

# Jacksonville State University

## Child Development Center

### Family Handbook



Hours of Operation: Monday – Friday, 7:30am – 6:00pm

PreK Classes: Monday – Friday, 7:30am – 2:15pm

Afterschool for PreK: Monday – Friday, 2:30pm – 6:00pm

115 College Street SW

Jacksonville, AL 36265

Phone: 256-782-8655

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## **A Welcome from our Program Director, Mrs. Amy Crotts**



I am honored to serve as the Director of the Jacksonville State University Child Development Center, a role I have held since October 2024. With over 23 years of experience in early childhood education, my journey has been guided by a passion for nurturing young learners and supporting their developmental milestones through meaningful, engaging experiences.

Before joining the team at Jax State, I served as the Director of Aftercare and the Summer Camp Program in St. Clair County, where I worked closely with children, families, and educators to create enriching environments that support whole-child development. My educational philosophy centers on the belief that play-based learning is fundamental to cognitive, social, and emotional growth. I also deeply value the role of parents as partners in a child's learning journey and am committed to scaffolding each child's growth with care, respect, and intentionality.

In addition to my work with children and families, I am devoted to mentoring teachers and lab students, challenging them to embrace higher expectations and strive for excellence in their practice. I view the Child Development Center not only as a nurturing space for children but also as a dynamic learning environment for emerging educators. I am excited to continue this journey with our team and community, working together to support and inspire the next generation.

I look forward to building strong relationships with families, staff, and the community as we continue to provide a warm, supportive, and developmentally appropriate learning environment for all children in our care.

Welcome to the "Growing Gamecocks Family!"

## **A Welcome from our Assistant Director, Mrs. Nikki Zarzabal-Valencia**



Dear Families,

Welcome to the Jacksonville State University Child Development Center!

It is a true privilege to introduce myself as your Assistant Director. I am honored to serve families in this role and continue my journey with the CDC community, a place that has become like a second home to me over the past four years. During my time here, I served as a Lead Teacher for three years before transitioning into this leadership role.

With over 12 years of experience in Early Childhood Education, I remain deeply committed to creating nurturing, enriching environments where children can thrive socially, emotionally, and academically. I believe in the power of connection, collaboration, and play-based learning to support children's development and build a strong foundation for lifelong learning.

I look forward to partnering with you and supporting your child's growth throughout the year. Thank you for trusting us with the important job of caring for and educating your little ones.

## CDC Staff



**Brittany Craig – PreK 1**



**LaShai Hixon – PreK 1**



**Kelsey Sims – PreK 2**



**Jasmine Prater – PreK 3**



**Ty Coleman – PreK 3**



**Heather Smith – Threes**



**Emily Walls – Threes**



**Hannah Massey - Twos**



**Sydney Carroll - Twos**



**Autumn Smith – Ones**



**Amie Kelley - Ones**



**Linda Williams – Infants**



**Lori McFall - Infants**



**Annaleigh Harris – Admin Assistant**

All staff at the Jax State Child Development Center must receive the following clearances:

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

Student workers and substitutes are required to have the same background checks as other Jax State employees. Their photos are posted in each pod. Parents will be notified through ProCare if a child has a substitute in their classroom for more than two days in a row.

### **Lab Students**

The Child Development Center honors a unique partnership with Jacksonville State University's College of Education and Professional Studies (CEPS). Jax State students enrolled in Child Development and Early Childhood Education courses use the CDC for laboratory experiences and classroom learning. Students are supervised by full-time faculty. This collaboration allows Jax State students to demonstrate developmentally appropriate practices and facilitate learning in an exemplary childcare facility while observing and supporting the classroom teachers.

## **MISSION**

Our mission is to nurture each child's growth and development in a safe, inclusive, and family-friendly environment. Through passionate and collaborative relationships with families and the community, we support every child's unique journey, laying a strong foundation for lifelong learning and well-being.

## **PHILOSOPHY**

We believe that children learn best through play-based experiences that encourage exploration, creativity, and discovery. Our philosophy is grounded in the understanding that each child develops at their own pace, and we use scaffolding to support them as they reach important developmental milestones. Through intentional collaboration among skilled teachers, families, and our university community, we create a rich learning environment where children are empowered to grow cognitively, socially, and emotionally. Together, we build strong foundations that honor the unique potential of every child.

## ABOUT THE JAX STATE CDC

The Child Development Center (CDC) has been a part of Jacksonville State University's campus for over sixty years. Originally designed as a half-day preschool class for three and four-year-olds in the Family and Consumer Sciences department, the Jax State CDC was located in East Mason Hall. In Fall 2022, the program expanded and relocated to the former Kitty Stone Elementary School, now the College of Education and Professional Studies (CEPS) Complex. The Jacksonville State University CDC welcomes children from 6 weeks to Pre-K, five days a week, from 7:30am to 6:00pm.

The Jax State Child Development Center is incredibly thankful for the partnership with our University's Department of Public Safety. While there may not be a dedicated School Resource Office (SRO) as seen in the traditional K-12 school setting, several officers of the University Police Department are housed in POD 4 of the CEPS Complex. This partnership allows for increased security for our children as well as a more rapid response time in the event of an emergency.

The Jax State CDC receives additional support across campus. Faculty and staff support the center by sharing their talents through musical performances, science investigation, STEAM activities, cooking, and sewing. One of the children's favorite activities is the weekly pep rallies in the fall to support the Gamecocks. Football players, cheerleaders, and members of the Marching Southerners get the children ready for Jax State football weekends. It's a great tradition!

The Jax State CDC enables families to “*go to school together*,” encouraging classroom engagement and family participation. The proximity of the Jax State CDC for university students, staff, and faculty allows families to participate in programs and be involved in their child's school during the day. Community members also enjoy visiting the school and working with their children due to its central location. The Jax State CDC currently serves 100+ children in the following classrooms:

- Infants – 1 classroom
- One Year Olds – 1 classroom
- Two Year Olds – 1 classroom
- Three Year Olds – 1 classroom
- PreK – 3 classrooms

The three PreK classrooms are funded through the Alabama Department of Early Childhood Education's First-Class PreK Program. Students are randomly selected in the spring for the following school year. *(Current Jax State CDC Three Year Olds are automatically selected for a PreK classroom, so long as parents register for the program on the ALCEED website during the Spring Term)*

Children who are not selected may elect to be placed on a waiting list. The state monitors PreK classrooms, and classrooms receive monthly visits from state coaches. Children are monitored

using Teaching Strategies GOLD (TS Gold), an assessment strategy used to assess children's development. This information provides PreK teachers with ideas for strategies to support their students and ensure they are prepared for kindergarten.

### **Classroom Curriculum & Assessment**

The CDC follows the Creative Curriculum Learning Environment in all its classrooms. Children are encouraged to investigate using hands-on activities to discover their world. The developmentally appropriate curriculum is research-based to include strategies to best support young learners. Play, literacy, numeracy, and STEAM lessons are essential elements of the program and are evident in CDC classrooms throughout the day.

