enrolled in our Infant Room you need to inform the administration of the Children's School of your intentions as soon as possible. While maintaining our low ratio of staff to children in all our rooms, it is more of an issue in the infant room than any other. With a limited number of spaces available each year, we would like to be able to offer them to the families presently in our center before offering them to new families. Unfortunately, in the past we have held spaces for infants, only to have the family decide at the last minute to keep the child in care at home. This has necessitated that when reserving a space we will ask you to give us an expected start date for the infant. In an instance where the start date is three to four months in the future we will ask you to submit the first month's tuition to ensure us that you intend to fill this space. This payment will be applied as your first month's tuition. If you decide not to enroll your child, the Children's School will retain the \$100 deposit and the remainder of the tuition. If you are asking us to reserve a space for more than six months in the future, you may be asked to make other payment options.

## **G. Tuition Assistance**

A family plan rate is available. A credit of 20% will be applied to the tuition of the oldest child/children provided children are **ENROLLED FULL TIME**. Point Park has an agreement with the Child Care Information Service (CCIS) for supplemental funding. Please call for eligibility information at (412) 261-2273.

## **WITHDRAWAL**

Parents may withdraw a child from the program at any time. **A TWO WEEK WRITTEN NOTICE IS REQUIRED.** You are responsible for payment for a minimum of two weeks from receipt of written notification of withdrawal regardless of attendance.

The center also reserves the right to require withdrawal in extreme cases. Point Park University Children's School requires the involvement of all those with relevant knowledge in the decisions concerning a child. When after appropriate efforts have been made with a child and family, if the child still does not appear to be benefiting from the program, we will offer assistance in finding a more appropriate setting.

## **PLACEMENT**

The Department of Public Welfare regulations require that new children will be interviewed or observed prior to admissions and should visit the facility prior to being admitted for care.

At the time of enrollment children are placed in a group according to their birthday. After this initial placement, the child remains in this group for the remainder of the school year. *Children do not move into a new room after their birthday!* Our school year begins as of September and continues until the following September.

Teachers will be assigned to classes in August for the upcoming school year. Teachers have the option to stay in their same age level class, move to a new class, or move up with their class. The final decision on teacher placement is made by the administration. Consideration of teacher's choice is only one of the factors in the placement decision. Final teacher placement is made to ensure the strongest teaching teams possible for each age group.

Children enrolling in the infant through early preschool classes will be enrolled according to birthday and will stay with their group until September. At the beginning of the following year, all of the children will be grouped developmentally. This may mean a slight change in groups, but the majority of the groups will remain together for the following year.

The age requirement for children entering the preschool class is dependent upon the eligibility requirement for initial school admittance in the home school district of the child. We anticipate that children in this class will go onto pre-kindergarten the following year, and kindergarten the year after that. To enroll in the pre-kindergarten class children must be age eligible for kindergarten in their home district for the following year.

Admission to the kindergarten program is dependent upon the eligibility of children for kindergarten in their home district. An exception to this policy will be made for families who plan to place their child in our kindergarten (or another private kindergarten) for a year, and then place them in kindergarten again the following year in their home school district. Admission of children to the kindergarten program who will not turn five years of age until after September 1st will be at the discretion of the Director with input from the kindergarten teacher after review of all relevant information.

## **PARENT REQUIREMENTS**

Parents of infants must provide the center a written statement of formula and feeding schedule when enrolling and when changes occur thereafter. Disposable nursers are required unless parents wash bottles daily and the bottle is labeled with the child's name. According to the center's philosophy, infant's twelve months and younger will be held while bottle fed. No child will be permitted to sleep with a bottle in his/her mouth. Diapers, wipes and lotions are the responsibility of the parent. Your child's teacher will inform you of the policy for his/her room.

A rest mat with sheet will be provided to your child at naptime. These sheets are washed weekly by Point Park University Children's School Staff. Parents are responsible for providing blankets and pillows (if desired) for nap. These items must be washed at least once a month. A change of clothing is also required regardless of the age of the child. Please check your child's change of clothing regularly. Often we find that the child has outgrown the extra clothing in their chubby, or the clothing is not appropriate for the season. We also suggest an extra pair of shoes be included with the extra change of clothes. Tennis shoes should be either worn or brought so your child may participate in gym class or deck play.

