

**Piper Center for Family Studies and Child Development**

**Department of Human Sciences and Design  Child and Family Studies Program**

Family

Handbook

2021-2022

# Table of Contents

## Accreditation

Texas Child Care Licensing

Mission

## Program Goals and Outcomes

## Educational Philosophy

## Laboratory School

## Organizational Chart

##  Staff Teams

Parents As Partners

## Code of Ethical Conduct

 Confidentiality

## Negotiating Differences Between Parents And Staff

## Curriculum and Assessment

Parent Conferences

School Calendar and Hours

Orientation For Children

Routines and Transitions

The Child’s Belongings

Food Allergies or Restrictions

Meals

Holidays and Birthdays

Field Trips

Health and Safety Guidelines

 Staffing and Supervision

 Illness and Injury

 Medication

 Dental Hygiene

 Allergy Prevention and Special Health Care Needs

 Car Seats

 Emergency Procedures

 Building Security

Greeting, Dismissal and Parking

Child Release and Observation

Family-Provided Paperwork

Basic Behavior Expectations at Piper

 Steps for Addressing Problem Behaviors

Infant and Toddler Care

 Shoe-Free Infant Environment

Biting

Diapers & Toilet Learning

School Cancellations

Tuition & Fees

Late Pick-Up

Rules for Licensed Child Care in Texas

Piper Waiting List

 Priority

Piper Parent Committee

 Mission

 Guidelines

Parent Questions, Comments and Concerns

Open Door Policy

Parent Rights

Reporting Abuse

Piper E-Mails

Closing, Notice of Non-Discrimination Policy

Addendums: *At Piper, We Believe…;The Hundred Languages of Children*; Piper Code of Conduct; Resource List

**NAEYC Accreditation**

The National Association for the Education of Young Children (NAEYC) has created 10 standards that measure the quality of early childhood programs. The standards were created by a blue-ribbon panel of early childhood experts and are based on the latest early childhood research.

 

As a NAEYC-accredited program, the Piper Center meets a high-quality standard by:

 1. Promoting **positive relationships** between all children and adults to encourage each child’s sense of individual worth and belonging as part of a community and to foster each child’s ability to contribute as a responsible community member.

 2. Implementing a **curriculum** that is consistent with our goals for children and fosters learning and development in the following areas: cognitive, emotional, language, physical, and social.

 3. Using developmentally, culturally, and linguistically appropriate **effective teaching approaches.**

 4. Providing **ongoing formal and informal assessments** of a child’s learning and development in the context of reciprocal communications between teachers and families.

 5. Promoting the **nutrition and health** of children and protecting children and staff from injury and/or illness.

 6. Employing a **teaching and administrative staff** with the educational qualifications, knowledge, and professional commitment necessary to promote children’s learning and development and to support families’ diverse needs and interests.

 7. Establishing and maintaining collaborative relationships with each child’s **family**.

 8. Establishing relationships with and using the resources of the **community** to support the achievement of program goals.

 9. Providing a safe and healthy **physical environment** with appropriate and well-maintained indoor and outdoor physical environments.

 10. Implementing strong personnel, fiscal, and program management policies so that all children, families, and staff have **high-quality experiences**.

Our current NAEYC accreditation is valid from 6/1/16 through 6/1/22. We complete annual reports each spring to document our continuous quality improvement. In Spring 2022, we will have a site visit and intense re-accreditation process.

**Texas Regulations**

Piper Center is licensed under the regulatory jurisdiction of the Texas Health and Human Services, Child Care Licensing Division. We follow all Minimum Standards as set forth by HHS.

In addition, Piper participates in Texas Rising Star, the quality rating and improvement system for Texas Early Childhood programs. Piper maintains a 4-Star status, the highest level of quality certification which can be achieved. Piper maintains a relationship with the Texas Workforce Commission’s subsidized child care program as well.

Every Piper staff member is responsible for engaging fully in all professional practices relating to maintain The Piper Center’s status as a high-quality NAEYC accredited program as well as the Texas Rising Star Provider Certification.

**Mission**

The mission of The Piper Center for Family Studies and Child Development Center at Baylor University (Piper) is to be a laboratory school that provides model programs for infants, toddlers, and preschool children as well as leadership to students consistent with the teaching, research/creative endeavors, and service missions of the Department of Human Sciences and Design and Baylor University.

**Program Goals and Outcomes**

We use our developmental goals as a systematic framework for focusing our program and assessment design. Our teachers are well versed in a wide variety of educational approaches, and we choose teaching strategies, daily routines, classroom arrangements, and curriculum structure that will encourage each child’s development in all domains. Teacher observations and documentation of individual development are used to adjust the program to better promote individual growth, as well as to conference with parents about ways we can work as a team to support each child.

Piper strives to:

* Provide quality programs for young children and their families based on scientific developmental theory, research, and developmentally appropriate practice;
* Provide education in all aspects of child development and family studies in a child-directed, inquiry-based, play-centered learning environment that is nurturing, safe, and secure;
* Provide an exemplary learning environment for students to observe, interact in, and solidify concepts learned through coursework;
* Provide a context for research that furthers the understanding of children and families;
* Provide lab teachers with a supportive, collaborative, and respectful environment from which to teach young children and support parents

**Educational Philosophy**

Piper believes that each child is unique and learns best through play and exploration of a variety of materials and environments. We are dedicated to providing model developmental care for each child in a nurturing, secure, and stimulating learning environment. We seek to create an environment of rich and diverse experiences which will take the children along new paths, deepen their understanding and skills, and give added complexity to the talents and personal qualities they possess. Our philosophy is soundly based in child development and educational theory including the works of Piaget, Vygotsky, Erickson, and Dewey. The staff provides an innovative and creative model of early childhood education in a supportive family-like environment. Children of all abilities, from infants through preschoolers, are welcome to play, explore, and expand their repertoire of skills. We believe an environment that fosters all aspects of development through comprehensive and multi-disciplinary activities will enhance a child’s opportunities for learning. Our approach is also aligned with the guidelines set by the National Association for the Education of Young Children (NAEYC) for developmentally appropriate practice.

**Laboratory School**

The Piper Child Development Center is a laboratory for Baylor University to train future early childhood teachers and child development specialists as well as a research site for Baylor faculty, graduate students, and undergraduate students. **The research component to Piper is integral for our continued success and visibility for the University. We expect all of our parents to participate in the research projects that we provide.** Parents/guardians will always be notified of upcoming research projects at Piper and permission slips will be disseminated to be signed if a research project is outside the typical scope of Piper activities.

Baylor students participate at the center in many capacities. Students observe children from the observation booths as well as in the classroom. They are learning about the children’s stages of development and the teachers’ methods of working with the children. Students in certain courses spend two hours per week in the classroom interacting with the children. These students are required to plan activities which are approved by our teachers and then implemented with the children under the supervision of our teachers. A few students do their student teaching with us. These students come daily for six weeks and are in charge of the planning for two weeks. Many of the students are required to conduct a developmental screening of a child. The children enjoy these one-on-one games with a student. Again, their work is closely supervised by our teachers. Baylor students bring a lot of enthusiasm, interest, and new ideas to our program. Being a laboratory school requires consistent evaluation of our work with children as well as timely response to current research in child development and family studies. Our teachers dedicate time to supporting our Baylor students in addition to their role in the classrooms with children and our administration team meets regularly with faculty in the Department of Human Sciences and Design.

To support the professional development of both pre-service and practicing educators, the Piper Center’s school staff model and share the educational approaches that we develop. We offer workshops, consultation and seminars in a wide range of local and national venues.

Our program is strengthened by our relationship with Baylor University. As part of the University community, our classes have access to using a University bus for field trips, benefitting from visits from university musicians, and using the services of security officers, e. cetera. The University provides funding for computing services, facilities management, accounting, human resources, legal support and security services, as well as managing environmental health and safety.

**Organization of Piper**

 **Staff Teams**

The Piper Center is staffed by teams of educators – an Administrative Team, an Infant/Toddler Team, and a Preschool Team, plus supporting educators who can substitute on any team. All teachers and administrators have many years of experience working with young children as well as academic degrees in fields such as social work, child development, child and family studies or education; many Piper staff have advanced degrees in early childhood education (see Staff Team Biographies on our website and posted in the center). Undergraduate practicum students and student assistants complement each team.

Piper Center employees are hired and managed according to the Human Resource policies of Baylor University. They are thoroughly oriented, earn a competitive salary, and if working full time, receive full benefits. Piper teachers have paid planning time individually and in teams. The Piper Center has an extensive professional development program of approximately 80 hours per year, as well as supporting each individual’s annual goals for growth via additional seminars and professional experiences.

**Community Relationships**

Our experienced educators participate actively in the local and national early childhood professional communities by serving in leadership capacities, giving regular presentations, providing consulting to other programs, and partnering with high-quality programs to develop new avenues for early childhood professional development.

