



Family Handbook

Child Development Center & Laboratory School

Revised May 2016

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575.562.2805

<http://www.enmu.edu/college-of-education-and-technology/child-development-center>

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Welcome

Welcome to the Child Development Center (CDC) Laboratory School. ENMU's Child Development Center has a proud history of serving as a laboratory school since 1949. The original program enrolled 16 children ages 2-6 and was open from 9 a.m.-3 p.m. Monday through Friday. In 1972, the current CDC facility was constructed with the open classrooms and curriculum modeled after the Infants Schools in England. Today, the CDC enrolls 36 children, 3- 5-years old and operates from 7:45 until 5:00 p.m.

We are excited that your child will be attending the CDC and look forward to getting to know you and your child throughout the year!

Mission

The ENMU CDC serves two missions, one for the university and one for the families. As part of the university mission, the program provides a high quality training facility with the opportunity for observation and laboratory experiences for college students and a research facility for the study of child development. The mission for services to families is to provide an excellent early childhood education experience for young children based on current research considering children's unique intellectual, linguistic, creative, physical, and social/emotional developmental needs. The program seeks to support families in their roles and to encourage ongoing family involvement in the program.

The facility uses sound financial management principles in providing a program to meet campus and community needs for safe, affordable care for young children. The program meets or exceed requirements for all agencies that monitor, or accredit childcare programs.

Philosophy

The CDC operates on the beliefs that programs for young children should reflect careful consideration of what is involved in healthy growth and development. The emphasis is on providing an environment optimal for a child's present and future developmental needs and on helping each child develop to his/her highest potential. Such a focus maintains that all aspects of a child's development, intellectual, linguistic, creative, physical, and social/emotional are interrelated and must be considered in designing optimal programming.

We recognize that a child's education and development occurs in many contexts (home, school, the community, etc.), involves many kinds of educational agents and relationships (families, siblings, teachers, community, etc.), and can be accomplished through various instructional means and techniques. Our program for young children systematically explores all the possible varieties of contexts, partnerships, and people involved in early education and development.

The CDC is equipped to serve up to 36 three-, four-, and five-year old children. Each child is accepted as an individual with unique gifts and abilities that are to be celebrated and nurtured. Each child's feelings and ideas are treated with consideration and respect. Each child is encouraged to learn through child-led meaningful interactions and relationships in the classroom community.

We value the development of self as integral to the overall development of the individual. Opportunities and activities are built around the child's interests. The teachers establish an environment, which is responsive to the needs, abilities, and interests of the children. The teacher develops activities, which fosters progression from the constructs in their immediate environment to higher levels of conceptualizing and complex thinking. Children are given the opportunity to learn about their environment through meaningful and play-orientated experiences that emphasize a multi-sensory approach.

All individuals who come to interact with the child must be involved in the learning process. The child's family and their respective cultures form the basis from which our understanding and support of the child emerges. Family involvement is an important part of the CDC programming. Our staff and students support partnerships and engage families as decision makers in the program on a regular basis.

The CDC program is implemented so the child and their family:

1. Are involved in a high quality inclusive environment with equitable access to all services and supports.
2. Receives intellectual, affective, and sensory stimulation.
3. Are given opportunities to learn to think independently, solve problems, and gain information.
4. Are given opportunities to succeed and develop a positive self-concept.
5. Participate in an environment, which is responsive to his/her needs, interests, and developmental stage (physically, emotionally, socially and cognitively).

6. Has the opportunity to appreciate his/her own culture and language along with the cultures and languages of others.
7. Has many opportunities to interact on a positive, non-competitive basis with peers and adults.
8. Has an opportunity for development of foundational skills and knowledge in language arts, mathematics, social studies, science, fine arts and physical education.

The Child Development Center uses a developmentally appropriate curriculum. Planning is based upon providing a well-rounded curriculum that addresses all developmental domains and content areas relevant to the ages and needs of the children served. The curriculum is organized around topics shared and explored by children, families, staff, and laboratory/practicum students. Lesson plans are developed based upon teachers' and children's interests and knowledge, which will be determined using daily interactions. Plans are posted in the classroom and each classroom maintains a binder of the lesson plans that have been taught.

Observation and Assessment

The Child Development Center utilizes the NM Early Learning Guidelines and the accompanying preschool portfolio collection forms to collect developmental information on children. These authentic assessment tools guide the documentation of each child's individual growth and experience while in the center. The CDC staff document information in seven developmental areas: physical, literacy, numeracy, aesthetic creativity, scientific/conceptual understandings, self/family/community, and approaches to learning. This information guides us to see each child's performance in relation to age appropriate expectations for the child. In addition, we utilize the information about the growth, and development of individual children in concert with expectations of the families for program and curriculum improvement. Observations of each child will be collected regularly to document children's learning and skills throughout the academic year.