Breakfast, hot lunch and afternoon snack are provided for your convenience and to meet the nutritional needs of your child. The Child and Adult Care Food Program (CACFP) is also considered to be a part of the child's education in helping him/her to develop healthy eating habits. In addition, participation in the Child and Adult Care Food Program (CACFP) allows us to include meals while trying to maintain an affordable tuition. Participation in the CACFP requires us to have a signed application from each family, regardless of eligibility.

## OUTSIDE ACTIVITIES

All classrooms have an assigned deck time (one-half hour) in the morning and again in the afternoon. Children are taken on walks or play on the deck as often as the weather permits. Please be sure that your child comes to school with weather appropriate clothing.

We also suggest that each child have sun screen at school (with their name written clearly on it) to be applied on all exposed skin during the hot summer sun months. Young children should keep a hat with brim at school for outside summer walks and play.

## SUPPORT SERVICES

The Children's School participates in the Child and Adult Care Food Program, which enables us to provide breakfast, hot lunch and an afternoon snack. All meals served to children under the Child and Adult Care Food Program are served at no separate charge regardless of race, color, national origin, sex, age, or disability. There is no discrimination in admission policy, meal service or the use of facilities. The compliant procedures: Any complaints of discrimination should be submitted in writing within 180 days of the incident to the Secretary of Agriculture, Washington, D.C., 20250.

**Meals** are provided by the Food Service Department of Point Park University.

**Specialists** are consulted when necessary. Services range from In-Service presentations to Child Observations and/ or Evaluations.

A **health assistant** is available to our staff during office hours through Point Park University for emergencies and consultation. Staff members are also trained in both first aid and Infant/Child CPR.

## PARENT INVOLVEMENT

Parent breakfasts are held throughout the year. This is an opportunity for parents to informally speak with teaching staff, the children in the class, and other parents.

Parents are invited to join breakfast/ lunch with their child and his/her classmates at any time. If advanced notice is given an additional meal can be provided; a \$3.50 charge would be required.

Open House is scheduled in October. Arrangements for baby-sitting are available for **your enrolled children** while you attend the Open House. Hourly employees and work study students will be used to provide this service. We typically ask parents for a family donation to defray the cost of the meal and service.

Parent Boards are located either outside or within each classroom. All important information will be posted for your review (i.e. menus, activity plans, internal correspondence, special events, and curriculum issues). Please check the Parent Board regularly for new information.

- Fund-raisers are held periodically throughout the year. Your support and participation are appreciated but not required. Monies raised supplement the budget for programs and projects at the school.
- Newsletters are written by your child's teachers and distributed monthly, along with a calendar of classroom events and a copy of the school lunch menu.
- Information is provided to parents on child development, child rearing practices and family related issues through a book and tape library, periodic workshops, and copies of newsletters or articles of interest to a particular class or age group.
- Parents are encouraged to complete several surveys during the year, including a NAEYC Parent Questionnaire, and a parent survey.
- We invite parents to school to share special talents or interests.
- Each classroom has a variety of opportunities throughout the year to observe or assist in the classroom. Please let us know of your particular interest or how you would like to be involved.

## **PARENT ADVISORY COUNSEL**

Point Park University Children's School has a very active Parent's Advisory Counsel. Anyone with a child enrolled at the Children's School or anyone interested in the well-being of the school is invited to become part of this group. Meetings are scheduled for lunch time at the school, usually from 12:30 until 1:30. The group is recognized by the university and a member of the Parent Counsel is regularly invited to be part of university meetings and activities.

This group originally began to develop fund-raising but has become a true "voice"

in an advising capacity. Suggestions made by the committee have made significant changes within the Children's School program. Sub-committees within the larger committee should provide an avenue for a variety of interests.

At the beginning of the academic school year, parents will receive information and an invitation to join this group. We urge all families to be active in their child's education.

## **SPECIAL ACTIVITIES**

A number of special activities are available to our students.

A gym program is offered at the YWCA. This program is offered to children in preschool, pre-kindergarten and kindergarten. There are two eight week sessions, one during the fall and one during the spring.

Regular field trips for Preschool, Pre-kindergarten and Kindergarten children are planned each year which offer seasonal, cultural, and recreational opportunities throughout the Pittsburgh area.

- Field trips and gym classes are paid for through the activity fee of \$50.00 in each of the fall and spring semesters and \$30.00 for field trips and special activities during the summer program.