Activities are planned according to the age and developmental level of each child in care and provide children with a variety of experiences. The daily activities include a flexible balance of indoor and outdoor activities, active and quiet play, and individual and group activities. The activities provided will expose the children to a variety of cultures and will encourage children to use and develop language and literacy skills, use large and small muscles, think creatively, learn problem solving skills, and participate in imaginative play. The activities are designed to provide protection from excess fatigue and over stimulation and to ensure that each child can be successful and build confidence. The activities planned align with the Alabama Early Learning Guidelines (AELG) and encompass the following domains:

- Social-Emotional
- Physical (Gross & Fine Motor)
- Language
- Cognitive
- Literacy
- Mathematics
- Science & Technology
- Social Studies
- The Arts
- English Language Acquisition

PLAY is the major component of our program. Enough time, materials, and space will be provided for children to actively explore the world around them. Children will have an opportunity to use a variety of art materials and manipulative and dramatic play materials.

Infants and toddlers (children under two years of age) will have a flexible schedule which reflects the child's individual needs. They will be given individual attention, including lots of time for talking. The body position of non-mobile infants and their location in the center will be changed frequently. The Jax State CDC provides safe, open spaces for children who are creeping and crawling. Infants and toddlers will be encouraged to play with a wide variety of safe toys and objects. All children, including infants and toddlers, will go outdoors daily when the weather permits.



The Ages & Stages Questionnaire (ASQ) is a developmental screening tool utilized to pinpoint a child's developmental progress. Evidence shows that the earlier development is assessed, the greater the chance a child has to reach his or her full potential. The ASQ-3 will be given twice a year, allowing parents and teachers the ability to collaborate on the best student support strategy.

Teaching Strategies Gold is a researched-based assessment tool that empowers our teachers to observe, document, and plan for children's development across all domains. TS Gold provides data-driven reports that enable teachers and families to become partners in supporting their children's growth.

### **Conscious Discipline**

Jax State CDC faculty and staff practice Conscious Discipline in the CDC classrooms. Conscious Discipline is a researched-based approach to addressing behavior with young children. All staff have completed Conscious Discipline training with the state. This approach provides choices and respect for the children's individual rights. All teachers at the JSU CDC approach discipline problems in a loving, positive manner. If the child has challenging behavior issues, they are redirected as needed and provided with access to the calm-down corner inside his/her classroom. Families will be included to provide additional support outside of the classroom as needed.

### **Continuity of Care**

Retention of staff is a top priority for the Jax State CDC. This allows our children to see the same familiar faces throughout the years they share with us. All staff will get to know all the children while they are in our care.

## **WAITLIST PROCEDURE**

Families wishing to enroll in our program may be placed on a waitlist depending on classroom numbers for the specified age group. Families will complete an initial pre-registration form to secure a space on the waitlist. The completed form should be submitted to the Jax State CDC Administration either via email, US mail, or in person, along with a non-refundable \$50 per child waitlist fee. Registration forms are time and date stamped as they are received to maintain the order of applications.

Once the form and payment are received, you will be placed on the waitlist in accordance with the following priority system:

- Children of currently enrolled families
- JSU students, faculty and staff desiring full-time enrollment.
- Community families desiring full-time enrollment.

Once registered for the waitlist, your child will remain on the list until space is available or you notify us that you are no longer interested in enrolling your child at the Jax State CDC. Families receive a maximum of two offers when a spot becomes available. Should you decline both offers, you will be removed from the waitlist and no longer considered for enrollment. You may contact us at any time to obtain a status update on availability at the center; however, the accuracy of our projections on availability increases as we near your desired start.

For questions and updates, please email the Assistant Director.

## **TUITION & ENROLLMENT PROCEDURES**

The Jax State CDC prioritizes enrollment to primarily serve students, faculty and staff of Jacksonville State University, offering a full-day early childhood education program for children 6 weeks to PreK. The CDC operates from 7:30am until 6:00pm, Monday through Friday, year-round.

To enroll at the Jax State CDC, parents will be asked to provide a completed pre-admission packet (if not done as a waitlist addition), a copy of your child's birth certificate and social security card, a copy of your child's current immunization record or religious exemption certificate, and a copy of the parent/guardian photo identification.

Each family will be required to pay a \$150 yearly registration fee. This fee will be used to cover special class events, holiday parties, snacks, etc. This fee is due by August 1<sup>st</sup> each year, but may be paid in three increments:

- \$50 due May 1<sup>st</sup>
- \$50 due June 1<sup>st</sup>
- \$50 due July 1<sup>st</sup>

Additional information/releases may be requested (such as photo/video, lab participation, etc) depending on the needs of the center. The Jax State CDC will verify information and perform updates on a yearly basis.

Tuition rates for the 2025-2026 school year are as follows for infants through 3-year-olds:

- JSU full time students = \$450 monthly
- JSU Faculty/Staff = \$525 monthly
- Community = \$600 monthly

Tuition is subject to change each school year per the discretion of the Jax State CDC Administration and University leadership. Parents will be notified two months before any increase takes effect.

Families will receive monthly statements via email. Tuition payments are due on the 5<sup>th</sup> of every month. If bi-weekly tuition is selected, it is due on the 1<sup>st</sup> and 15<sup>th</sup> of the month. All tuition payments must be made using ProCare, our online credit card payment system.

Monthly Tuition will be prorated for standard university closures:

- one week discounted for Spring Break
- one week discounted for Thanksgiving Break
- varying discount for Winter Break (usually around two weeks)

The Jax State CDC does not provide credit for absences due to child illness or teacher professional development days.

Tuition details and fees are available on the Jax State CDC website. Any questions regarding tuition billing or payments may be directed to the Administrative Assistant.

Jax State CDC students who transition from the 3-year-old class to a PreK classroom must have a zero-dollar tuition balance. **Children will not be enrolled in a Jax State CDC PreK classroom if past due amounts are due to the CDC.**

### **Jax State Student Families**

To be eligible for Jax State Student Tuition Rate, parents/guardians must be enrolled as a full-time student. Parents are asked to provide copies of their course schedule within five days of the start of each term. The Jax State CDC periodically verifies Student ID numbers to ensure enrollment. Parents/Guardians will be asked to complete a waiver of FERPA rights for this information to be collected.

*See Page 13 to discover more about the CCAMPIS Grant program and to see if you may qualify.*

Jax State employees, who are also enrolled in classes, may claim student status if they elect not to receive tuition assistance through the university. Verification of tuition assistance will be done by the Jax State CDC.

If your full-time student status changes, your enrollment will be updated accordingly. A new, non-student tuition rate will be applied beginning on the first day of the month following student status expiration. All families are responsible for informing the Jax State CDC of a change in affiliation within 30 days.

Should the Jax State CDC learn of a change in the primary caregiver's affiliation without being notified by the family, the tuition rate will be adjusted, and a \$100 penalty will be applied. If any of your family's information changes (e.g., home or work phone numbers, address, email address, university affiliation), please contact the Jax State CDC immediately.