During the observation collection cycle, the following can occur:

1. Observation of the child or group of children.
2. Writing down what the child does and/or says (also known as the anecdote), taking a photo and/or selecting a sample of the child's work.
3. Combining the written observation with the collected photo or the child's work sample.

4. Analysis of observations for lesson planning and inclusion in the child's or classroom portfolio.

In addition, the staff may ask the families to collect information about their child and about their family to supplement the portfolio. This may include photographs from family trips or activities, a story about the family, or other information that families would like to share about their child and their family.

Teachers will share the portfolios with families in a formal or informal conference each semester. During this time, teachers will share the anecdotal observations and developmental milestones the child has reached. Teachers and families may discuss the areas where children show strength and the areas that may need to be addressed. The observations and work samples are compiled into individual portfolios and are kept at the CDC for as long as the child attends the center. When the child leaves the center, the portfolio will be sent home for the family to keep.

Licensing, Location, Hours, and Surveillance

The center is licensed by the state of New Mexico Children, Youth and Families Department. A copy of the licensing regulations is posted by the Director's Office or is also available at www.newmexicokids.org website.

The facility is located on the ENMU Portales Campus at the corner of U.S. Highway 70 and South Avenue N. The CDC calendar is the same as the ENMU student calendar. The center observes the holidays and vacations observed by ENMU students. The program operates in the fall, spring and summer terms, Monday through Friday from 7:45 a.m. until 5:00 p.m.

The Child Development Center (CDC) is monitored by staff at the ENMU Police Department using high resolution video cameras placed on the inside and the outside of the facility. These cameras are viewed live by the ENMU Police Department and authorized staff within the ENMU Police Department during the business hours of 7:45-5:30. Additionally, the ENMU Police participate in frequent patrols around the facility. This surveillance system has extended recording capability to pull footage and records continuously even when they are not monitored live during standard business hours.

Guidance

The role of the staff is to provide guidance to children that ensures the child has received knowledge that enables them to develop self-control in relationship to peers, adults, and the environment.

1. Guidance shall be clear and understandable to the child, consistent and explained to the child before and at the time of disciplinary action.

2. Positive guidance, redirection, setting of clear limits, and offering of choices, which foster the child's own ability to develop self-control, are methods utilized by staff.
3. Guidance practices established by the center shall be designed to encourage the child to be fair, to build relationships with others, to respect property, and to assume personal responsibility and responsibility for others.
4. The following guidance practices are prohibited at the center: physical punishment, withdrawal of food, rest or bathroom opportunities, abusive or profane language, or any form of public or private humiliation including threats of physical punishment, isolation of the child, and any other type of punishment that is hazardous to the physical or mental health of the child.
5. If the child persists in a behavior that threatens the safety of themselves, other children or staff members, a conference will be requested between the family and teacher. A plan of support for the child's success will be collaboratively developed and followed by staff and the family. If the inappropriate behavior persists and cannot be satisfactorily resolved, the family will be asked to make other arrangements for their child.

The Laboratory for Early Childhood Education

The Child Development Center operates as a program within the Department of Family and Consumer Sciences and Agriculture in the College of Education and Technology at Eastern New Mexico University. Faculty members in the Family and Consumer Sciences department serve as coordinating and program personnel within the CDC laboratory. Other personnel include students in early childhood education courses, student workers, and students in other programs that prepare them to work with children, such as physical education, speech and language, etc.

The CDC laboratory is committed to:

1. Providing a variety of high quality services and supports to ensure all children and families have access to and can participate in opportunities that are both respectful of and responsive to their family experiences, culture, beliefs, abilities and circumstances.
2. Developing and conducting early childhood education programming based researched best practices in the field of early childhood education.
3. Implementing programs for training early childhood personnel at all levels;
4. Serving as a learning opportunity for ENMU students from many disciplines across campus to include Early Childhood Education, Family and Consumer Sciences, Psychology, Nursing, Health and Physical Education, Counseling,

Communicative Disorders, Social Work and other programs that impact young children; and

5. Providing an observation area where students, faculty, families and others may observe the children (with approval) without disrupting normal classroom activities.
6. Serving as a site for relevant research related to working with or understanding young children. All research involving the children is developed in coordination with faculty advisors, the ENMU Human Subjects Committee, and the CDC Director.