All of our partner organizations seek ways to support each other and create synergies between their professional development initiatives. These efforts enhance the quality of reflective training opportunities and serve as a resource for early childhood educators across the broad continuum of professional development.

**Parents as Partners**

The Piper Center acknowledges parents as the child’s first and most significant teacher. Parents provide important information at enrollment and throughout the year which enables us to truly partner together in an educational, individualized and loving environment.

The Piper Center offers adult family members and other caregivers a variety of ways to become involved in the child's school community, to participate in family activities, and to confer with the staff to build a strong bond between home and school. During the year, each teacher meets with parents to share information about the child’s school and home life. Regular communication is encouraged among families, caregivers, and the school staff so that multiple perspectives on the child’s development and interests can be used to enhance the child’s school experience. In addition to the detailed Family Handbook and informative website, we schedule routine parent meetings and conferences, distribute regular whole school and classroom newsletters, and enjoy frequent spontaneous interaction. A family bulletin board in the hallway outside the school office provides duplicate information, extra copies of forms, menus, interesting articles, flyers about local family events and resources, and other parent resources. Each teaching team provides a daily classroom update via Learning Genie in order to promote family communication at home about the school day. Finally, the Administrative Team provides reminders and other tips for families via Learning Genie, postings in the center and/or e-mail. We require both staff and families to use Learning Genie as our main form of communication.

Adult family members can use the observation booths with headsets to observe their child in the program. Booth reservations may be scheduled in advance by calling the office at 710-4373; walk-ins are welcome as available. If you want to talk with a teacher, please schedule a time with the teacher in advance. Families are welcome to observe their children in the outdoor classroom as well.

Popular family events, including Fall Festival, Thanksgiving Family Lunch, Christmas Party, Valentine’s Party, the Week of Young Child Activities, and the annual teacher appreciation luncheon offer the family a chance to participate in the child’s school. In addition, many adult family members extend their involvement by volunteering in school-wide and/or classroom activities. We have a Piper Parent Committee, which supports our family events during the school year and offers a link between our school and our families. These volunteers coordinate the annual teacher appreciation week activities as well as meet with administration as representatives of their individual classrooms. All parents are encouraged to attend the annual meeting in September.

If you have questions or have experienced a problem at home or school, please approach the child’s primary teacher or one of the administrators directly. Recent potty-training efforts, changes in care-giving arrangements, the death of a pet, an extended absence of a parent, etc. can all cause changes in a child’s demeanor and behavior at school, so timely communication helps the staff respond most effectively to the child. We make every effort to communicate with children and families in a positive manner to plan strategies, resolve issues, and provide assistance in a proactive and effective manner. Please feel free to suggest ways that we can strengthen our partnership with you as together we seek to provide a high-quality learning environment for everyone in our school community.

All families are invited to participate in the Piper Center’s annual program evaluation survey conducted in May, as well as to contribute to our continuous quality improvement via committees. Evaluation results, plans, and opportunities are highlighted in the parent meeting held at the beginning of the school year and updated as necessary on our Piper website.

**Code of Ethical Conduct**

Regardless of position, each staff member’s job description includes the following priorities for activity and interaction:

Speak and behave in a professional manner with staff, children, parents, university partners, visitors, service people, et cetera, at all times. Strive to be a team player, taking initiative to help with tasks, share space and materials, offer support and constructive critique, etc. for the benefit of the whole staff. Keep the “big picture” of our school’s entire mission in mind to effectively balance competing demands. Follow the school and university policies and procedures carefully and with attention to timeliness. Be prepared to flexibly adapt to the diverse situations that arise in early childhood education, particularly in a university lab school. Use the core values and standards of the National Association for the Education of Young Children (NAEYC) to guide all aspects of program implementation and enhancement. Abide by the ethical standards of NAEYC, with particular attention to confidentiality.

Piper Center staff members follow the ethical principles of the National Association for the Education of Young Children. We share the following core values as guides for interactions among staff members, between staff and children and parents, staff and undergraduates, researchers, university employees, etc.

• We use direct eye contact, smiles, warm tones of voice, positive touch, social conversations, and joint laughter to support the development of effective working relationships.

• Our partnership in learning is supported by regular, reciprocal communication; affirming recognition of effort and accomplishment; predictable, developmentally appropriate responsiveness to initiative, emotion, and concerns; and proactive conflict resolution.

• We strive to respect each individual and work to create a positive emotional climate for all learners, with sensitivity to differences in age, ability, background, language, culture, religion, and family structure.

• We aim to eliminate gender bias by using gender-neutral terminology, such as “friends” instead of “boys and girls” or “firefighter” instead of “fireman”. This encourages learners of all genders to explore all the activities we offer, and focuses our affirmation on approach, effort, and accomplishment rather than gender identity.

• We are committed to reaching out to people of different races, genders, ethnicities, and abilities; we strive to create an environment of inclusion that celebrates our differences and highlights our commonalities. Our program accepts children with special needs as long as a safe, supportive environment can be provided for the child consistent with the requirements of the Americans with Disabilities Act.

Because our mission is multifaceted, we aim to build positive relationships with all learning partners by appropriately balancing equity of care for the group with services tailored to individual needs. Our goal is to develop the school’s caring community for learning through broad participation and involvement in program improvement for all of our staff, families, and university partners.

**Statement of Commitment to Confidentiality**

**All information** regarding any center family and or/child(ren) is to be treated as **confidential.**

All staff members, students, researchers, observers, practicum students, student employees and volunteers must sign a Statement of Commitment to Confidentiality (see below) before entering our classrooms. According to the NAEYC Code of Ethical Conduct:

*“We shall not engage in or support exploitation of families. We shall not use our relationship with a family for private advantage, personal gain or enter into relationships with family members that might impair our effectiveness working with their children.”*

Because the staff at the Piper Center works as a team, with every adult knowing and interacting at times with every child, all admissions, observations and other assessment data may be shared with all staff members. Information about family situations, special needs, and other sensitive topics is shared on an as needed basis. Student workers, volunteers, and other adults working within the school are only informed of such sensitive issues when they are a part of keeping the child safe, supporting the child’s inclusion, or when the information might impact their coursework.

All children’s records are in the director’s office and only those with “need to know” are allowed to view the child’s folder. Under the Family Education Rights and Privacy Act (20 U.S.C. § 1232g), records related to center children and their families, and information contained those records, are to be shared with other staff or other University officials only if that person has a legitimate educational interest (i.e., on a **“**need to know**”** basis only). Requests from third parties, including outside agencies, must be evaluated by center administrative staff, in consultation with University Counsel in appropriate circumstances, before any disclosure is made. In most cases, information cannot be disclosed with any third party without the written consent of the child’s legal guardian.

University students, kitchen staff, volunteers, etc. are not to be included in discussions of children and families, except to provide information that is required for them to complete their jobs. Sensitive information must not be shared with everyone, only those who are directly involved.

Employees are prohibited from discussing children and families with or in the presence of other children and families.

Statement of Commitment to Confidentiality: *I agree to discuss the families, children, and staff for professional purposes only. I will also choose carefully whether to discuss children's behavior within their hearing distance, doing so only when it is in the child’s best interest. When I encounter families, children or staff outside the school, I will be courteous but use discretion.*

*I know that confidentiality is an ethical obligation and that it is a requirement for my continued involvement at the Piper Center. By signing this statement, I agree to learn all aspects of the Piper Center’s confidentiality policy and practice them at all times.*

In addition, we require that families respect the privacy, not only of their child(ren), but of all other children and families. We encourage open, honest, informal, and frequent communication among staff and parents. However convenient, hallways, classrooms,

or the outdoor classroom are not appropriate places for conversations about sensitive

matters. A child’s teacher or the director may suggest a phone call or meeting to discuss concerns raised initially in regular conversation that would be more appropriately addressed privately.

##  Negotiating Differences and Difficult Situations Between Families & Staff

We recognize that occasionally circumstances arise in which families and staff may have conflict. Sometimes e-mails can be misinterpreted, and face-to-face meetings may be required. A cooling off period may be initiated by a member of the Piper Management Team. Staff from Robbins College, HSD and CFS is available to assist with mediation if necessary.

**Curriculum and Assessment**

Curriculum

The first core principle at Piper is how children learn. It is only through the active, meaningful engagement and experimentation with objects and people that children can begin to construct their knowledge, logical reasoning and develop social relationships. This happens most easily through children’s play and socialization experiences.

Many of the curriculum activities grow from our objectives for individual and groups of children and our classroom environment. For example, the dramatic play area affords much opportunity for socialization and language development. Blocks are wonderful for exploration of relative size and shape (geometric relationships), as well as fine motor manipulation. Music and movement offer opportunities for socialization, bodily-kinesthetics, pitch and rhythm awareness, and appreciation of cultures. Activities like painting and working with play dough develop interest, fine motor skills, socialization, sensitivity to color, media, form, shape, etc.