## **Jax State Faculty and Staff Families**

To be eligible for Faculty/Staff Tuition, you must be a current employee of Jacksonville State University (or its affiliates). Should your employment status change, your enrollment will be updated accordingly. A new, non-Jax State tuition rate will be applied beginning on the first day of the month following the month of the employment change. All families are responsible for informing the Jax State CDC of a change in affiliation within 30 days.

Should the Jax State CDC learn of a change in the primary caregiver's affiliation without being notified by the family, the tuition rate will be adjusted, and a \$100 penalty will be applied. If any of your family's information changes (e.g., home or work phone numbers, address, email address, university affiliation), please contact the Jax State CDC immediately.

## **Classroom Transitions**

Transitions of currently enrolled children take place annually in August (this does not apply to Pre-K). At the end of every spring semester, families complete a registration process whereby all relevant enrollment information is updated (as needed), and continued space for the following school year is secured with a registration fee payment of \$150.

Transitions of children are based on age and developmental readiness. Most children progress to the next age group of our program during the annual transition period. Children enrolled in our Two's program may transition to the Three's during the summer (at 2.5 years of age) if they are fully toilet trained and developmentally ready. Current three-year-olds transition to a Pre-K Summer Camp within the Jax State CDC at the same tuition rate. Any concerns will be discussed with families before any child stays for another year in any age group.

The criteria listed below will be followed to support the transition of newly enrolled children:

- A minimum of two scheduled visits for the family and child in the child's new classroom.
- Meeting between the family and the child's new teacher. Sharing questions, concerns, allergies, etc, is strongly encouraged before starting the program to ensure the best support for your child.

A Summer Camp option is available for those children completing PreK, who will be transitioning to a public/private school Kindergarten in the Fall. All Summer Camp participants will accrue a \$75 resource fee that covers all extra activities (ie. Tee shirts, field trips, games, and snacks). Monthly Tuition will apply as applicable for Summer Camp.

## **After-School Care**

After-school care is offered to Jax State First Class PreK students only. Aftercare begins promptly at 2:30pm and ends at 6:00pm.

- \$20 per day/\$100 per week
- Accounts are only charged for the days your child attends

To maintain safety in our classrooms, aftercare numbers may be capped based on space. The teacher/child ratio will be maintained. Teachers will be asking who expects their child to attend regularly during “Meet the Teacher”, and enrollment will be “first come/first served”.

Parents/children may decide to attend the aftercare program anytime during the year, if there is an open slot.

In case of emergency, PreK students will be automatically set up for the aftercare program at enrollment. The Jax State CDC simply asks that a message be sent in ProCare if your child will be attending unexpectedly. There are no discounts for after-school care.

Aftercare invoices are emailed each Monday for the previous week. If payment is not received for that invoice by Tuesday at noon, the family will be contacted, and the child will not be allowed to stay for the program until the aftercare charges are paid in full.

## **CCAMPIS Program Opportunities**

Jacksonville State University’s Child Care Access Means Parents in School (CCAMPIS) program is available for full-time Pell Grant-eligible students, offering discounted tuition at Jax State’s Child Development Center for their children.

Full-time Jax State Pre-K student-parents may also qualify for CCAMPIS tuition assistance for the after-care program, which runs daily from 2:30 p.m. to 6:00 p.m.

The CCAMPIS program also includes drop-in care for infants and children ages one to four, with costs subsidized based on student-parent Pell Grant awards. This initiative aims to improve access to quality childcare for student-parents, helping them effectively manage their educational and parenting commitments.

The CCAMPIS Program is a valuable initiative designed to assist low-income student-parents in accessing higher education by offering quality childcare services. Funded by the U.S. Department of Education under the Higher Education Act, CCAMPIS aims to reduce barriers for parent-students at Jacksonville State University.

For additional information on the CCAMPIS program, or if you have questions, contact Dr. Christi Trucks at 256-782-5053 or email [ccampis@jsu.edu](mailto:ccampis@jsu.edu).

### **Late Pick-up Fines**

If a child is not picked up by 6:00pm, a \$25 late fee will be charged to the family's account. Beginning at 6:15pm, an additional \$15 will be charged to the account every 15-minute increment (or fraction thereof) during which the child is not picked up. Payment of these fees is subject to the collection policies noted. If we are unable to reach a parent, emergency contacts will be called. If we cannot contact anyone authorized to pick up a child by 6:30pm, University Police will be notified for assistance.

### **Collection Policies**

Tuition or fees not paid within 30 days of the due date will be considered delinquent and will result in the suspension of a child's enrollment until paid. Children will be required to remain at home until the outstanding balance has been paid. Tuition or fees not paid within 60 days of the due date will be considered past due and will result in the family relinquishing the child's spot at the Jax State CDC. To re-enroll, the family will have to begin the initial registration process again and may be waitlisted until a space opens for the child. University Collections will be notified of any accounts 60 days past due if a payment plan has not been established. If at any time a family fails to abide by the agreed-upon payment plan, collections will be notified, and all past-due fees must be paid.

## **YOUR CHILD'S FIRST DAY**

Families are encouraged to visit the Jax State CDC with their child prior to beginning school. These introductory visits are scheduled through the Jax State CDC Director/Assistant Director and allow your child to see the classroom and meet classmates and teachers. In addition, these visits allow teachers a chance to begin forming a bond with your child, which is an essential part of a successful transition. During the visit, you will be able to ask the teachers questions. The parent/guardian/caregiver must remain on site for the duration of the visit.

On your child's first day(s) at the Jax State CDC, allow enough time when you arrive to settle him/her into an activity before you leave. At times, children experience greater difficulty when a parent/guardian/caregiver prolongs their stay, therefore, it may be beneficial to leave more promptly. Teachers can assist you in making this decision. Saying goodbye is essential to maintaining the trust you have established with your young child. Although it can cause tears, goodbyes and reassurance of a return can help children understand and adjust to the separation process. It is not unusual for the first week to pass without tears, only to have drop-offs become more difficult later. If this happens, do not be discouraged. Continue to remind your child that you will return later in the day, give hugs and kisses, and then leave. Many children benefit from a parent-specific goodbye routine that can be followed each day. Teachers will comfort your child and

assist him/her in focusing on an activity. You are welcome to call a Jax State CDC administrator to check on your child's progress at any time.

## **PRESCHOOL POTTY TRAINING POLICY**

### **FOR 3's AND PRE-K STUDENTS AT JAX STATE'S CDC**

Children enrolled in the 3's or Pre-K classroom must be toilet trained before attending the Jax State CDC. Children must wear underwear. A child having accidents daily is not considered toilet trained. Please note that wearing pull-ups is NOT considered toilet trained.

*Why do children have to be toilet training before they begin preschool?*

- The State Department of Human Resources has strict standards for changing and disposing of wet or soiled diapers/pull-ups, and our classrooms are not equipped for this.
- When an adult is busy changing a child's soiled clothing, it takes away from learning time for all students, and it removes one adult from the direct supervision of and interaction with the rest of the class.