Research

The following policies govern research involving the children:

- Only children with signed consent forms will participate in research projects. Families will be informed (through newsletters, memos, or meetings) of research projects. Only projects approved through the CDC staff and the ENMU Human Subjects Committee will be allowed.
- The child or children may not be taken out of the program for research participation and can only be removed from the classroom when the teacher feels it will not interfere with the educational program, or the child's welfare.
- If requested, investigators must be prepared to provide briefing sessions for the families or staff of the early childhood laboratory either before the study initiation or after study completion.
- A copy of the raw data, and the collection procedures, should be made available on request for storage in the CDC.
- After all approvals have been obtained, the investigators must win the child's cooperation with the research project. While the staff will assist an investigator to gain rapport with the children, no child may be taken from the classroom if he/she refuses to go.

Program Staff

The CDC is staffed with a director, two teachers, and a kitchen manager. The director is also an instructor in the Department of Family and Consumer Sciences and Agriculture and the teachers have required training and degrees in early childhood education or related fields. Their roles include development of curriculum materials, planning and directing the daily program activities, working with children and families, managing student teachers and workers, and providing advocacy for children and families to be successful in the program and in the broader community. All professional and support staff are accountable to

families, children and students who utilize the program and strive to be professional in action, communication, and support.

ENMU college students are also involved in the program. These students are enrolled in student teaching practicum or laboratory experiences for early childhood education or related courses. ENMU work-study students and graduate assistants provide additional support to the teacher by assisting with the children in the classrooms.

Admission and Enrollment

Waitlist applications for enrollment are available on the ENMU website at <http://enmu.edu/cdc-app.pdf>. Applications are taken throughout the year. Children's names are entered on a list when the CDC staff receives a completed application. Openings are filled based on a first come, first serve basis using the application receipt date. We operate under the belief that every child and his or her family deserve equitable access to appropriate services and supports.

All enrollment spaces are set for full-time use. We request that all children be dropped off between 7:45 and 9:00 a.m. to allow them to participate in breakfast and morning activities. Pick up time must be no later than 5:00 p.m.

Fees and Payment Procedures

Tuition for an ENMU Full-Time Graduate, enrolled in at least 9 hours, or Undergraduate, enrolled in at least 12 hours, will be \$75.00 per week for a total of \$1200.00 for the 16-week semester. Proof of enrollment is required for this rate. Individuals not enrolled at Eastern New Mexico University will be charged \$100.00 per week for a total of \$1600.00 for the 16-week semesters.

There is a 5-minute grace period at pickup times (until 5:05 p.m.). In case of an urgent or emergency situation that delays you in picking up your child, please notify the center director immediately at 575.562.2805. Respect for the staff's time is encouraged to ensure operating costs remain low. Continued disregard for the program hours of operation, may result in the child not being allowed to continue in the program.

A two-week notification is required for children leaving the program. Fees for the semester once paid are non-refundable, unless the two-week notification is given. Refunds will be processed for tuition at the weekly rate assigned for each semester, and will be based on the remaining weeks in the semester. Children enrolling after the start date of the semester will receive a pro-rated fee based on the weekly rate for that semester. Additionally, fees will not be reduced for the days a child is absent or for holidays during the semester he/she is enrolled.

Billing notices are provided to families at the beginning of each semester and must be turned into the CDC within 3 business days of receipt. All financial transactions are handled through the ENMU Business office, located in the Administration Building. Payments are made for tuition at the Cashier's window located to the right of the main Administration Building entrance doors. Payment plans or payroll deductions can be arranged with the Cashier's window.

The ENMU CDC accepts contracts with the NM Child Care Services Bureau to cover all or part of a child's tuition for the program. However, the CDC does not accept part time enrollment for our full day classrooms. For families with part time contracts for which we are reimbursed more than the lowest level on the sliding scale, children may and are encouraged to attend full time. For families whose contracts do not cover the lowest tuition amount, two options are available. Families may pay the difference between the contract and the lowest tuition amount so that their child may attend full time, or they may seek another placement for their child. In the event that a family has a contract with the NM Child Care Services Bureau that is not renewed, it is the family's responsibility to notify the director to sign a new tuition contract. If the CCSB contract is not renewed and the family does not make appropriate arrangements with the director, the family is responsible for paying tuition for the appropriate time. If you receive childcare assistance from the NM Child Care Services Bureau for full time care, you are only responsible for the co-payment determined by CCSB.

Children will not be enrolled for subsequent semesters until all prior semester fees are paid in full. The center reserves the right to refuse enrollment to children when payment arrangements have not been met.