As you will see, our curriculum areas are integrated and overlapping. Each classroom emphasizes creative expression and problem-solving, while maintaining a balance of teacher-planned activities, and those that emerge from the children’s and teacher’s interests, abilities, goals and objectives. As children move into early elementary education there is increasingly more focus on the acquisition of academic skills, which are needed in order to succeed in any school program.

The second principle at Piper relates to the role of the teacher. At Piper, each teacher creates an intellectually vital, emotionally safe, and supportive setting in which to encourage every child’s overall development. To do so, all teachers have a detailed knowledge of child development as a foundation for understanding and assessing children’s growth and development. The developmental trajectory of students is reflected in Piper’s curriculum, which includes simple to increasingly more complex activities in each domain.

These two principles guide our curriculum planning and the implementation of it; additionally, they both have their roots in what is called **inquiry-based curriculum**. Inquiry-based curriculum engages children through on-going projects and activities, building upon their specific questions and interests. Our teachers are skilled at planning activities that challenge children to learn while fostering a sense of success and accomplishment. These projects are documented in order to make visible the learning of the children. We develop our own plans to provide children with a variety of opportunities for learning and encourage broad exploration. In addition, we strive to support a variety of social experiences by organizing our time and space to balance individual, pair, small group, and large group activities. We make accommodations as necessary for children with disabilities and provide all children with access to semiprivate areas to play or work alone or with a peer. Staff members serve as coaches as children practice the social skills involved in peer interactions, friendship formation, and conflict resolution. Throughout the day, we engage children in conversation, with extra support for peer conversation at snack and lunchtime.

Inquiry-based curriculum is sensible but not predictable. It requires practitioners’ trust in the power of play *–* trust in spontaneous choice making, among possibilities. Good programs for young children encourage children to become competent players. Children’s programs that are also good for teacher growth encourage teachers to become competent players as well, choosing among possibilities and thus constructing their own hands-on understanding of the teaching-learning process.

 *“The power of an inquiry-based approach to teaching and learning is its potential to*

 *increase intellectual engagement and foster deep understanding through the development*

 *of a hands-on, minds-on and ‘research-based disposition’ towards teaching and learning.*

 *Inquiry honors the complex, interconnected nature of knowledge construction, striving to*

*provide opportunities for both teachers and students to collaboratively build, test and reflect on their learning.” N. Stephenson, 2014.*

Inquiry-based curriculumdescribes the kind of curriculum that develops when exploring what the child is interested in, seeking more understanding, intellectually engaging, and embracing what is personally meaningful to children. The core idea is that organic, whole learning evolves from the interaction of the classroom participants, both children and adults. “As caring adults, we make choices for children that reflect our values; at the same time we need to keep our plans open-ended and responsive to children” (Jones & Nimmo, 1994, p.3). In inquiry-based curriculum, both adults and children have initiative and make decisions. This power to impact curriculum decisions and directions means that sometimes curriculum is also *negotiated* between what interests children and what adults know is necessary for children’s education and development. Ideas for curriculum emerge when responding to the interests, questions, and concerns generated within a particular environment, by a particular group of people, at a particular time (Cassady, 1993). Inquiry-basedcurriculum is never built on children’s interests alone; teachers and parents also have interests worth bringing into the curriculum. The values and concerns of all the adults involved help the classroom culture evolve.

 Explorations Enhance Skills

Through explorations, the children develop:

• a sense of themselves as competent learners;

• strategies for collaborating with peers and adults;

• approaches to communicating their ideas verbally and visually;

• means of discovering new ideas about physical properties;

• skills for small motor manipulation of tools and materials as well as large motor actions, together with an awareness of health and safety practices; and

• means for expressing their creative ideas through drama, movement, music, and visual arts.

Zero Screen Time

At The Piper Center, we have a zero-screen time policy and do not utilize screen time with our children.

Assessment Plan

Children attending Piper shall be involved in an ongoing assessment process conducted by their classroom teacher with support from the child’s family. One part of this is using the Ages and Stages Questionnaires, Third Edition (ASQ-3) and Ages & Stages Questionnaires®: Social-Emotional, Second Edition (ASQ:SE-2™). This developmental screening tool is for ages one month to 66 months. We administer the questionnaire every two months for infants to have an ongoing picture of where the child is developmentally. The first ASQ-3 will be completed within 60 days of new school year enrollment in August each year and subsequent ASQ-3s may be completed as concerns arise. The ASQ:SE-2™ is a highly reliable, parent-completed tool with a deep, exclusive focus on the social and emotional development of the child. Parents complete this twice annually in advance of parent-teacher conferences. Parents and teachers together complete the ASQ-3 as part of the January conference.

Because ASQ-3 is completed by the teachers and parents who know the child best, they get the most accurate results and allow parents to become an integral part of the screening process. This tool is linked to developmental milestones which helps parents understand about child development and their own child’s skills. The questionnaires reveal a child’s strengths as well as areas of concern. When areas of concern are presented in the screening process, teachers discover necessary information to plan for each child’s needs in the classroom. The ASQ-3 scores will provide the teachers and administration with an additional program evaluation tool to show areas of strengths and weaknesses in our curriculum.

Occasionally, staff and/or parents identify the need for additional screening and referral for professional diagnostic assessment. In those cases, staff and parents typically include the director in the dialogue for the purpose of more precisely identifying the focus for screening/diagnosis and to review the resources available to children and families in our community, which depends heavily on where the family lives in the Waco area and what type of health insurance the family has.

Teachers maintain a portfolio of developmental progress for every child at Piper using Learning Genie (portfolio assessment). The electronic portfolio will include anecdotal records; ASQ-3 and ASQ-SE; work samples; pictures; informal notes; and developmentally appropriate skillsets. Families will be asked to contribute to the assessment and portfolio contents. The contents of the portfolio shall always be made available to the children and their families. The electronic portfolios will follow the child throughout their time at Piper.

Uses of Assessment Results

Results of Piper children’s assessments are primarily used to shape the current year’s program planning and to discuss individual children’s developmental progress with parents so that we can work together to best support each child’s growth. In addition, the group results impact the school’s quality improvement process via each teaching team’s annual evaluation and the whole school’s annual evaluation, both of which are conducted each May in preparation for enhancements implemented for the next school year.

**Parent Conferences**

Teachers will arrange with parents for a parent-teacher conference twice a year in August and January. These are designed for parents and teachers to share their observations of the growth of the child in the areas of physical, social, emotional and cognitive development. The conferences also provide conversation for the parent’s goal for their child that support curriculum planning. The parents will be notified in advance of the week and times available for the conferences, which are generally conducted via Zoom. Home visit conferences may also be arranged if desired by both the teacher and the family.

**School Calendar and Hours**

At enrollment time each year, parents will receive a school calendar for the subsequent school year, including days and hours of operation. Piper follows the Baylor University calendar for closings. Additional closings for staff development are noted on the Piper school calendar. As a true laboratory school, it is imperative that Piper staff have designated time to meet with students, participate in research and offer/attend professional development. This time is also used for facility maintenance.

Piper reserves the right to make changes to the calendar during the year if required by Baylor, Texas Child Care Licensing and/or national or local emergency situations.

Diligent effort is made to provide a consistent and regular schedule in each of our classrooms. Consistent late arrival can be disruptive to the child and the classroom, making it difficult for the child to establish a routine. **We ask parents to notify the center by 9:00 AM if their child will not be attending or will be arriving late**.

If a family arrives late without calling the center, we may not have a lunch available for the child/ren. In that case, the child would need to bring a packed lunch from home (disposable and may not require cooking) or may not stay at school. FAST FOOD IS NOT ACCEPTABLE.

We ask that families not drop off or pick up during rest time (12:00-2:30) as this can be disruptive to sleeping children. We value and respect the child’s time with you and will make every effort to work within your family’s unique needs. The administrative team may request a conference with a family should there be continued concern with the child’s schedule at Piper. If the conference does not positively impact the situation, the family may be asked to withdraw from care at the Piper Center.

**Orientation for Children**

The entry process is carefully planned to make the children’s first days of school as reassuring as possible. The child’s first school experience is often a visit with a parent or caregiver to become familiar with the space, the teacher, and other members of the school community. After that, the scheduled phasing-in days involve only half of the class at a time, with the teachers focusing on helping the children get to know each other, become familiar with the space, and learn the classroom routines. Parents should plan to be available during these days in case the child is not yet ready to separate. The regular school schedule begins during the first or second week of school. For most children, this means attending during the regularly scheduled hours and following the regular greeting and dismissal process. Parents and teachers may collaborate on alternate plans for children whose separation requires a more individualized approach. For children who start school at other points during the year, we develop a unique phasing-in program.

Once the regular schedule begins and throughout the year, it is important for the children to arrive promptly so that they can participate fully in the day's activities. The start of the day often affects the child's whole experience. Being picked up on time is equally important. Young children need the security of knowing that they, too, will be picked up when the other children are going home. For this and reasons related to staffing, picking up your child on time is essential.