We do understand that even toilet trained children will occasionally have accidents. By definition, "accidents" are unusual incidents and should happen infrequently. In these instances, the teachers will help children change their clothes, encouraging independence as much as possible.

A toilet trained child can do the following:

- Communicate to the teachers that he/she needs to go to the restroom before they need to go.
- Alert him/herself to stop what he/she is doing and go use the bathroom.
- Pull down his/her clothes and get them back up without assistance.
- Wipe him/herself after using the toilet (with minimal assistance for 3-year-olds)
- Get on/off the toilet by him/herself
- Wash and dry hands
- Postpone going if they must wait for someone who is in the bathroom or if we are away from the classroom.
- Wake up during naptime should they need to use the bathroom.

Classes go to the bathroom as a class and have a private bathroom in their classrooms. Classroom schedules indicate multiple opportunities to use the bathroom throughout the day, and of course, children are always permitted to go to the bathroom when needed. Children are asked many times

throughout the day and before they nap if they need to use the bathroom. A teacher will assist children as needed, but children should be able to complete toileting activities independently. This is an issue that protects all concerned. It is not uncommon for a child who is fully toilet trained to have a setback when he/she is in a new environment. Preschool staff are aware of this and will assist the children when necessary. Please have your child dressed in clothing that he/she can easily manage independently. Please send a complete change of clothes labeled with your child's name and appropriate for the season. These will be left at school in case of accidents and returned at the end of the school year. Parents will be notified if a child has a toileting accident.

We understand that each child arrives at this milestone differently. Therefore, we will allow four weeks from the first day of school for your child to demonstrate accomplishment of this goal. However, if the situation is not manageable within the classroom environment, we will discuss the issue with the parents and reserve the right to suspend attendance of the child at such time. A child will not be considered toilet trained for our preschool program if the child continues to consistently have toileting accidents after the first four weeks of school. After the first four weeks of school, the following policies will be in place for children who have accidents:

- If one or two accidents occur in one week, the parents will be notified with the understanding that the issue needs to be addressed and corrected.
- If three or more accidents occur in one week, the parents will be notified with the understanding that if the issue is not corrected by the end of the second week, the child will have to stay home for at least one week or longer until he/she is completely toilet trained.
- If multiple accidents occur in one day, the parent will be notified on that day, and if not corrected by day three, the child will have to stay home for at least one week or longer until he/she is completely toilet trained.

Please note that this policy is not in place to shame or punish a child or inconvenience primary caregivers. Rather, cleaning accidents in preschool settings are time-consuming, and this time that teachers spend attending to and cleaning accidents is time they are not spending interacting with the children and facilitating the curriculum in a safe manner. This policy is intended to ensure the safety and happiness of children and staff at Jax State's CDC.

## **CONFIDENTIALITY**

The Jax State CDC observes both the [Alabama DHR Minimum Standards](#) requirement and Jacksonville State University's written policies regarding the protection of confidentiality and the disclosure of children's records. Disclosure of children's records beyond family members, program personnel, and consultants having an obligation of confidentiality requires parental consent (except in the case of abuse or neglect). Active children's files are maintained in a locked cabinet in the Jax State CDC's administrative offices. Teachers have access to these with permission from the



Director or Assistant Director; files are read on-site and are never removed for the Jax State CDC. Files of children who have graduated or withdrawn from the JSU CDC are archived for the next 6 years in compliance with the State of Alabama.

We carefully maintain confidentiality and respect each family's right to privacy, refraining from disclosure of confidential information and intrusion into family life. Exceptions to this policy occur only when we have reason to believe that a child's welfare is a risk, and it is permissible to share confidential information with agencies as well as with individuals who have legal responsibility for intervening in the child's interest. All employees of Jacksonville State University are mandatory reporters within the State of Alabama.

### **Photo Release**

Photographs, videos, and audio recordings of children are taken occasionally to benefit the program. During the registration process, parents are asked to complete a release form for their child to be photographed, videoed, and recorded while at the Jax State CDC. Parents who disagree may indicate so on the form. Administrators and teachers are aware of children who do not have permission to be photographed, videoed, and recorded and will ensure that decision is enforced. The Jax State CDC will not sell any child's likeness without prior permission from the family.

All children will be photographed/videoed as part of the TS Gold milestone documentation process. This is confidential and between the teacher and parent only. No images captured for TS Gold will be distributed or used for marketing purposes.

### **Camera Access**

The Jax State CDC is equipped with security cameras in all classrooms and common areas. Camera footage is only viewed by Jax State CDC administrators and University Police due to the privacy of our children and families. The Jax State CDC does not offer camera access for families.

## **COMMUNICATION**

We value and facilitate frequent communication between families and teachers and consider this exchange an important contribution to the planning and implementation of the program. Teachers and administrators use ProCare to communicate with families. ProCare is both a browser-based and app communication tool created for childcare centers. The Jax State CDC uses ProCare for tuition payments, attendance, notifications, and messaging. It can message one parent or a group. Jax State CDC teachers use ProCare to share classroom updates and pictures. It is a secure platform for communication and has a social media-type format available within the system, so all photos and information remain private.

Communication includes monthly newsletters for the entire Jax State CDC, weekly classroom updates, and daily reports from each child's lead teacher in the infant to two-year-old classrooms. A daily report is completed for each child prior to their departure each day in ProCare. Here teachers highlight the basic activities of the day, such as mealtime, toileting/diapering, rest, and details related to the curriculum. The report aims to give you a snapshot of your child's day and support conversation with you about school each day.

### **Classroom Contact**

All questions and concerns regarding your child should be directed first to your child's Lead or Auxiliary Teacher. If you cannot reach the teacher or have additional concerns, contact the Director or Assistant Director at 256-782-8655.

In the event of injury or illness, parents will receive a phone call from the Jax State CDC. These calls are most commonly made by administration, however, in the event that no administrator can call, teachers will call with approval from the program director. Injury/Illness reports follow the following guidelines for contact:

- Phone Call to Parents
- Injury/Illness Report (DHR-CDC-1950) Form will be completed by the teacher, and the incident report will be documented in ProCare (with photo)
- Upon pickup, the Injury/Illness Report (DHR-CDC-1950) Form will be held in the child's classroom for a parent signature. The signed form will be stored in the child's student record.

### **Conferences**

Family-teacher conferences will be scheduled twice a year, typically in the Fall/Winter and Spring, to discuss your child's developmental progress. Additional conferences may be scheduled with your child's teacher as needed at any time throughout the school year.

### **Parent Resources**

Parent resources are available in the center's Communication Station, located in the lobby of POD 3. Materials may be checked out for up to 2 weeks. Please remember to return materials promptly, so all parents may take advantage of these resources.

## **TEACHER TRAININGS**

Jax State CDC teachers are required to have 24 hours of training annually. To ensure staff have all the hours completed, the Jax State CDC will close at least one day each quarter for professional

development. These dates will be included on the CDC calendar, which can be accessed through the CDC webpage. Reminders will be posted at the CDC and shared through ProCare.