Disenrollment

Every child, family and staff member is a valued member in the ENMU CDC community and as a community, it is expected that each community member contribute to the success of each other, and the program. When situations arise that threaten the safety or well-being of the CDC community and its members, there will be conferences with the affected members to develop solutions for each individual situation. If resolution for the safety of all is not possible, then disenrollment may be used.

Parking

Families and all parties involved in dropping off or picking up children will need to park in front of the CDC or in the adjacent parking lot. All visitors to the ENMU Campus must respect the ENMU parking rules and requirements. Families should obtain a free parking decal for all vehicles at the ENMU Police Station. For more

information, please review the regulations at <http://www.enmu.edu/campus-safety/motor-vehicle-regulations> . Applications for parking permits are available from the CDC.

Family Involvement, Collaboration, & Communication

Family involvement in early childhood is a vital component to any early care and education program. Our staff work diligently to suspend biases and build trust and establish collaborative partnerships that benefit the children and families, and the professionals who work with them. Throughout the semesters, we plan activities and opportunities for families to participate actively in the program.

Conferences with families and the teachers are scheduled at least once a semester. In addition, families are given the option to participate in a home or community visits with the CDC staff annually. Feel free to request individual conferences at any time during the semester. We can also provide information on screening services for a variety of situations, information on local child finds and speech services (for minimal or no cost) through our partnership with the ENMU Speech and Hearing Clinic.

The center has an open door policy and families are always welcome in the classroom. The center has an observation room, which is open at all times to families to observe their child and the program. The observation room is also open to selected classes and to visiting groups interested in early childhood education. A family member is welcome to come and eat lunch with their child up to two times a semester with at least 24 hours advance notice.

Families can participate in the classroom as volunteers, and support the program in our continuous improvement process through feedback and surveys. Volunteers may be involved on a regular basis or may participate as special guests.

At least annually, a program questionnaire is distributed to all families to assess the program quality. Results are posted for families, and staff members will develop an action plan to follow-up on concerns or changes recommended by families. Progress towards the action plan(s) is identified in on the family information board and suggestions are always welcomed from families.

If you have suggestions or concerns and want to bring it to the director's attention anonymously, there is a suggestion box in the front lobby for CDC families, students, and staff to use. All suggestions are reviewed by the director and department chair, and will be acted on in the best interest of the program and Eastern New Mexico University.

Field Trips

The children may participate in field trips as they contribute to the curriculum. Most of these field trips will be walking trips to ENMU campus locations. Children must have a signed permission form in their files in order to participate. Any field trip that involves transportation will require that the children observe the vehicle safety requirements for the state of New Mexico.

Child and Adult Food Program

During the each semester, breakfast (consisting of food from the grain, fruit, and dairy food group) and lunch (consisting of components from all food groups) are provided for all children. In the afternoon, children receive a mid-afternoon snack (consisting of two food groups). The CDC participates in the Child and Adult Care Food Program (CACFP). All families must complete an Income Eligibility Application. In accordance with the Federal law and USDA policy, this institution is prohibited from discrimination based on race, color, national origin, age, disability, gender identity, religion, reprisal, or sex. Children with food allergies or families making different dietary choices must have a physician's completed diet substitution form in their files stating the medical support or reason(s) for the dietary changes.

Appropriate Dress

Children should be dressed for active, messy play. The children participate in daily active, outside play and need rubber soled, closed-toe shoes or sneakers. If they do not want to wear them to school, these active play shoes can be kept in the locker for outdoor play. They also need a jacket/coat, cap, and gloves for cool weather days. Additionally, each child should bring at least one complete change of clothes (top, bottoms, undergarments, and socks) to be kept in his/her locker and each item should be labeled with the child's initials. We ask that children refrain from wearing long jewelry or earrings that may be caught in clothing or equipment for safety issues. The CDC has a limited amount of spare clothing that is used in the event of need, if your child goes home in CDC labeled clothing, please launder and return the clothing within 48 hours to ensure we have adequate amounts on hand. Donations of gently used clothing are always welcome.

Personal Items & Toys

Children are NOT permitted to bring toys or personal items from home except at the discretion of the teachers. They may bring appropriate books, or CDs from home at any time to share. Children may bring one "comfort object" for rest time (soft toy or stuffed animal).

Birthdays

Each child's birthday will be recognized at the CDC unless families request

otherwise. During the semesters, families may make arrangements with the teachers in advance if they want to provide a special snack. We will provide a list of snacks that are appropriate to specific dietary needs and are healthy choices for the children to celebrate special occasions. Party invitations may only be distributed at the center when all children in your child's classroom are invited.