The children have the opportunity to experience the rich environment of Point Park University and the Education Department through programs such as attendance at storytelling programs, the library, puppet shows, various music shows and special lunches.

School pictures are taken each October.

Week of the Young Child Celebrations and Harvest Day have become annual traditions.

## **PARENT CONCERNS AND COMPLAINTS**

As an early care and education center we are a community of children, parents, and staff, all interacting and sharing our lives together. In a community, people work closely together and hopefully interactions are positive, helpful, kind, and understanding. Yet it is to be expected that from time to time people will experience some conflict, some concerns, and some difficulties.

We recognize that parenting is one of the most difficult and intense activities any adult can undertake. We want you as parents to share your thoughts, hopes, and dreams for your children. We know that you want what is best for your child and that your job is to advocate and protect your child.

We, as a staff, will make mistakes, create misunderstandings and occasionally miscommunicate. When these mistakes occur, we want you to tell us. As a staff it is our hope to offer your family the best childcare services possible. In order to meet our goal we need your input, your suggestions, your questions, and concerns.

When you have a concern, please remember .....

- *Teachers really want to please parents. They want to make you happy and have you be very satisfied with the care your child is receiving.*
- *Talk to teachers directly whenever possible. We suggest that you ask your child's teacher first about any concern. Teachers prefer that you talk with them directly, but they do understand if you would prefer to talk with the director.*
- *Realize that if you have a concern **about** a teacher, the director will need to investigate and **probably** talk to the teacher directly **about** your concern. The director will deal in a straightforward manner with the teacher so he/she can improve their performance and correct any mistakes.*
- *Consider using the "once is OK" rule. With minor issues, allow staff to make a mistake once or twice, but when it becomes a pattern, it is definitely a time to bring it to their attention.*
- *On the other hand, don't allow concerns to "build up": As concerns occur, share them with the staff. It is always disturbing to the director to find out that parents had a number of concerns and never expressed them.*
- *Talking in person is preferable to writing your concern. Setting up a time to talk to the director or teacher allows for more give-and-take and gives the staff an opportunity **to** respond.*
- *Expect follow-up from the director or teacher to make sure your concern has been addressed.*
- *Sometimes we cannot make a change you may request due to other restrictions, but we **ALWAYS** want to hear your suggestions. We promise to consider these seriously and respond to you in a timely manner.*
- *Our teaching staff appreciate constructive criticism and is not offended when you raise a concern. We strive to hire people who are able to handle themselves in a professional manner.*
- *And lastly, please remember that we are all human. Occasionally, even the best of us can have a bad day!*

**POINT PARK UNIVERSITY CHILDREN'S SCHOOL**  
**CLASSROOM PHONE LIST**

The Children's School uses a voice mail system to allow direct access to individual classrooms and offices and to allow parents the ability to leave messages. Parents can reach individual classroom and offices by dialing direct using these numbers listed below. Be sure to note your child's classroom number.

<b><u>Room #</u></b>	<b><u>Phone#</u></b>
<b>Third floor office</b>	<b>(412) 392-3973</b>
<b>Main office, 4<sup>th</sup> floor</b>	<b>(412) 392-3970</b>
<b>Room 301/2/3</b>	<b>(412) 392-3978</b>
<b>Room 304/5/6/7</b>	<b>(412) 392-3979</b>
<b>Room 308/9</b>	<b>(412) 392-3894</b>
<b>Room 311/12/13</b>	<b>(412) 392-3980</b>
<b>Room 314/15</b>	<b>(412) 392-3981</b>
<b>Room 402/3</b>	<b>(412) 392-6156</b>
<b>Room 404/5/6/7</b>	<b>(412) 392-6158</b>
<b>Room 411/12/13</b>	<b>(412) 392-6165</b>
<b>Room 414/15</b>	<b>(412) 392-6167</b>
<b>Deck</b>	<b>(412) 392-3977</b>
<b>Point Park University Main Number</b>	<b>(412) 391-4100</b>