**Routines and Transitions**

Each classroom has its own specific schedule according to the children’s ages and developmental needs.

The infant classroom’s schedule is based on each individual infant’s needs and wants, their eating, napping, and playtime. Other classrooms provide a schedule at the beginning of each year that follows a schedule similar to this:

7:30 - Greeting/Activities ready to explore

8:00 - Breakfast snack

8:25- 8:45 - Morning Activity

8:45 – 9:45 - Outside for Preschool Team

 Infant/Toddler Indoor activities and Group time

9:45 – 10:45 - Classes transition to indoors and outdoors

10:45 – 11:00 - Classes transition to indoors and prepare for lunch

11:15 – 11:45 - Lunch for all classes

11:45 – 12:30 - Transition bathroom/diaper check/ quiet activities preparing for naptime

12:30 – 2:30 - Naptime

2:30 – 3:00 - Bathroom, cots away, and snack

3:00 – 4:00 – Indoor Project Work OR Outdoor Classroom

4:00 – 5:00 - Outdoor Classroom OR Indoor Project Work (opposite of previous hour, classes switch to share the Outdoor Classroom)

5:00 – 5:30 - All classes inside working in their classrooms

**The Child’s Belongings**

Children should come to school dressed in comfortable, washable play clothes. Please avoid belts, overalls, suspenders, jump suits, tight fitting clothes, and clothing with complicated fasteners. For your child's safety, dress your child with proper shoes - sturdy, closed-toe, rubber- sole shoes (no *flip-flops, or backless shoes*). **Sneakers are the preferred footwear and are required for riding trikes or scooters on the playground.** You may wish to send your child to school in layers (i.e., a sweater over a short-sleeved shirt) so that the child can self-adjust to the temperature of the room. Send an extra change of clothing for your child to be kept at school in case a child’s clothes become wet or soiled. Please include tennis shoes, shirt, shorts or pants, socks, and underwear and label all clotheswith your child's name. Remember to update this extra set as the weather changes and as your child grows! **If your child has an accident at school and we do not have additional clothing available, you will be called to bring replacement clothing.**

Provide adequate outer clothing for your child and label all items. We spend time outside every day, except in extreme cold or pouring rain. Our outdoor classroom has areas of sun and shade, so providing clothes to layer for comfort is essential. In the winter, send gloves, hats and coats. Remember that play is a child’s work and that much of play is dirty. The children will paint, dig in dirt, roll down hills, play in mud, dig in the garden, play with bugs, crawl on the floor, cook, mash playdough, and more. We have smocks for the children, but the paint often finds a way to get on clothes. The teachers have had success getting paint off their own clothes with cold water and *Spray ‘n Wash* and some elbow grease at the sink.

Piper does not allow toys to be brought from home. Bringing a toy often leads to disagreements with playmates and upset feelings. Toys should not be kept in children’s backpacks as this encourages children to seek out their backpack during the school day.

Items to bring from home are found “treasures.” The teachers are always eager for you to share these with the class. Shells from the beach, wildflowers, snails, bugs, seeds, bird nests, magazine pictures, interesting bottles or containers, old jewelry, and many more things are valued by the children and the teachers. Children often like to share things from their house. This interest can be redirected from toys to these “treasures.”

Security items are very important to a child and often misunderstood or not respected by adults. Security items may include blankets, stuffed animals, and pacifiers. These transitional items or self-comforting items will be respected by our teachers. Please label them clearly. As your child adjusts to our program and begins to need his or her security item less, we will put it in his or her cubby. We will not force your child to separate from this item, but we will help your child find new ways to be comforted and feel safe.

**Food Allergies or Restrictions**

Food allergies can be life threatening. If your child has a food allergy or restriction, please contact the Main Office. You will need to complete a form that will ask you for an action plan completed by the family physician for emergency care for the child, as well as to list appropriate food substitutions. This form must be updated at least annually. It is our practice to alert all staff about any child with a food allergy, not just the classroom teacher. In this way, we can be sure that even if a teacher is not here, other caregivers are aware.

 **Meals**

A menu is posted in the hallway by the front door and outside your child’s classroom. All meals and snacks are prepared, served, and stored in accordance with the US Department of Agriculture Child and Adult Care Food Program guidelines. Updated menus are sent monthly through Learning Genie to each family. Our menus are evaluated twice a year by a registered dietician on faculty at Baylor. Piper will serve a breakfast snack, lunch, and an afternoon snack daily. Piper is a **nut-free environment**; we do not serve peanut butter or any type of nut. We ask that you only send nut-free foods with your child if you are providing meals, snacks or treats.

Breakfast snack will be served 8:00-8:25 a.m. If you arrive at Piper after this time, we ask that your child eat breakfast at home. *If your child has not arrived by 9:00 a.m., we request that you phone to let us know if your child will be coming to school late and the expected time to arrive*. This will help to let the kitchen know to include your child in the lunch count- if your child is not here by 9am and we don’t have a phone call or pre-arranged late time of arrival, our chef may not have enough lunches prepared. Lunch is served from 11:15 until 11:45 and afternoon snack is served at 2:30 each day.

If your child will be arriving near the end of a meal, breakfast or lunch, please plan to stay and sit with your child while he or she eats. It is difficult for a teacher to serve a late child while managing the rest of the class's transition to the next activity of the day.

Bottles (breast milk or formula) and food for infants who are not eating table foods yet must be provided by the child’s parents. Label all with the infant’s first name, last initial and date brought to the center.

**After the infant room, children may not bring food from home unless that food is a part of a special diet plan**. All foods must be clearly labeled with the child’s name and date. The special diet plan must be approved by the **child’s physician or a dietician**. The foods brought from home must meet the USDA’s CACFP food guidelines. Piper must have this plan in writing. Foods brought from home for the day’s meals, must be taken to the kitchen so proper refrigeration and preparation may take place.

**Holidays and Birthdays**

At the Piper Center, **holidays are viewed as educational opportunities** that give us the chance to learn about our diverse school community. As part of our emphasis on family identity and respect for diversity, we encourage children to talk about their family traditions, and we share stories and songs related to the meaning of holidays. We plan age-appropriate activities to involve the children in preparing for simple school celebrations and to help them contribute to family events (e.g., basic cooking, making gifts, and so forth). We limit our school celebrations to very brief spans of time (typically one day), attempt to maintain our regular school routine, and, as always, are ready to provide extra attention and comfort as needed.

Piper will have parties at Thanksgiving, Christmas, Valentine’s Day, and Easter and on other days selected by the teachers. If your family does not celebrate these holidays, please let the teacher know. We will discuss with you how we can include your family’s celebrations as well as how we can support your child during the Piper holiday. We enjoy adding each family’s special holiday traditions to our celebrations and encourage you to share with us. Our goal is to offer an inclusive facility within our Christian university environment.

We ask that you bring healthy snacks for our celebrations. The teachers will specify what is appropriate to be brought to parties. Part of our curriculum is teaching children about good foods. Learning that we can have fun parties and still eat healthy foods will help our children learn to make healthy food choices.

A child’s birthday is a very special event. We recognize each child on her or his special day with a unique classroom experience, such as making a birthday crown or choosing the group time book. We will not sponsor a birthday party at the center. Parents are welcome to bring invitations to birthday parties planned for elsewhere and we will distribute them to all children in a room. Please mail invitations from home unless the entire class is invited. To recognize a child’s birthday, a parent may bring a special snack. We ask that it be simple--yogurt, cupcakes, or cookies. Please check with the teacher to see if any of the children have diet restrictions. Some children cannot have icing because of the milk products. Others cannot have chocolate. Birthday favors would not be appropriate at school.

**Field Trips**

Field trips will be planned to enhance the learning experiences of your child. Field trip information will be posted at the entrance to your child’s room at least one week before the trip. Some of the places the four-year-old children have gone include the fire station, The Discovery Center, Homestead, HEB, the library and Baylor. The younger children may take walking trips near-by. Parents are required to sign a permission slip for each trip individually and may be asked to pay a small fee for admission. We maintain appropriate ratios at all times on field trips.

Transportation will be provided by Baylor-supplied vehicles. Only qualified drivers will be used. Parents will provide car seats or boosters for their children to use on the Baylor-supplied vehicles. If conditions cause a field trip to be postponed, parents will be notified. Sometimes children may go on walks and/or buggy rides to experience our neighborhood. Cell phones and first aid/emergency backpacks will be carried on all field trips.

**Health and Safety Guidelines**

At all times, health and safety are top priorities at the Piper Center. Each individual’s vigilance regarding health and safety issues contributes significantly to our effectiveness. Always assume that you are the only one who notices a problem or potential problem and bring it to the attention of a staff person.