While topics for our professional development courses may change yearly based on center needs and trends in education, all Jax State CDC teachers will complete the following requirements from the State of Alabama:

- **CCDF 1** Prevention and Control of Infectious Diseases, Including Immunizations (i)
- **CCDF 2** SIDS Prevention and Safe Sleep Practices (c)
- **CCDF 3** Administration of Medication (i)
- **CCDF 4** Prevention and Response to Emergencies Due to Food and Allergic Reactions (i)
- **CCDF 5** Building and Physical Premises Safety (i)
- **CCDF 6** Prevention of Shaken Baby Syndrome and Abusive Head Trauma (i)
- **CCDF 7** Emergency Preparedness and Response Planning for Natural and Man-Caused Events (c)
- **CCDF 8** Handling and Storage of Hazardous Materials Including Correct Disposal of Bio-Contaminants (e)
- **CCDF 10** Basic First Aid and CPR (i)
- **CCDF 11** Child Abuse and Neglect (i)

Teachers will also be trained yearly in emergency procedures, active threat, difficult behaviors, and all current safety protocols.

## **PARENT INVOLVEMENT**

Throughout the year the Jax State CDC will offer parent/family involvement opportunities. Please look for flyers/information via ProCare or posted on your child's teacher's communication board. Attendance is not mandatory, but it is encouraged.

## **CLASSROOM MANAGEMENT AND DISCIPLINE**

### **Disruptive Behaviors**

If a child has challenging behavior issues, teachers will redirect them as needed and give them access to the calm-down corner.

- Teachers will use positive reinforcement.

- The children involved will be separated to ensure safety.
- Parents will be notified of continued behavior issues.
- The teachers will meet with the Jax State CDC Director and/or the CDC Assistant Director. Daily or weekly behavior notes will be sent home.
- A follow-up conference will be called to reevaluate the behavior between two and four weeks from the initial conference.
- If the disruptive behavior does not change, the child may be dismissed by the Jax State CDC Administration.

Conscious Discipline is used in all Jax State CDC classrooms.

## **HEALTH AND SAFETY**

### **Illness Prevention**

In accordance with Childcare Licensing Regulations and guidance from the American Academy of Pediatrics (AAP) and the Center for Disease Control, children will be excluded from the JSU CDC when exhibiting any of the following symptoms:

- Temperatures over 101 degrees
- Recurrent vomiting or diarrhea
- A communicable disease

The Jax State CDC will follow DHR guidelines and complete an illness/ injury form for all children when a parent is called for illness/ injury. This form will be signed by a Jax State CDC administrator and the parent upon exclusion from the center. Return-to-school information will be included if applicable.

If a child needs to be picked up from the Jax State CDC, someone from the Jax State CDC administrative team will contact the parent/guardian.

The Jax State CDC will follow the Alabama Department of Public Health regarding whether clearance by a healthcare professional is required for a child to return to the center once diagnosed by a medical professional. This information will be included on the DHR form signed by a Jax State CDC administrator and the parent.

Any child with respiratory illness symptoms (cough, runny nose, or sore throat) and a fever should not attend their childcare program. They can return once their fever associated with these symptoms has been gone for at least 24 hours without the use of fever-reducing medicine (Acetaminophen and Ibuprofen).

Your child should also stay home sick from child care if they have these symptoms:

- Signs of severe illness such as being unresponsive, irritable, crying more than usual, having difficulty breathing, or having a quickly spreading rash.
- Fever (temperature above 101°F [38.3°C] by any method) and a change in behavior or other signs and symptoms (such as a sore throat, rash, vomiting or diarrhea).  
Note: For infants less than 2 months old, an unexplained fever should be evaluated by a health professional. For these young infants, get urgent medical advice for temperature above 100.4°F (38.0°C), whether or not they have other symptoms.
- Diarrhea, defined as having more frequent and loose stool (poop) than usual that's not caused by a change in diet. Children should stay home if their stool is not contained in the diaper, or if they are toilet-trained but having "accidents" from the diarrhea. Other reasons for childcare exclusion: having more than 2 stools above their normal per 24-hours, or stools that contain more than a drop of blood or mucus.
- Vomiting 2 or more times in the previous 24 hours. The exception is if the vomiting is found to be caused by a non-infectious condition, and the child is not in danger of dehydration.
- Abdominal pain that continues for more than 2 hours, or abdominal pain that comes and goes, along with fever or other concerning symptoms.
- Mouth sores with drooling that the child cannot control, unless their doctor or local health department authority states that the child is noninfectious.
- Rash with fever or behavioral changes, until a primary care provider determines that the illness is not a communicable disease. If your child has a new, rapidly spreading rash that resembles bruising or small red or purple "blood spots," call 911.
- Skin sores that are weeping fluid located on an exposed part of the body that cannot be covered with a waterproof bandage.

#### **Other conditions that are reasons to stay home**

If your child is diagnosed with these conditions, they should not attend child care:

- Streptococcal pharyngitis (such as strep throat or other streptococcal infection), until at least the first 12 hours after antibiotic treatment has started.
- Head lice, scabies and ringworm until after the first treatment. Child care exclusion is not necessary before the end of the program day. When treatment starts between the end of the program day and beginning of the next day, no exclusion is needed.

- Chickenpox (varicella) until all lesions have dried or crusted (usually 6 days after onset of rash) and no new lesions have showed for at least 24 hours.
- Hepatitis A virus infection, until 1 week after onset of illness or jaundice or as directed by the health department

**Note:** The information contained in this handbook should not be used as a substitute for the medical care and advice of your pediatrician. There may be variations in treatment that your pediatrician may recommend based on individual facts and circumstances.

## **Medication**

Trained JSU CDC staff will administer medication to children with the following requirements are met:

- The medication is in the original container, labeled with the child's name, and the prescription label or direction label is attached.
- The authorization form is consistent with the manufacturer's age, duration, and dosage instructions.
- The authorization form on file is complete, dated, signed, and includes an administration duration not exceeding 7 days. Any medication authorization requiring longer than 7 day is considered long-term and requires families to submit and updates authorization form annually. Medication authorization forms are available at the Jax State CDC or online at <http://www.jsu.edu/cdc>

Families are responsible for administering the first day's dosage of any new medication at home. When an authorization for medication expires, families must pick up the medication within 14 days or renew the authorization. Medications not picked up by the family within 14 days will be discarded by the JSU CDC. All medications are stored in a locked cabinet at the JSU CDC, except for Epi-Pens and items required for diabetes management, which are kept near the child in the classroom emergency backpack or classroom cabinet at all times.

## **Diaper Cream/Topical Over the Counter (OTC) Ointments/Insect Repellent and Sunscreen**

Families who give consent to the Jax State CDC to apply diaper cream and other OTC ointment, including insect repellent and sunscreen, must complete and sign an authorization form as required by Alabama Minimum Standards.

- The product shall be in the original container and labeled with the child's first and last name. All products must be labeled with the purchase month and year.