Holidays

The CDC celebrates holidays in simple ways for a few days before the occasion. The emphasis is on sharing cultural traditions and other concepts with children. Families are invited to participate in any of these activities or to share their family's traditions. If you do not want your child exposed to these celebrations, please notify the staff or indicate on your family culture survey.

Records

Each child shall have on file a complete enrollment form. It will include the child's name, birth date, home address and phone number, family's names, business addresses, a business number of two (2) persons other than the child's parents/guardians to be called in an emergency, a physician or hospital identified for medical care and permission for emergency transportation or treatment to be used when families cannot be reached.

Each child must have on file an immunization record and a physician's statement of health and ability to participate in group care. Every child must be current with immunizations as required by the NM Department of Health. Any family requesting an exemption from immunization shall follow the procedure prescribed by law. All documentation of appeal for immunization exemption shall be copied and provided to the CDC in a timely manner.

Each family shall also complete a written authorization for their child to participate in special activities such as field trips, photographs, speech and hearing screenings, and research projects.

Any custodial agreements that pertain to drop off or pick up of a child must be copied and provided to the CDC to be maintained in the child's file. The CDC is not permitted to limit or bar family members from the program unless specific court orders or documentation is provided to identify the limits in place.

Confidentiality

The CDC adheres to the National Association for the Education of Young Children (NAEYC) Code of Ethics, which requires that ANY information about children and their families be treated confidentially by all staff at all times.

Concerns or Issues

Any concerns or issues regarding the center or staff may be submitted to the director, Elaine Gard, 575-562-2805 or elaine.gard@enmu.edu. Any complaint regarding the director of the center or operating concerns can be made to the Chair of the Department of Family and Consumer Sciences and Agriculture, Dr. Darron Smith, 575.562.2363 or darron.smith@enmu.edu. Other complaints may be submitted to the licensing authority (Children, Youth and Families Department – Clovis Office – 575.742.3954).

Health and Safety Policies

Health

For effective participation in early childhood education programs, children must be healthy. The following are health policies maintained in the Child Development Center.

1. Each child is required to have had a series of immunizations recommended for preschool children based on the NM immunization protocol. Each child's file must include pertinent health information, a copy of immunization records, and a physician's statement of health and ability to participate in group care.
2. The CDC provides the opportunity for families to participate in regular dental screenings on site at least once a semester. We will announce upcoming opportunities for all children.
3. The CDC maintains copies of the local medical directories for families and can assist in helping families to seek out medical services.
4. When a child becomes ill but does not require immediate medical care, a determination will be made by the director, or teachers regarding whether the child should be sent home and excluded from care for 24 hours or more. Most illnesses do not require exclusion. The program should determine if the illness:
 - Prevents the child from participating comfortably in activities
 - Results in the need for care that is greater than the staff can provide without compromising the health and safety of other children
 - Poses a risk of spread of harmful disease to others

If a child shows any of the following signs or symptoms, he/she should be kept at home and the family should call the CDC staff at 575.562.2805. If a child develops any of these symptoms at the center, the family will be called to take the child home. Keep your child home until the symptoms disappear

(usually at least 24 hours from onset of symptoms) or your physician decides that the child can return to the center.

- Severe illness (signs include lethargy, lack of responsiveness, irritability, persistent crying, difficulty breathing or a quickly spreading rash)
- Fever (temperature above 101 F and behavior change or other signs or symptoms (eg, sore throat, rash, vomiting, diarrhea)
- Diarrheas – watery stool more than one time especially if uncontained in undergarments (exclusion if accompanied by fever)
- Blood or mucus in the stool or hard stools not explained by dietary change
- Vomiting more than 2 times in previous 24 hours
- Abdominal pain lasting more than 2 hours or intermittent pain associated with a fever or other signs/symptoms (dehydration)
- Mouth sores with drooling
- Rash with fever or behavioral changes
- Tuberculosis, until the child's physician states the child is on an appropriate treatment and can return
- Impetigo, until 24 hours after treatment has been started
- Strep throat, until 24 hours after treatment has been started
- Head lice or nits, until after the first treatment
- Scabies, until after treatment has been given
- Chickenpox (varicella) until all lesions have dried or crusted (usually 6 days after rash appears)
- Rubella, until 6 days after rash appears
- Pertussis, until 5 days of appropriate antibiotic treatment
- Mumps and Measles, until 5 days after onset of symptoms
- Hepatitis A virus infection, until 1 week after onset of illness or as directed by public health department

5. If a child is well enough to come to school, he/she is considered well enough to go outdoors, except under special circumstances understood and agreed to by the teachers and parents. The CDC schedules daily outside play.
6. Children should be dressed in clothing suitable for active outdoor play unless it is raining. Sneakers are required for outdoor play and should be kept in the child's cubby if other footwear is worn to the center. Coats, mittens and caps are needed in winter.
7. A complete change of clothes for each child should be kept in his/her locker. Please label each item with the child's name.