Staff members are responsible for maintaining a healthful environment. We begin with our own health by submitting Biannual TB skin Tests and following strict illness exclusions as required for children. All full-time staff members submit criminal record and child abuse clearances as part of the employment process. All teachers and administrators are first-aid/CPR certified. We participate in an annual Child Abuse Neglect class as well a review of our emergency procedures. Each classroom has a well-equipped first aid kit, as does the office and outdoor shed. Each teacher has a small backpack with basic first aid and emergency information that is used for all field trips, with additional supplies for emergency situations. We practice a variety of evacuation and lock-down drills with the children, as specified in our Emergency Action Plan, in a serious but non-dramatic fashion at a rate of one per month. Members of the Administrative Team conduct monthly safety checks of the entire facility, and we work with staff and university personnel to rectify any hazards identified. Staff members are responsible for daily checks of their classrooms and shared spaces for hazards such as missing safety covers on outlets, elevated water temperature in the bathrooms, discarded cigarettes, or food in the outdoor classroom, etc.

The Piper Center is a smoke-free environment with a safe water supply from the Waco Water and Sewer Authority and heating, ventilation, and cooling systems maintained in accordance with national standards. Baylor’s Environmental Health and Safety Department has abated all asbestos and lead from the Piper Center and does periodic checks for other environmental hazards, as well as diligently monitoring the status of our safety equipment and using an integrated pest management program.

With the help of the university cleaning staff, we follow NAEYC’s frequency table for cleaning and sanitation throughout the school, including toys and water play areas. All staff members follow standard precautions to minimize spread of infectious disease and store hazardous materials in locked cabinets. We follow parent and/or health professional recommendations regarding children who have allergies, and we limit classroom pets to fish, worms, insects, and mammals with semi-annual vet checks. We use the Child Care Weather Watch chart to determine safe temperatures for outdoor play, as well as subscribing to an air quality alert system that provides notices of hazards in our area. Our outdoor classroom always has shade available under the trees and play structures. During warmer months when children are outside for a longer time and/or wearing bathing suits, we will apply sunblock with a minimum UVB and UVA protection of SPF 15 if it is authorized in writing and provided by the family. At this time, our area is not designated by health authorities as high-risk of insect-borne disease; however, we offer daily application of insect repellent when parents provide written authorization and appropriate repellent.

Because hand washing is the #1 preventive measure to avoid the spread of disease, we explicitly teach, scaffold, and monitor hand-washing procedures that involve the use of liquid soap and running water, with vigorous and thorough rubbing for at least 10 seconds (the length of the alphabet song), followed by paper towel drying. Adults as well as children wash our hands upon entry, before snacks and meals, before and after food preparation, before eating and prior to serving food to children, after toileting and diapering, after contact with bodily fluids, after play in the water table or with infants and toddlers, and after re-entry from the outdoor classroom, as well as after any messy activities or contact with pets. Adults also wash their hands after eating and prior to serving food to children, assisting with toileting, handling garbage or cleaning, and before and after feeding a child. Visiting family members as well as all lab students are asked to wash their hands upon entry to the school. In addition, we provide hand sanitizer throughout the center for adult use when sinks are not immediately accessible.

Piper uses outside agencies (Baylor Communications and Sciences Faculty and the Altrusa Society) to provide vision screening and hearing/speech/language screening annually. Participation in this service is free of charge and parents receive a copy of the screenings.

 **Staffing & Supervision**

 We maintain the following ratios, which are better than the minimum standards require.

1:4 for Infants

 (Though we usually provide 1:3)

1:5 for Toddlers

 (Though we usually provide 1:4)

1:6 for Twos

 (Though we usually provide 1:5)

 1:10 for Preschool

 (Though we usually provide 1:6 or 1:7)

As a lab school, we must keep lower ratios in order to provide mentorship to the Baylor students in our center. We also need to observe students during their classroom activities and scaffold their learning.

The benefits of lower ratios and smaller group size for children include stronger social relationships with peers, an increase in verbal interactions between adults and children, and higher cognitive development in children. Lower child to teacher ratios allows for a healthier and safer environment for everyone.

These ratios are applicable both indoors and outdoors. Field trip ratios are 1:1 for children ages 0 – 23 months, 1:2 for 2-year-olds, 1:6 for three-year-olds, and 1:8 for 4-year-olds.

At any time when children are present in the classroom, there are at least two adults present in each classroom when the ratios require two adults. In the infant class, the teaching staff supervises infants and toddlers/twos by sight and sound at all times. For preschool age children, 30 months to 5 years, the teaching staff supervises by sight and sound as well; however, supervision for short intervals by sound is used, as the teachers check frequently on children who are out of sight, e.g. those who use the toilet independently. Classroom space is designed so that there are no areas of the room where children can hide.

#  Illness and Injury

 Piper cannot admit an ill child for care if one or more of the following exists:

1. An illness that prevents the child from participating comfortably in childcare center activities, including outdoor play.
2. An illness that results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of other children in care.
3. The child has one of the following:
	1. A tympanic (ear) temperature of 100 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness;
	2. Oral temperature of 101 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness;
	3. Armpit temperature of 99.4 degrees or greater, accompanied by behavior changes or other sign or symptoms of illness.
4. Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, diarrhea, vomiting, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill.
5. A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.
6. An infectious disease (chicken pox, measles, strep throat, etc.; readmission is based on Texas Department of Health guidelines);
	1. Croup (until symptoms subside);
	2. Lice (may return after treatment and removal of all nits and eggs);
	3. Any unexplained rash;
	4. Hand, Foot and Mouth (may return once all blisters are gone)
7. Any skin infection- boils, ringworm, impetigo or open sores;
	1. Pink eye or other eye infections (may return 24 hours after treatment and the symptoms are gone);
	2. Other signs or symptoms of illness not listed above; readmission guidelines offered by the American Academy of Pediatrics will be followed.

Please notify the teacher immediately if your child has been exposed to any contagious disease, especially chicken pox. All contagious illness will be posted for the parents’ notification, with respect to confidentiality. The Piper Center follows CDC guidelines, Texas Health and Human Services regulations, and Baylor policies when determining response to Covid-19.

Staff members greet children at the beginning of the day with a health check. Parents must stay until the health check is complete and the staff member has cleared the child for participation at the center that day. Children should report to the center in good health and ready to participate in school activities. If a child has needed acetaminophen or ibuprofen in the last 24 hours, he or she is not well enough to be at school and should remain at home.

Young children may experience illness during school hours that interferes with their ability to participate in group activities. In the event of an illness that interferes with group activity, the child will be excluded from the group and cared for until a parent, legal guardian, or caregiver arrives to transport the child home or to a medical professional. **The expectation is that the parent will arrive within 30 minutes to pick-up the ill child**. Piper is not licensed as an ill-child facility and cannot provide lengthy 1:1 supervision of excluded children.

Young children will also experience falls or sustain “bumps” during the course of a day, especially in the outdoor classroom. Usually, these situations are handled with simple comfort, a drink of water, or a sympathetic Band-Aid or ice pack (i.e., not necessary yet comforting). When a child sustains a cut, bruise, or other injury, staff members will provide first aid care appropriate to the injury or illness treatment according to procedures specified in our pediatric first aid training. A parent, guardian, or caregiver will be notified following first aid care. Most notifications will come through Learning Genie. An incident report will be completed by staff within one day. Copies of the incident report are kept in a central office file, the child’s file, and given to the family.

In the event of serious accident or illness, staff members will provide first aid care appropriate to the injury or illness treatment according to procedures specified in center pediatric first aid training, which may include the additional prompt action of contacting Baylor Police and EMS personnel. Parents or legal guardians will be notified should this occur. If necessary, a staff member will accompany the child to the hospital preferred by the family or recommended by EMS, either in a campus security vehicle or ambulance. In these cases, center incident reports are supplemented by the EMS reports.

Readmission of any child recovering from a communicable disease or disabling illness shall be based on the recommendations of the Texas Department of Health or the American Academy of Pediatrics. Each teacher has a copy of the center’s full health policies. These include a stipulation that **children must be free of fever without the use of fever-reducing medication, diarrhea, and vomiting for 24 hours before returning to the Center**. *The Piper Center Staff reserves the right to refuse care for a child even with a doctor’s note.*

Piper is required by Child Care Licensing to have each four-year-old child’s vision and hearing tested. This policy may be found at the Health Department’s website ([www.dshs.state.tx.us./vhs](http://www.dshs.state.tx.us./vhs)). The Department of Communication Sciences and Disorders at Baylor provides hearing tests and the vision test is provided through the Alturas Society here in Waco.

#  Medication

Piper staff will only administer medications that are life sustaining with properly signed orders. Medication and special medical procedures will be administered to a child in the center only on the written, dated, and signed request from a licensed physician and parent(s)/guardian(s) of the child. The Medication Authorization Form with specific instructions for administration can be found in each classroom or the office.