- Any known adverse reactions to previous product use must be disclosed on the authorization form.
- Forms must be updated annually.
- If the sunscreen, insect repellent, or other product does not expire, we recognize that the products are designed to last up the 3 years.

### **Minor Injuries**

In the event that your child experiences a minor injury (scrape, bruise, bump, etc) while in attendance at the Jax State CDC, a trained staff member will administer First Aid consisting of cleaning the area, applying ice, and a bandage if necessary.

All incidents resulting in an injury to a child will be recorded on an Incident Report Form. Families must review and sign the form when they pick up their child. They will receive a digital copy for their records via ProCare. When children sustain an injury on the face or head or are bitten by another child, families will receive a phone call from the child's teacher or member of the Jax State CDC Administration prior to receiving the incident report.

### **Serious Injury**

The Jax State CDC Administration, Lead, and Auxiliary Teachers are certified in First Aid and CPR. When a child experiences a serious injury or allergic reaction, the Jax State CDC will call 911 first and notify the family next. For emergencies, families must keep the Jax State CDC informed of changes in work and home phone numbers, addresses, and email addresses. Should a child require transport by ambulance, a teacher will accompany him/her or follow the ambulance to the hospital. A Jax State CDC staff member will remain with the child until his/her family has reached the hospital.

### **Allergy Policy and Procedures**

All staff, in partnership with families, are responsible for always ensuring the safety of children with allergies. Allergy and Food Preference Lists are kept by the Jax State CDC Administration, updated as needed, and shared with all classrooms. Families must share knowledge of food and other allergies at the time of enrollment. For a child who has experienced an allergic reaction, the teacher will notify the Jax State CDC Administration immediately and follow the protocol for that child on the Allergy List.

A medical plan will be in place for all allergies and must be documented on paper (signed by the parent) and stored in the classroom emergency backpack.

### **Infant Care**

To reduce the risk of SIDS the Jax State CDC will adhere to the following:

*Children under one year of age:*

- Child will be placed to sleep on his/her back in a CRIB or PLAYPEN, unless the child's physician authorizes another position in writing.
- If a child falls asleep in a swing or car seat, the child will be immediately removed from the swing or car seat and placed to sleep on his or her back in a crib or playpen.
- Child will not sleep in a crib or playpen that contains soft or loose materials, such as sheepskins, pillows, blankets, flat sheets, bumper pads, bibs, pacifiers with attached soft objects, or stuffed animals.

*Children under two years of age:*

- Cribs and playpens shall contain a tight-fitting mattress and any mattress covering shall fit snugly over the mattress. Waterbeds may not be used.
- Sheets or blankets used to cover a child one year of age or older shall be kept away from the child's mouth and nose, and if sleeping in a crib or playpen, shall be tucked tightly under the mattress.

## **Biting**

While biting is a normal stage of development, the Jax State CDC Administration will monitor all incidents of biting for the safety of our children and staff.

A bite without a mark will result in behavior modification strategies being applied. Written documentation will be provided to the family of the child who was bitten as well as the biter's family. We will collaborate with each of our families to keep them informed and to develop behavioral change. Please note that the aggressor's identity will not be shared with the family of the child who was bitten.

For PreK: A bite with a mark, may be viewed as aggression, and will result in the biter being sent home for the day (at the discretion of the Jax State CDC Director).

- Three bites (with no mark) a month will be considered extreme and will result in parental notification and a scheduled conference.
- Three biting incidents in a day (whether or not they result in a mark) will be viewed as aggression, and a plan of action will be constructed to rectify the issue.



## Child Abuse

All employees of Jacksonville State University are mandatory reporters. All Jax State CDC staff are required to complete annual mandatory reporter training with DHR.

## Drug-Free Policy

It is the policy of Jacksonville State University to provide students, faculty, and staff with a drug-free environment in which to work and study. No use of tobacco products (including cigarettes, smokeless tobacco, and electronic cigarettes), alcohol, or illicit/illegal drugs is permitted within the grounds of Jax State's campus (including the CDC). Please review the University Policy & Procedures Manual for more information: <https://www.jsu.edu/busaffairs/polprocman/index.html>

If there is reasonable suspicion of any drug use (including but not limited to smell, behavior, etc), children will not be released and UPD will be notified.

## Written Parental Authorization

There may be times and/or events that may require written parental authorization or parental permission. For example, fieldtrips, special activities at or away from the CDC, and water-related activities occurring in water more than 2 feet deep.

## Cleaning Procedures

All classrooms are cleaned daily. Classroom materials including toys, play spaces, furniture, sinks, bathrooms, and other hard surfaces are disinfected and/or sanitized daily. All soft materials, including blankets, are washed at least once a week.

# ATTENDANCE, ARRIVAL, AND PICK-UP PROCEDURES

Regular school attendance contributes to academic achievement and facilitates the students' ability to succeed.

For PreK: Attendance will be monitored for patterns or irregularity...

- Unexcused Absences (Please provide Dr's Excuses, when possible, upon returning to school)  
**NOTE:** Your child may not return to school until the date noted on the doctor's excuse.
- Absences of 5 consecutive days
- Patterned Absences (Every Monday, Every Friday, Etc.)

Once a student accumulates 8 consecutive days of absences, a meeting will be scheduled between the Jax State CDC Administration and parents.

Missing more days of school than attending may result in removal from the program. There are several students on our waiting list who can and would be excited to attend school every day.

### **Arrival Procedures**

It is mandatory that the Jax State CDC maintain a signature record of all children's arrivals. It is the responsibility of the parents to make sure they sign the iPad daily before proceeding to the classroom. Please ensure your child only "signs" the LCD Writing Tablet provided for them (not the actual iPad).

Children must be escorted by a parent/guardian/caregiver to join their class each day upon arrival. Upon joining the class, the parent/guardian/caregiver must ensure one of the Jax State CDC staff acknowledges the arrival prior to leaving their child.

### **Car Line**

We offer a car line drop-off Monday-Friday for morning arrival. Parents of Pre-K students may drop off in the carpool area behind Pod 2. The teachers will be in the carpool lane to help unload in the mornings from 7:30am to 7:45am. If you arrive after 7:45 am, you must escort your child into the school building.

### **Late Arrival**

All children should be signed in no later than 9:00 am (signature timestamps are recorded at sign-in). We realize that sometimes circumstances arise that may cause a child to be late for school. We ask that you notify your child's teacher via phone call or ProCare of your child's late arrival.

Consistent tardiness affects the entire class and is not fair to the teacher or other students. Please be respectful of the classroom routines and drop your child off no later than 9:00 am every morning. In the event that a late drop-off occurs, parents will be asked to say their goodbyes at the front desk, and a staff member will walk their child to class to minimize disruptions.

If a child is consistently late, parents will be required to meet with the Jax State CDC Administration. Following the meeting, if late arrivals continue, the Administration of the Jax State CDC reserves the right to refuse admittance to the classroom for the day.

### **Check-in/Check-out**

If a child checks out for a special event (i.e. field trip), we ask that they remain out for the day. The Jax State CDC will not accept children returning to school after 2:00pm.