**If you have an emergency and cannot reach the classroom, please call 392-3970 and hit "0".**



## APPENDIX

### Key Experiences - Infant/Toddler

1. **Social Relationships**  
building relationships with others  
responding to need of others  
expressing emotions toward others
2. **Sense of Self**  
distinguishing one's self from other people and things  
asserting one's self  
making or expressing choices, preferences and decisions  
solving problems encountered in **exploration** and play
3. **Communication**  
listening/responding to sounds, voices and words, sensations and facial expressions  
communicating with movements, gestures and facial expressions, sounds and words  
conversing-trying out the "rhythm" of conversation  
using language to fulfill needs  
enjoying speaking and being spoken to  
experiencing written words
4. **Physical Development**  
moving parts of one's body  
moving one's whole body  
moving with objects  
moving to music
5. **Understanding the World/Exploring objects/Pre-Representation**  
learning about object permanence and constancy  
exploring objects with mouth, hands, feet, eyes and ears  
exploring materials through building and art  
imitating the actions of others  
associating actions with objects  
using one object to stand for another  
responding to and identifying pictures
6. **Exploring attributes of objects/Classification**  
investigating the attributes of objects with mouths, hands, feet, eyes and ears  
noticing how things are the same or different  
noticing the color, size and shape of things  
noticing how things go together
7. **Comparing and Counting**  
experiencing more and less  
counting objects

8. Time
  - developing awareness of beginnings and endings of time intervals
  - anticipating familiar events
  - experiencing fast and slow
  
9. Space
  - learning to locate objects within the environment
  - experiencing and noticing spatial relationships
  - observing objects and people from different perspectives
  - filling and emptying
  - fitting things together and taking them apart

## Key Experiences - Preschool

1. Creative Representation
  - Recognizing objects by sight, sound, touch, taste, and smell
  - Imitating actions and sounds
  - Relating models, pictures, and photographs to real places and things
  - Pretending and role playing
  - Making models out of clay, blocks, and other materials
  - Drawing and painting
  
2. Language and Literacy
  - Talking with others about personally meaningful experiences
  - Describing objects, events, and relations
  - Having fun with language: listening to stories and poems, making up stories and rhymes
  - Writing in various ways: drawing, scribbling, letterlike forms, invented spelling, conventional forms
  - Reading in various ways: reading storybooks, signs and symbols, one's own writing
  - Dictating stories
  
3. Initiative and Social Relations
  - Making and expressing choices, plans, and decisions
  - solving problems encountered in play
  - Taking care of one's own needs
  - Expressing feelings in words
  - Participating in group routines
  - Being sensitive to the feelings, interests, and needs of others
  - Building relationships with children and adults
  - Creating and experiencing collaborative play
  - Dealing with social conflict
  
4. Movement
  - Moving in non-locomotor ways (anchored movement: bending, twisting, rocking, and swinging one's arms)
  - Moving in locomotor ways (nonanchored movement: running, jumping, hopping, skipping, marching, and climbing)
  - Moving with objects
  - Expressing creativity in movement
  - Describing movement
  - Acting upon movement directions
  - Feeling and expressing steady beat
  - Moving in sequences to a common beat
  
5. Music
  - Moving to music
  - Exploring and identifying sounds
  - Exploring the singing voice
  - Developing melody
  - Singing songs
  - Playing simple musical instruments

6. Classification
  - Exploring and describing similarities, differences, and the attributes of things
  - Distinguishing and describing shapes
  - Sorting and matching
  - Using and describing something in several ways
  - Holding more than one attribute in mind at a time
  - Distinguishing between "some" and "all"
  - Describing characteristics something does not possess or what class it does not belong to
  
7. Seriation
  - Comparing attributes (longer/shorter, bigger/smaller)
  - Arranging several things one after another in a series or pattern and Describing the relationships (big/bigger/biggest, red/blue/ red/blue)
  - Fitting one ordered set of objects to another through trial and error (small cup-small saucer/medium cup-medium saucer/big cup-big saucer)
  
8. Number
  - Comparing the number of things in two sets to determine "more," "fewer," "same number"
  - Arranging two sets of objects in one-to-one correspondence
  - Counting objects
  
9. Space
  - Filling and emptying
  - Fitting thing together and taking them apart
  - Changing the shape and arrangement of objects (wrapping, twisting, stretching, stacking, enclosing)
  - Observing people, places, and things from different spatial viewpoints Experiencing and describing positions, directions, and distances in the play space, building, and neighborhood
  - Interpreting spatial relations in drawing, pictures, and photographs
  
10. Time
  - Starting and stopping an action on signal
  - Experiencing and comparing time intervals
  - Anticipating, remembering, and describing sequences of events