8. The program must know where the family can be reached in case of illness or accident. In addition, the program must have at least two (2) emergency contact telephone numbers for individuals other than the parents or guardians.
9. Families should report a child's illness or his/her exposure to a communicable disease to the master teachers or director. The child may attend school until she/he shows symptoms of the disease. Families should be especially alert to any signs of illness in an exposed child and should not send him/her to school if she/he seems unwell. If a child develops a communicable disease, the child's physician will determine when she/he is ready to return to school. The program will inform families if an exposure occurs in their child's group. Please keep the CDC staff informed when your child has been exposed to a contagious disease including bacterial meningitis, chicken pox, diphtheria, hepatitis, measles, mumps, pertussis, pneumonia, epiglottitis, rubella, or any others.
10. Medication must be accompanied by a completed "permission to give medication form" (available from the CDC Director) from the family stating dosage, times, and signed approval in order for the teacher to give the medication. Only medication **prescribed by a doctor** will be given. All medication shall be in the original container with a prescription label attached with a recent date, the child's name, and the prescribing doctor's name. Non-medicated lotions, sunscreen, and lip balms must be accompanied by a "permission to give form." All products should be clearly labeled with the child's name.
11. All allergies, re-occurring health problems, etc., should be noted in writing on the enrollment form and yearly medical assessment.
12. In case of illness or injury during school hours, the staff will attempt to contact one or both parents or guardians. If the parents or guardians cannot be reached, the two emergency contacts listed on the emergency information form will be notified. A child who becomes ill and unable to participate during the day will be isolated from the other children. If parents or emergency contacts cannot be reached and it is decided that the child should receive medical attention, a staff member will contact the ENMU Health Services. All expenses incurred in the transportation of the child to the hospital and treatment will be charged to the parent or guardian. The center does carry an insurance policy with a deductible to pay medical expenses resulting from an accident at school.
13. If a family has not informed the center of the reason that the child has been absent for three days or more, the center staff will contact the family to

inquire about the absence so the health and welfare of the child and other children may be safeguarded. Families should notify the center whenever the child is absent.

Safety

Entry to the CDC is through a digital number in the front door lock during hours of operation. The digital number is only issued to families or guardians of children currently attending the CDC and the CDC staff. The digital lock logs every entry by date and time. The entry code is changed regularly and provided to families as needed.

Every day during drop off and pick up families or guardians **must sign their children in and out with a time of entry and departure and a signature on the daily classroom attendance form** found in the respective classroom. The daily classroom attendance form is used for roll call during fire drills and unscheduled evacuations, as well as by the kitchen manager for snack and meal counts.

The CDC director, staff and students are required by law to report any suspected cases of child abuse or neglect or any information that may lead us to believe that harm is coming to a child. Reports are made to the Children, Youth, and Families Department - Protective Services office through the New Mexico statewide intake number 1-855.333.SAFE (#7233) and to the University Police Station at 575.562.2392

Children are allowed to leave the center only with their parents or individuals authorized by their parents. Authorized individuals not known to the staff must show a form of photo identification verifying they are the person approved on the enrollment form for pickup. If a child is found missing from the center, the staff will immediately notify parents, the local police and the state licensing authority.

For the safety of all children, children should not bring small items that might pose a choking hazard to the children attending school. This includes balloons, coins, jawbreakers, peppermints, gumballs, jewelry, and small toys. Children should not bring makeup, lipstick, etc. because they may share with one another.

Projects and activities done at the CDC are appropriate for the children and are well supervised at the CDC. Some of these projects include materials that should be supervised when handled by young children such as: seeds, toothpicks or Styrofoam on art projects; nails or wood for wood working projects; plants or plant materials for science projects. Please supervise these materials if they go home or identify any projects that you feel might pose a problem for your child.

If there is a need to evacuate the building to provide for the safety of the children, the children will stay in the large playground away from the building until their

families arrive. Families will be notified to pick up their children if there is a need to evacuate the building.

The CDC staff wants to provide a safe environment for all children. If you notice any unsafe situation, condition, or equipment please bring it to the attention of a staff member.