## **Release of Children**

When a child is enrolled in the Jax State CDC, administrators will share ProCare login information with the family. The family will provide updated contact information and share emergency contact information and names of approved pick-up persons for their child in ProCare. This will be the system CDC staff uses to ensure safe pick-ups for all children.

Only a child's parent/guardian or adults previously approved by the parents/guardians will be permitted to take a child from the Jax State CDC. Parents/guardians may update the initial information provided at the time of enrollment when necessary. All adults picking up children will be asked to provide photo identification and pick-up authorization will be confirmed by a Jax State CDC Administrator prior to the release of a child. If a family experiences a change in marital status and/or custodial rights, appropriate legal documents must be provided to the Jax State CDC Director/Assistant Director. Personal information pertaining to children and families is protected by the University confidentiality policies and kept secure in a locked cabinet in the offices of the Jax State CDC Administration. Should any unfamiliar or suspected unauthorized individual request the release of a child, the Jax State CDC staff will implement the following guidelines:

- Require review of photo identification
- Confirm the individual's pick-up authorization status in the family database and/or child's file. If a certified copy of a court order or separation agreement shows that the unauthorized person does not have custody, we will advise the person and not release the child.
- Notify the child's other parent/guardian or other authorized person as soon as possible.
- Notify the Jax State Police Department, if necessary, at (256)782-5050.

## **Departure**

We encourage families to check and empty their child's file folder and cubby daily. Parents/guardians/caregivers are responsible for signing out their child from the iPad before proceeding to the classroom. Children are signed out with a signature and the time at which they are signed out is documented. Parents/guardians/caregivers must ensure a staff member knows they are taking their child prior to leaving for the day.

Aftercare is available for all Pre-K students. There is a charge of \$20 per day. The children will be signed into aftercare and charged starting at 2:30pm.

## **Late Pick-Up**

The Jax State CDC closes promptly at 6:00 pm. All children are expected to be out of the building at that time to allow for final day cleaning procedures to occur prior to the end of a teacher's workday. Please leave enough time for toileting and other routines prior to 6:00 pm to avoid a late fee charged to your account. If an unforeseen issue prevents an on-time pick-up, parents must call the center's main number, (256)782-8655, as early as possible. At 6:00 pm, a Jax State CDC Administrator will

contact family members to ensure they are on the way if information has not previously been received.

If a child is not picked up by 6:00 pm, a \$25 late fee will be charged to the family's account. Beginning at 6:15 pm, an additional \$15 per child will be charged to the account for every 15-minute increment (or fraction thereof) during which the child is not picked up. Payment of these fees is subject to the collection policies noted above. If we are unable to reach a parent, emergency contacts will be called. If we cannot contact anyone authorized to pick up a child by 6:30pm, Jax State University Police will be notified for assistance.

### **Parking**

The Jax State CDC shares a parking lot with the College of Education and Professional Studies (CEPS), which includes students, faculty, and staff. Mornings are a busy time at the CEPS complex. Please be mindful of the traffic flow in the parking lot and notice the arrows painted on the pavement to indicate direction. Parking spaces striped red are for Jax State faculty only. The speed limit in the parking lot is 15 mph.

The paved road in front of POD 3 may be used for drop off/pickup but understand it may be crowded during peak times. Please drive all the way to the end of the road and turn around, remaining on the pavement. To minimize draining issues, please refrain from driving or parking in the grass/dirt area across from POD 3. Continuous use of this area has caused significant erosion and flooding when it rains. Jax State CDC parents may utilize the car line when outside traditional PreK drop off/pick up times.

## **CLASSROOM INFORMATION**

### **Classroom Visits**

The Jax State CDC maintains an open-door policy, welcoming families, extended family, and caregivers to visit our campus. We strive to nurture a community environment that embraces all cultures and family structures. We encourage families to share their traditions and expertise with the greater Jax State CDC community or their child's class and believe that family partnerships are the foundation for supporting each child's development. Visitors will be allowed in the classroom when actively participating in the lesson/activity. Classroom visits should be coordinated with the lead teacher and/or Jax State CDC administration. To ensure the health and safety of all children and staff, all individuals should utilize the classroom observation room/window, respecting the routines of the class. Visits should be scheduled with the Jax State CDC Administration and limited to 30-45 minutes. All visitors will be required to sign in/out at the front desk.

### **Nap Time**

State licensing requires that all children in full-day programs have a designated rest period for at least one hour but no more than two hours. Staff will play quiet music and/or a sound machine gently run the children's backs to help them relax. After the first 30 minutes, children who are not sleeping may engage in quiet activities.

### **Celebrations/Holidays**

Birthdays are especially important for young children, and we would love to celebrate this incredibly special occasion. We request the celebration be kept simple. We suggest a special healthy snack be shared during the afternoon snack time. Before sending in any birthday treats, check with your child's teacher to see if allergies are present for any children in the classroom.

We understand that birthday parties are often planned for the Jax State CDC children outside of the center as well. Whenever possible, we encourage parents to consider inviting all children in the class. Parents may only send paper invitations through the children's backpacks if all children in the class are invited. Parents are responsible for distributing the invitations. No gifts may be distributed through the Jax State CDC.

We recognize that holidays are an important part of family life, and we value the integration of broad cultural and linguistic diversity representing all Jax State CDC children and families in our curriculum. We emphasize holiday experiences with family traditions. We are honored to have families come into the classrooms to share special traditions with children, keeping in mind that the Jax State CDC is a secular institution. If you wish to share an activity, story, recipe, etc., please speak with your child's teacher.

### **Television/Technology**

Screentime is restricted at the Jax State CDC. Per DHR regulations, staff should eliminate screen time (TV, movies, cellphones, video games, computers, and other digital devices for children under two years old.

Each pod has one television that is only used for special occasions, like holiday parties, for the children. Any screentime during these events will be limited to 15-30 minutes and must be approved by the Jax State CDC Administration. Children do not have screentime on tablets, phones, or computers while at the Jax State CDC.

Classrooms have iPads for ProCare updates only. All staff have been advised that cell phones are not to be used while supervising children.

### **Lost and Found**

Lost items are displayed on top of cubbies/in the classrooms. Please remember to label all coats, hats, mittens, etc. Unclaimed items will be used as extras for the Jax State CDC or given to charity at the end of each semester.

**ALL PERSONAL ITEMS SHOULD BE LABELED WITH THE CHILD’S NAME.**

## **EMERGENCY PREPARDNESS**

### **Emergency Evacuation or Lock-Down**

In an emergency evacuation or lock-down situation, the Jax State CDC will follow procedures developed with the Jacksonville State University Police Department (UPD) and noted within the internal Emergency Operating Policy (EOP). In the event of an emergency, families will be provided with Jax State CDC specific information and directions via the ProCare App.

Advance notification for lock-down drills will not be provided as advised by UPD. Parents will be notified following the lock-down drill that one has occurred. The teachers are well-trained and prepared to keep children calm and happy during the drill.