Medications prescribed for a specific child must be kept in the original container bearing the pharmacy label which shows the prescription number, date filled, physician’s name, directions for use, and the child’s name.

Piper encourages the use of sunscreen to protect children from the harmful rays of the sun. Parents are asked to apply sunscreen in the morning when dressing the child. The center will apply lotion only sunscreen in the afternoon after naptime. Sun block must be supplied by the parent and can only be applied with written permission. The same procedures will be used in the application of insect repellant. Please send lotion forms of insect repellants and sunscreen; ***no aerosol sprays***.

 **Dental Hygiene**

Your child may brush their teeth after meals and snacks if you request that they do. You will provide the toothbrush and toothpaste (if you choose for your child to use toothpaste). Gum cleaning of infants will be provided if you request the staff to do this for your child. You will provide the tools for this procedure.

**Allergy Prevention and Special Health Care Needs**

Families of children with allergies or special health care needs must complete a “Care Plan for Children with Allergies, Medical Conditions, or Dietary Restrictions” document giving guidelines appropriate to the child’s needs, with detail regarding provision and storage of special foods (labeled with the child’s name and date), necessary adaptations of activities or environment, responses staff should take in the event of an allergic reaction, and any necessary staff training. With parental permission, a list of the children’s allergies will be posted in the classrooms and kitchen. We are trained to familiarize ourselves with the list and consult it to avoid the potential of exposing children to substances to which they have known allergies. Parents of children with other special needs should contact an administrator for guidance regarding necessary documentation and advance planning with the staff.

**Car Seats**

Injuries suffered while riding in cars are the number one preventable cause of death in young children. Here are Academy of Pediatrics guidelines to follow to keep your child safe in the car:

* Infants and toddlers should ride facing the rear of the vehicle until at least 2 years of age. States may choose to adopt age 1 requirements immediately, and phase in a requirement to ride rear-facing until age 2 within 2 to 4 years, with provision for educating parents in the interim about the benefits of riding rear-facing as long as possible.
* Young children should ride in car safety seats with a harness until at least age 4, with guidance educating parents and caregivers about the benefits of riding in a seat with a 5-point harness up to the highest weight or height allowed by the manufacturer.
* School-aged children should ride in belt positioning booster seats until at least age 8 or until the seat belt fits correctly, as described by the AAP and NHTSA.
* Children should ride in the rear-seat until age 13.
* Seat belt laws apply to all vehicle occupants and should be subject to primary enforcement. Piper Center staff have the right to refuse to release a child if there is no appropriate child seat available for transportation.

**Emergency Procedures**

Procedures for protecting and/or evacuating the children during emergencies such as fires, tornados, chemical spills, gas leaks or other events are listed below that we will follow:

1. **Fire Emergency-** Fire drills are practiced monthly. The drill is coordinated through the Risk Management office of Baylor. The Fire and Occupational Safety representative comes to Piper monthly to conduct our fire drills. The alarm is set and the teachers gather the children, count to make certain all children are present, take the sign-in and emergency book, evacuate the building to the parking lot, and then recount the children. Staff verifies that all children are accounted for. Classes evacuate the building through the fire exit that is closest to their classroom. The teachers will not take time to put on coats or shoes at naptime. The basket of shoes will be carried outside by one of the teachers. If the children are on the playground during a fire drill, they exit through the gate on the field to the parking lot.
2. **Tornado/weather emergency –**During severe weather, the office staff monitors the weather through an emergency radio, as well as emergency updates through the Emergency system at Baylor. Quarterly tornado drills will be conducted.

In the event of high winds or tornado the children will be moved from their classrooms to a center room in the building.

Extra adults, Baylor students, and visitors will use the small room behind the office.

Each of these safety zones are supplied with first aid kits, bottled water, snacks, flashlights, blankets, radios and batteries, a collection of things to entertain the children, diapers, wipes, and Kleenex. The children will be taken to these areas and remain there during a tornado warning for our part of the county or if the tornado siren gives the alert. Parents are discouraged from leaving the center with their children during these dangerous weather conditions.

1. **Chemical Spill** – The likely scenario will be a chemical spill after a traffic accident by our building and notification by the police to protect ourselves or evacuate the area. At this notification, all thermostats will be turned off to heating or air conditioning. Children will be brought inside the building. If necessary, doors will be sealed and directions from Risk Management, Baylor Police and Waco Police and Fire Department will be followed.

If children are to be relocated, the Baylor Police will assist in moving the children to the Courtyard by Marriot at 101 Washington Ave. Parents will be notified of the location to pick up their child via Piper’s Emergency Notification System either by email or text message.

In case of a leak in the gas line, the children will be evacuated in the same manner that we evacuate during a fire drill and the Baylor Police will assist in moving the children to the Courtyard by Marriot at 101 Washington Ave. Parents will be notified of the location to pick up; notification may be through Baylor’s Emergency System, Learning Genie or phone.

**Parent Contact information**- Notice of changes in parents’ phone numbers, addresses, places of business, or cell numbers should be given to the office immediately. Parents need to make certain that they or their designated emergency person can be reached at all times.

**Building Security**

Our security system has two goals:

(1) to keep all children safely inside the school and

(2) to allow entry only for people who have Piper Center school business.

Cameras mounted above the front doors allow visual confirmation of visitors requesting entry, as well as anyone leaving the school.

Swipe card entry at all entry doors will ensure that only allowed persons may enter the building. Parents and all Baylor staff are requested to enter through the front doors except in an emergency.

**Greeting, Dismissal and Parking**

Upon arrival, each child must be accompanied to their room by an adult and the child’s **hands must be washed**. Make certain that you have greeted your child’s teacher, waited during the health check and said good-bye to your child before you leave for the day.

In order to provide a safe environment for the younger children (two months to two-years-old), we ask that you drop off your older child first then take your younger child to their classroom. At pick up time please pick up your younger child first and then your older child. During peak times, it is very easy for younger children to get stepped on or for fingers to be mashed in the doors. For this reason among others, Texas Child Care licensing regulations do not allow older siblings in the infant rooms.

Children will be released only to persons listed on the enrollment form. Parents are asked to give us their driver’s license numbers so that we can identify them if they call us with instructions to have another person pick up their child. When the child is dismissed at the end of the day, the adult who takes the child is asked to sign out, including the time of exit.

Anyone unknown to us who comes to pick up your child will be asked to show us a photo ID so that we can verify identity and match it with your release instructions. Even if this person has come previously, it is possible that he or she will be asked for identification if the closing staff are different or simply unsure.

Designated parking spots are in our parking lot for 15 minute drop off and pick up. These are the places for our families to park.

Please do not allow your car to idle in our parking lot. *Idling for more than 10 seconds uses more fuel and creates more CO2 than turning off and restarting your engine*. (see <https://afdc.energy.gov/files/u/publication/idling_personal_vehicles.pdf> for more information).

**Child Release and Observation**

A child’s parent(s) and/or guardian(s) must provide a list of adults to whom the child can be released. If your child is being picked up by someone other than the parent or guardian, please complete the Child Release form at the office. Any of these adults may observe the child at school at any time during the program’s regular hours of operation. We request that these adults follow the procedures listed below when observing at the Piper Center.

* When a person on your emergency list is picking up your child, please have them come to the front desk with their photo ID. Office staff will check the family’s emergency contacts to make sure this person may pick up, then the individual will be taken to the classroom to pick up the child.
* For observation, come to front desk, sign in upon arrival to get headphones to use in the observation booths and sign out prior to departing.
* Observe from the observation room or observation window whenever possible. Children’s behavior is often significantly affected by a parent’s presence. In addition, repeated reunions and separations can be difficult for young children, especially at the beginning of the year.
* When in the classrooms, remain as unobtrusive as possible, making every effort not to disrupt the activity in progress.
* Please turn off your cell phone when entering the classrooms, including the observation booth.
* If you want an opportunity to talk individually with a teacher, please make an appointment to do so during a time that the teacher can meet with you privately.

# Family-Provided Paperwork

As part of the enrollment process, parents must complete an Emergency Information

Form and give permission for staff members to administer basic first aid to their child

and to contact EMS for more advanced care. Review of this emergency information is required every semester, typically during routine child conferences. Parents/guardians should contact the school any time there is a change in the emergency contact information. Additional required Piper forms include Tuition Agreement, Website/External Media Permission or Declination, Water Activities Participation, University Educational Activities, parent directory, and sunscreen application are also required. Parents of children speaking English as a second language are asked to complete a form detailing the children’s level of proficiency in English and then invited to dialogue with teachers regarding strategies to assist the child’s transition as necessary. Families must consent to University Educational Activities to enroll in the Piper Center.

Families are required to provide at least one local emergency contact, in addition to the parent. Parents can only be excluded from the emergency form when a court of competent jurisdiction has limited the parent right of access to the child. A copy of such order must be on file at the facility and with Baylor Police.