The Child Development Center (CDC) is monitored by staff at the ENMU Police Department using high resolution video cameras placed on the inside and the outside of the facility. Additionally, the ENMU Police participate in frequent patrols around the facility.

Outdoor Play Guidelines

The following guidelines will assist CDC staff in determining appropriate conditions for outdoor play.

1. Outdoor play will not be allowed if the community is under weather advisory (watch) for severe weather such as high winds, thunderstorms, tornado, sleet, etc. Children may be allowed to play outside during a weather watch, but staff must remain alert to sudden changes, which would limit outdoor play.
2. In the winter, children will be allowed to play outside if the wind chill factor is at 15 degrees or higher. Families are responsible for ensuring their children have appropriate clothing such as hats, mittens and adequate coats for outdoor play. Staff must monitor children to ensure they are not getting too cold by checking extremities for maintenance of normal color and warmth at least every fifteen minutes.

Access to drinking water is to be provided to all children during outdoor play. This is especially critical in the summer months. Children will be allowed to play outside when the temperature is 95-105 degrees however; they must be provided water every 15 minutes and may only play in the sun for 15 minutes. After the 15 minutes, staff will have children participate in activities in a shady location on the playground or under canopies. On the occasional humid day during the summer, play may be shortened if children become uncomfortable. Staff will monitor children for signs of heat exhaustion or heat stroke.

*Children will use sunscreen with UVB-ray and UVA-ray protection of SPF 15 or higher from families with documented permission from the child's family. Sunscreen should be re-applied every 2 hours as recommended by APA and www.healthychildren.org

Outdoor exposure over 30 minutes, between 10:00am and 4:00 pm, will require application of sunscreen.

3. Outdoor play will be provided for all children, only a note from a medical provider may limit a child's outdoor time.
4. Age-specific ratios will be maintained in outdoor play environments at all times.
5. The outdoor play environment will be inspected weekly by the CDC director for missing or broken parts, protrusions of nuts and bolts, rust and chipping or peeling paint, sharp edges, splinters and rough surfaces, stability of handholds, visible cracks and stability of non-anchored large equipment, wear and deterioration. Staff will remove and report any safety hazards to the CDC Director.
6. First aid backpacks will be readily available outdoors and in adult control while the children are playing.

Emergencies

Fire – The children participate in monthly fire drills. The same procedure used in a fire drill would be followed in case of a real fire. The children will evacuate the building to the playground through the north door in the 3-4 year old classroom. If that door is blocked, the other door options are posted in the classroom. Staff will pull the alarm bell and call Portales Fire Department and Physical Plant. After leaving the building, the children and staff will go to the fence by the large climbing structure. A teacher will call roll based upon the daily attendance sheet. All signed-in children must be accounted for. Families should **not** enter the CDC building. Families may pick up the children from the playground.

In the event of the need to evacuate the facility for any of the following reasons, all staff, students, and volunteers will follow the procedures listed. Emergency roles and responsibilities will be as follows:

Center Director or Designee:

- Identify emergency and implement evacuation process as appropriate for the type of emergency.
- Update emergency evacuation plans as needed to reflect current situations.
- Notify the proper authorities (University Police, Department Chair, Dean, and local law enforcement) of emergency.
- Contact evacuation location (if appropriate) to notify of time of arrival.
- Act as a team leader in an emergency to ensure all children, personnel, students, and volunteers are safely evacuated from the facility.

- Secure the building in the event of a shelter in place situation by locking doors and limiting access until an all clear is issued.
- Familiarize all staff and volunteers with the emergency/evacuation plan and ensure effective implementation.
- Ensure all supplies and materials necessary for evacuation are checked monthly and available for use.

Teachers:

- Notify the director of any emergencies as they become aware of them.
- Be familiar with the facility emergency evacuation procedures.
- Follow emergency procedures as outlined below and directed by the person in charge.
- Obtain emergency supplies, medications (if needed), attendance records, check all areas of the classroom and restrooms, and delegate duties to student workers as needed.
- Supervise the children, students, and volunteers as they exit the facility to the designated location away from the building.
- Provide assistance to children, staff, or volunteers with a disability or who may require additional assistance.
- Once in a safe location, conduct a head count from the daily record to ensure that all signed in children are accounted for and all adults are accounted for, too.
- If pick-up is needed, contact families of evacuation location and pick up needs.

Student Workers & Volunteers:

- Be familiar with the facility emergency evacuation procedures.
- Follow emergency procedures as outlined below and directed by the person in charge.
- Provide for the safety and well-being of the children in your care.