### **Disaster Preparedness Plan**

The Jax State CDC has emergency management/disaster preparedness and response plans for all-hazards, including natural and human-caused disasters, emergencies, and violence (in or near our center) on file. The Jax State CDC carefully plans for potential emergencies, under the guidance of the University Police Department (UPD), keeping the safety and reunification of children first. In all emergencies, children are evacuated or sheltered depending on the situation, with the full intention of keeping the children as safe as possible. During both drills and real life evacuations, children will be accounted for using the transition checklist in place to ensure all children are counted prior to and after the transition.

### **Inclement Weather Advisories/Early Dismissal Notification**

The Jax State CDC will follow the University’s decision on inclement weather closings. Families will be alerted via their preferred method of contact (as listed in ProCare) and may call the center at 256-782-8656 for additional information. If Jax State closes early due to weather, families must pick up children within 60 minutes of notification or no later than the University closure. All families must designate individuals authorized to pick up their child if they cannot reach the Jax State CDC.

Absences on inclement weather days do not count towards a child’s attendance record.

### **Power Outage**

The Jax State CDC adheres to the following state guidelines regarding operating a childcare center during a sustained power outage:

- The center must have proper ventilation and heating/cooling to maintain comfortable temperatures (68-82 degrees Fahrenheit) in the building.
- The center must have an operating phone line dedicated to the center at all times.
- Access to warm water at all times.
- Lighting to be maintained at a level to allow children to participate in center activities.

The Jax State CDC reserves the right to delay opening or dismissing children early due to a power outage. If the power is anticipated to be out for a prolonged time (2 hours or more), the Jax State CDC will notify parents through ProCare as soon as possible with a revised opening/dismissal time.

## **WITHDRAWAL FROM THE PROGRAM**

Families may withdraw a child from the program at any time upon giving the Jax State CDC thirty (30) days written notice. Tuition will continue to be charged, and related late fees will be assessed if a child does not attend class but is not formally withdrawn from the Jax State CDC. Families who withdraw their child from the program will be charged tuition until the end date specified on the thirty (30) day written notice. Withdrawal from the program is considered permanent, requiring re-application to the Jax State CDC for readmission. This places the child at the bottom of the Jax State CDC admissions waitlist. Families who withdraw their child will not be guaranteed a space in the future unless the family continues to pay tuition.

### **Involuntary Separation from the Program**

The Jax State CDC reserves the right to require the separation of a family from our program. Examples of why the Jax State CDC would reach such a decision include, but are not limited to, those listed below:

- Long-term pattern of unresolved behavior that is harmful to other children or staff, such as repeated biting.
- Tuition that is 2 months past due or other financial delinquency.
- Behavior by any family that is considered threatening to another family or any member of the Jax State CDC staff.

The Jax State CDC will make reasonable efforts to address underlying issues to avoid separation and provide advanced written notice of separation when it must occur. Jax State CDC Administration, in conjunction with the university administration, reserves the right to make

separation decisions at its sole discretion and to make any such decisions effective immediately concerning the safety and well-being of child, families, and Jax State CDC employees.

## **PARTNERSHIP WITH THE UNIVERSITY**

The Jacksonville State University Child Development Center supports the growth of developing educators enrolled at the University. Through partnerships with the Jax State College of Education and Professional Studies, Jax State students have an opportunity to complete fieldwork and observations at the Jax State CDC. The Jax State College of Education interviews all candidates and completes federal and local background screenings if completing fieldwork of 15 hours or more in a classroom. Jax State students complete field experience opportunities throughout the academic year.

Lab students from the FCS 352/353 Child Growth and Development course will regularly observe the children of the Jax State CDC for the purpose of writing an observational report on child growth and development. Children's names will not be included in the report, and it will only be shared with the Jax State faculty member who teaches the course. This assignment is for educational purposes only.

### **REFERENCES**

American Academy of Pediatrics. (2024, August 23). When to keep your child home from child care. HealthyChildren.org. <https://www.healthychildren.org/English/family-life/work-and-child-care/Pages/when-to-keep-your-child-home-from-child-care.aspx>

State of Alabama Department of Human Resources. (2021, September 13) Childcare Licensing and Performance Standards for Day Care Centers and Nighttime Centers: Regulations and Procedures. <https://dhr.alabama.gov/wp-content/uploads/2021/06/PROPOSED-Centers-Child-Care-Licensing-and-Performance-Standards.pdf>

Jacksonville State University. Policies and Procedures Manual. <https://www.jsu.edu/busaffairs/polprocman/index.html>





## CHILD DEVELOPMENT CENTER

### HANDBOOK ACKNOWLEDGEMENT FORM

**FORM FOR REFERENCE ONLY – SIGNATURES WILL BE COLLECTED AT THE BEGINNING OF EACH SCHOOL YEAR**

The signature(s) below indicate that I/we have received the handbook, are aware of all Jax State CDC policies and procedures, and will adhere to the stated policies and procedures of the Jax State CDC including:

- Policies on Attendance
- Policies Outstanding Tuition/Fee Payments
- Toilet Training Policy for 3's and Pre-K (4's)
- Policies related to Classroom Disruption and/or Biting
- Policies related to Separation from the CDC

I acknowledge my child will be observed by Jax State lab students and may be the subject of some of the students' research assignments. Children's names are not revealed in any assignment.

The information and policies in this handbook will be updated as needed. Parents will be notified of updates through ProCare. The handbook will be updated online as updates occur and can be viewed on the-Jax State CDC webpage.

If another handbook is needed for a primary caregiver outside of the household, please ask a Jax State CDC administrator for one. An Acknowledgement Form should be completed for every child, by all primary caregivers, and will be placed in the child's file. All primary caregivers living in the household must sign yearly.

Child's Name:		Age/Class:	
PRINTED NAME		SIGNATURE	DATE
Primary Caregiver			
Primary Caregiver			

# FERPA RELEASE FORM

**FORM FOR REFERENCE ONLY – JAX STATE EMPLOYEES WHO WISH TO CLAIM A STUDENT TUITION RATE SHALL SIGN AND PROVIDE FOR THE JAX STATE CDC ADMINISTRATION.**

The Family Educational Rights and Privacy Act (FERPA) affords certain rights to students concerning the privacy of and access to their education records. This form authorizes the educational institution named below to release education records to the named third party; it does not obligate the institution to do so.

**Student Name:** \_\_\_\_\_

**Student ID:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

The above student hereby authorizes **Jacksonville State University**, with a mailing address of **700 Pelham Road North, Jacksonville, Alabama 36265** to release the following education records to the Child Development Center, within the footprint of the broader university:

(check all that apply)

☐ - Academic Information. Includes, but is not limited to, transcripts, credit hours enrolled/earned, grades/GPA, class schedule, academic progress, and enrollment status.

☐ - Financial Aid Information. Includes, but is not limited to, awards, application data, disbursements, eligibility, employee tuition assistance, and financial aid status.

The student understands that the information may be released orally or in the form of copies of written records and understands that this form remains in effect until otherwise revoked by them in writing.

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Let's Have A  
**GREAT**  
School Year!