Each spring, families are asked to indicate their desire to continue their child's enrollment into the next school year which begins in the middle of August. In the spring, updated policies are distributed to parents, along with the new school calendar, and any changes in the curriculum or the program. A re-enrollment fee is charged annually at this time. Families who do not respond in the affirmative and pay their re-enrollment fee will be dropped from care and the child(ren)’s spots will be filled. Parents are also asked to update their child’s medical and emergency contact information *as changes occur*.

Health Assessments

Prior to the child’s first day of school, parents are required to submit a current health assessment of the child, including either proof of the recommended immunizations or a signed and notarized statement indicating that the family has objections to immunizations, including which immunizations and why. Thereafter, parents must submit an updated form or new statement annually.

Immunizations

Immunizations are required according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics ([www.aap.org](http://www.aap.org)) and state of Texas Department of Health. The assistant director uses the Imm Trac ([*www.dshs.****state****.****tx****.us*](http://www.dshs.state.tx.us)) program for immunizations. Our state regulations regarding attendance of children who are not immunized due to religious or medical reasons are followed (currently, this means an annual notarized exemption form). Unimmunized or under-immunized children are excluded during outbreaks of vaccine preventable illness as directed by the state health department.

**Texas Department of Health Requirements for Childhood Immunizations**

Required immunizations (each age level assumes the immunizations for the preceding age levels have been obtained):

 By 3 months of age ……Hep B #1, DTaP #1, IPV #1, Hib #1, PCV #1

 By 5 months of age …… DTaP #2, IPV #2, Hib #2, Hepatitis B #2, PCV #2

 By 7 months of age … . DTaP #3, PCV #3

 By 16 months of age …. Hib #3, PCV #4, MMR #1, Varicella #1

 By 19 months of age……DTaP #4, IPV #3, Hep B #3

 By 25 months of age … Hep A #1

 By 43 months of age …… Hep A # 2

**Basic Behavior Expectations at Piper**

At the Piper Center, our rules and expectations are designed to help children learn to manage their behavior for effective **interaction and cooperation**. All staff members guide and support children by clearly communicating in a positive manner and tone. For example, "Keep the sand in the sand table so that we have a lot to pour." Typically, the children are eager to act appropriately and are recognized for doing so. We design activities that are age appropriate in both task and duration to maximize positive interactions. Our teachers also carefully monitor the children's activities to anticipate and diffuse problems before they begin. A child who is losing interest in one activity or disrupting the play of other children may be redirected to another area that can spark renewed engagement and positive behavior.

Guidance is based on an understanding of the individual needs and development of a child and is directed toward teaching the child responsible behavior. Teachers seek to re-channel aggressive or problem behavior and teach the child to respect the rights of others. Our goal is to promote the child’s self-esteem through practicing positive non-evaluative guidance, providing experience that matches their developmental level and meeting their needs responsively. All Piper staff will support children’s play; to do so, they:

* Give guidance as needed but try not to interfere in a child’s activity.
* Action is necessary if such activity is endangering the child or some other child.
* Be positive in word and attitude when you must maintain limits. Be kind, matter of fact and composed at all times.
* Offer choices when possible.
* Refrain from negatively discussing a child in his or her presence.
* Refrain from visiting with other adults while in the classroom.
* Avoid labeling (positive and negative).

No physical punishment, psychological abuse or coercion will be used at The Piper Center. For example, Piper staff will not spank, hit, shame, physically force a child to eat, name call, or withhold affection as a means of discipline. Boundaries for children are established in each classroom according to their age.

To enforce the boundaries at Piper, the adults use the following techniques with the children:

* Clear statement of the limit. (“You may not throw the blocks.”)
* Stating expectations positively. (“The blocks are for building.”)
* Redirection. (“Let’s go see what Eric is cooking in the kitchen.”)
* Supporting problem-solving and negotiation between the children. (“How could you use your words to tell John that you would like to have a turn with that truck?”)
* Logical consequences or choices. (“You are having difficulty playing with the blocks without throwing. I need you to choose another place to play.”)
* Modeling effective ways to express feelings and emotions. (“I do not like it when you grab the book from my hands. Please tell me that you would like to see it.”)

Communication between home and school is essential for the child’s sense of consistency and stability. Disruptions at home or at school can be unsettling to a child and result in misbehavior. In order for Piper adults to be supportive of your child, it would be helpful to know about changes that are happening at home and at school. An ill grandparent may be worrying a child’s mother, or dad may be working a lot of overtime. A teacher on vacation for a couple of weeks, or a new child in the classroom may also disrupt a child’s routine and sense of security. These types of events cause stress for children and may result in misbehavior. Adults who share this information with one another are better prepared to support a child.

Children are learning how to behave in a group and will make mistakes. We will not report all misbehaviors to you- only those that persist or are puzzling to us. We share this information with you so that we can work together to help your child overcome this problem and gain better social skills.

The Piper staff has been trained in and implements *Conscious Discipline* (CD) by Dr. Becky Bailey in each classroom. *Conscious Discipline* is “a comprehensive social and emotional intelligence classroom management program that empowers *both* teachers and children. The goal of CD is to provide systematic changes in classrooms by fostering the emotional intelligence of teachers first and children second.” (Bailey, 2000, p.11). *Conscious Discipline* is very strong on building community in the classroom, relationships between teacher and child, and relationships between children. The “school family” is the center of the program. Rituals are very important to promote brain development and build the bonds needed for success. Your child will learn rituals beginning in our infant class and carry them throughout their time at Piper. Along with *Conscious Discipline* we also do conflict resolution in each of the classrooms.

Severe behavior problems will sometimes occur in a classroom. These may include biting, hitting, and using profanity. Very young children (under two-and-a-half) frequently do these things to get a reaction from the adults. Toddlers are easily reinforced by our attention. It may be appropriate to redirect the aggressor and protect the other children without giving the aggressor much attention. Prevention is the best tool for a teacher in this situation. However, if the children are older, these behaviors are much more serious. Preschoolers should be learning how to control their tempers and may need consequences to remind them. If you witness aggressive behavior in your child’s classroom, know that the teachers and the directors are working together, very likely with other professionals, to find a solution. If your child exhibits some unusually aggressive behavior, know that we will want to help you find resources to solve your child’s problems before they become behavior patterns that are more difficult to resolve.

All of the children in the room need adult support to learn to get along with others. Some children are intimidated by aggressive children. We will help these children learn strategies for taking care of themselves.

**Any disciplinary action that warrants calling the parent(s) will be documented and kept in the respective child’s file.**

**Steps for Addressing Problem Behaviors**

1. The behaviors of children shall be addressed by classroom staff as outlined by the discipline policy of Piper. This could include positive reinforcement for appropriate behavior, redirection, reminders of classroom rules, modifying the classroom environment and/or daily schedule, and providing a supervised quiet time for the child to gain control. Classroom staff shall observe all children and document these observations to help ascertain any patterns or precipitating factors of the problem behavior. At no time shall staff use shaming, the withholding of food, or physical punishment of any kind.
2. When a child exhibits a problem behavior on a continual basis that is not resolved through appropriate behavior management strategies, the classroom staff will meet with the center director to document the problem behavior and ask for further guidance.
3. If the behavior problem is still not resolved, the center staff shall request a meeting with the child’s parent(s) to discuss the problem behavior. The center staff and parent(s) will collaborate on the development of strategies to resolve the problem behavior. During this process, the classroom staff will keep the center director and child’s parent(s) informed of progress in resolving the behavior problem. Classroom staff will provide information to the parent(s) in written form with copies kept in the child’s file. If a child’s behavior results in an injury to another child or staff member, the families of both children will be notified as soon as possible and written documentation of the incident will be provided to the parent(s) and placed in the child’s file. If the parents refuse to meet or participate in a plan, the child’s enrollment will be reconsidered.
4. If the center staff feels that they need further assistance in resolving the behavior problem, the program may, with parental permission, request the assistance of an outside party. If the center staff feels that the problem may be a result of a special need, the program may request that the parent seek outside evaluation. If parental permission is refused and the problem behavior continues, the continued enrollment of the child will be reconsidered in accordance with the provisions of paragraph 6 below.
5. If the results of an outside evaluation suggest the need for accommodations for special needs, the program will provide these or other appropriate accommodations as long as they are not an undue hardship on the program as outlined in the Americans with Disabilities Act (ADA).
6. If all of the above steps fail to resolve the behavior problem, **the program may ask the parent(s) to obtain care for their child at another center.** The program will provide the parent(s) with 2 weeks notice, except where such notice is not reasonable because of safety concerns.
7. Written documentation of all of the above steps will be provided to the parent(s) and placed in the child’s file.