The CDC response for emergencies is classified in the following ways – either sheltering in place or evacuation. A floor plan/diagram is posted in all classrooms and common areas indicating the primary and secondary routes for exiting each area. Emergency phone numbers are prominently displayed by all telephones in the CDC. The fire extinguishers for the facility are located in the main hallway by the front door, and in the CDC kitchen.

- **Immediate Area Threat** (*i.e.: bomb threat, fire, flood, gas leak, or other major building problem*)

Leave the building following the primary route for evacuation (out the Bee's classroom exterior door) and proceed to the rear of the large playground, behind the large equipment. If the primary route is blocked, please proceed to the secondary route (out the Bears classroom door, into the hallway and then

out the double doors to the right. Follow the fence line, across the drive and to the circular courtyard behind the Art and Anthropology building). Once on the playground fence/or courtyard, take attendance and ensure all children and adults are counted. Do not re-enter the building until the director or other emergency personnel have given the all clear.

- **More Widespread Threat** (*i.e.: long-term area evacuation, widespread fire*)

If a full evacuation of the building is required, the CDC staff and children will evacuate to the Art and Anthropology building and would be located in the main hallway and student lounge. Once the evacuation is complete and the children and staff are in the alternate location, take attendance and ensure all children and adults are counted. Do not re-enter the CDC until the director or other emergency personnel have given the all clear. In the event of an emergency requiring evacuation away from the CDC, the center staff and students will provide for the continued care of the children until all parents/guardians/authorized adults are able to safely pick up the children from the alternate location.

- **Shelter-In-Place Issues** (*i.e.: tornado threat, earthquake, active shooter/threatening behavior, hazardous airborne chemical outside the facility*)

In the event of one of these events occurring, the children, staff, and other adults present will shelter in place in each of the classroom closets, the kitchen, and the staff resource room. Ensure all doors are closed and secure. Be sure to take a first aid kit and emergency phone in case needed. Children will not be released from the center until the director or designee receives the all clear from the University Police.

Inclement Weather – The Child Development Center follows the ENMU class schedule for late starts, early dismissal and canceling classes. Information will be provided through ENMU's website <http://www.enmu.edu/>, the Campus RAVE Alert System (You can register for alerts via text message by going to <https://www.getrave.com/login/enmu>), or local radio and television. In case of an early class dismissal, families should come to the Child Development Center to pick up their children as soon as possible.

Physical Injury – In case of illness or injury during school hours, the staff will attempt to contact one or both the family members or guardians. If family members or guardians cannot be reached, the two emergency contacts listed on the information form will be notified. A child who becomes ill and requires exclusion from care during the day will be isolated in the Director's office until they are picked up.

In the event of an injury that cannot be addressed with basic first aid, and families or emergency persons cannot be reached, a staff member will contact ENMU Health Services or call 911 for assistance describing the exact location of the injured person and type of injury while another staff member remains with the injured party. The family or emergency contacts listed on the child's enrollment form or staff information sheet will be contacted. An ambulance will be called if necessary. All expenses incurred in the transportation of the child to the hospital and treatment will be charged to the parent or guardian. The center does carry an accident insurance policy with a deductible to pay for medical expenses resulting from accidents at school that are not covered by the family's primary insurance carrier.

Important Telephone Numbers:

| | |
|--|--------------------------------|
| Campus Police | 575.562.2392 |
| Portales Police | 575.356.4404 |
| CDC Department Chair | 575.562.2363 |
| CDC Director | 575.562.2805 |
| CDC Teachers | 575.562.2525/2806 |
| CYFD Childcare Licensing | 575.742.3954 |
| Statewide CYFD Central Intake | #SAFE or 1.855.333.7233 |

ENMU Child Development Center & Laboratory School
Daily Schedule

7:45 a.m. CDC Opens

8:00 a.m. Choice Time (Inside & Outside)

8:55 a.m. Bathroom Break

9:00/9:10 a.m. Breakfast

9:30 a.m. Morning Meeting

9:50 a.m. Choice Time & Activities

10:45 a.m. Outdoor Free Play

11:30 a.m. Bathroom Break

11:30/11:40 a.m. Lunch

12:15 p.m. Outdoor Free Play

1:00 p.m. Water & Bathroom Breaks

1:10 p.m. Afternoon Story Time

1:30 p.m. Rest/Nap Time

2:00 p.m. Quiet Activity Centers (Non-Sleepers)

3:00 p.m. Wake Up and Snack Service

3:30 p.m. Outside or Center Choice (Weather Dependent)

4:00 p.m. Afternoon Story/Movement Time

4:15 p.m. Outside Free Play

5:00 p.m. CDC Closes