**Biting**

Biting is a natural, developmental behavior in which many young children engage, especially during their second and third year of life. We recognize that biting is a distressing activity for parents, staff, and the child who has been bitten. Because biting is so distressing, everyone involved would like to eliminate it quickly. Unfortunately, a “quick fix” is not usually available. However, biting does require immediate action by staff to comfort the child who has been bitten, express disapproval to the biter, and to find the cause of the biting. Every child in the infant and toddler classrooms is a potential biter or will potentially be bitten. It is important to understand that because a child bites, it does not mean that the child is "mean" or "bad", that the parents of the child who bites are "bad" parents, or they are not doing their job as parents to make this stop happening. Biting is purely a sign of the developmental age of the child. It is a developmental phenomenon – it often happens at predictable times for predictable reasons tied to children’s ages and stages.

**Why do they bite?**

Every child is different. Some bite more than others; or some may not bite at all. The group care setting is where the biting derives its significance. If a child has not really been around other children very much, they probably would not bite because neither the cause for biting or opportunities have presented themselves. There is always the possibility that any child can be either a biter or be bitten. Group care presents challenges and opportunities that are unique from home. The children are surrounded by many others for hours at a time. They are learning how to live in a community setting and that is sometimes not easy. For example, even though there are plenty of toys and materials available for all the children, two or three children may want one particular toy. Biting is not something to blame on the child, parents, or caregivers. Confidentiality is also practiced with biting; Piper staff cannot tell a parent who bit their child. There are many possible reasons as to why an infant or toddler may bite:

* Teething.
* Impulsiveness and lack of control. Babies sometimes bite just because there is something there to bite. It is not intentional to hurt, but rather exploring their world.
* Making an impact. Sometimes children will bite to see what reactions happen.
* Excitement and overstimulation. Simply being very excited, even happily so, can be a reason a child may bite. Very young children don’t have the same control over their emotions and behaviors as some preschoolers do.
* Frustration*.* Frustrations can be over a variety of reasons: wanting a toy someone else has; not having the skills needed to do something; or wanting the attention of a caregiver. Infants and toddlers are simply lacking the language and social skills necessary to express all their needs, desires, and problems. Biting is often the quickest and easiest way of communicating.

**What do teachers do in response to children who bite?**

It is the job of staff at Piper to provide a safe setting in which no child needs to hurt another to achieve their ends and in which the normal range of behavior is managed (and biting is normal in group care). Again, the name of the child who bites will not be released because it serves no useful purpose and can make a difficult situation even more difficult. Punishment does not work to change a child who bites: neither delayed punishment at home, which a child will not understand, nor punishment at Piper, which will not be used and would make the situation worse.

There are several things the teachers do to assess the biting situation and what can be done to prevent it from happening again. Teachers can try to minimize the behavior by:

* Letting the biting child know in words and manner that biting is unacceptable.
* Avoiding any immediate response that reinforces the biting, including dramatic negative attention. The teachers will tell the child that biting hurts and the focus of caring attention is on the bitten child. The biter is talked to on a level that they can understand. The teacher will help the child who is biting work on resolving conflict or frustration in a more appropriate manner, including using language if the child is able.
* Examining the context in which the biting occurred and looking for patterns. Was it crowded? Too many toys? Was the biting child getting hungry/tired/frustrated?
* Not casually attributing willfulness or maliciousness to the child. Infants explore anything that interests them with their mouths, and that includes others’ bodies and limbs!
	+ When biting changes from a relatively unusual occurrence (a couple times a week) to a frequent and expected occurrence, it will be addressed with added precautions.
* The teachers will keep track of every occurrence, including attempted bites, and note location, time, participants, and circumstances.
* "Shadow" children who indicate a tendency to bite. This technique involves having a teacher with a child who bites. This teacher would be able to then anticipate biting situations and to teach non-biting responses to situations and reinforce appropriate behavior in potential biting situations.
* The teachers may consider changes to the room environment that may minimize congestion, commotion, competition for toys and materials, or child frustration. The following procedure shall be followed regarding bites. If a child has been bitten:
	1. Wash the wound with soap and water.
	2. Apply ice.
	3. If the bite breaks the skin, notify the Director/Assistant Director and the parent will be notified.
	4. Write accident report.

\*\*\*For toddlers: Give attention to the bitten child. Remind the biter that biting hurts and we do not bite our friends. Give the toddler something to bite on like a teether or a rubber ring.

\*\*\*For preschoolers: Give attention to the bitten child. Have the child who did the biting help to care for the injured child (e.g. hold ice, comfort). Remind the child that we do not bite our friends and that we use our words.

The following techniques will be used to respond to the biting child:

1. Look for the causes of the behavior and try to take a preventive approach.
2. Shadow the biter in situations where a child might bite.
3. Be consistent in our interventions, realizing it is a temporary part of normal development.
4. Communicate to parents about the incident. However, information about the “biter” is confidential.

**Infant and Toddler Care**

The infant and young toddler classrooms are divided into two small groups, each with an assigned primary caregiver. Your child will have one particular caregiver doing the majority of their care. Consistency is important to an infant’s healthy emotional development. The primary caregiver is not a substitute mother. She develops a relationship with your child that is unique, one that is more similar to a favorite aunt. She is the person at the center who will know the most about your baby’s day.

Infants’ daily schedules are individualized according to their own needs for eating and sleeping. Initially, very young babies may sleep a lot until they adjust to the stimulating new environment. Other babies are over-stimulated at first and sleep only for short periods of time. The more details you can share about your baby, the more quickly the caregivers will learn to read your baby’s signals and respond in a way that satisfies them. All infants will be placed on their backs to go to sleep; if they turn over on their own, they may sleep in another position. This protocol reflects professional advice regarding the prevention of Sudden Infant Death Syndrome (SIDS). A written documentation from a health-care professional stating a different sleeping position is allowed and will not harm the infant may be provided by the parent.

All baby bottles must be made of plastic or other unbreakable material. Bottles and pacifiers must be permanently labeled with the child’s name prominently displayed.

Parents must provide all food, formula, and cloth diapers. Please label. If able, we encourage mothers to breast feed their babies and have arranged for a quiet space for that purpose. You may also bring expressed milk instead of formula. Let us know how we can help you.

Written and signed monthly instructions as to the baby’s feeding and napping schedule will be given to teachers. These instructions are to include all of the foods the baby is eating. The parents, and not the child care staff, are to introduce all new foods to the baby. If the baby has had no reaction to the new food after three days, add that food to the child’s diet instructions at the center.

Older siblings of infants are not allowed in the infant classroom according to Texas childcare licensing standards. Please drop of your older child first and then your infant. When picking up, pick up your infant first then your older child. This plan eliminates older children being in the infant classroom during drop off and pick up time.

 **“Shoe-Free” Environment for Infant Room**

With infants commonly on the floor, we want to provide a clean, safe, and healthy environment in the Infant Room. We practice a “shoe-free” policy in this room. We ask that adults entering the infant classroom please remove their shoes or slip a pair of shoe covers over their shoes. We take this action to prevent outside contaminants from being brought into the room and spread onto the carpet, particularly during the cold weather. The infants spend much of their time exploring on the floor, so it is best that these areas be kept as clean as possible.

**Diapers and Toilet Learning**

Approved cloth diapers may be used for parents who choose cloth over disposable. Children using the approved cloth diaper must also have an outer cover/plastic to prevent leakage and an approved bag for soiled cloth diapers must be provided by parents. Piper teachers may not clean the dirty nappy. Pull-ups may not be used at Piper because we have found that pull ups confuse children and frequently delay toilet learning. Before you begin preparing to toilet learn your child, we ask that you meet with your child’s teacher. We want to work with you and help make this a successful new step in your child’s development. Expect your child to engage in toilet play before he or she is ready to toilet learn. Just like your child likes to imitate other things you do, your child will play at toileting. Toilet learning comes when your child is ready to take responsibility for eliminating in the toilet and handling his or her own clothing. This is generally around two-and-a-half to three years of age.

**School Cancellations**

If Piper must close due to bad weather, we will abide by the decision of Baylor University. If the University closes, then Piper will close. In some cases, Baylor University will choose to open late. Again, we will abide by those hours of operation. In the case of bad weather, you will be notified by the Baylor Emergency Notification system. Postings by the University will be made on the Baylor website, on the radio, and on local news stations if closings occur. Piper administration will make every effort to send additional information through Learning Genie. We recommend signing up for the Baylor emergency notification system.

 **Tuition and Fees**

Tuition rates are established each budget year in the late winter for the next school year. Information on the annual registration fee is provided at re-enrollment, along with a due date. Tuition rates are determined by the classroom assignment. Children are placed into classes based on their age as of September 1.

Tuition is due on the **first day of each month**. A written arrangement to pay tuition in two payments each month may be made with the Assistant Director. A grace period of five days from the due date for tuition will be granted. A $25 late fee will be assessed for tuition that is not paid by the 5th day of the month. Piper reserves the right to discontinue a child’s enrollment if tuition payments fall more than 30 days behind.

A 30-day written notice that your child will be leaving the center is required in order for the final month’s tuition to be prorated to reflect the final day of enrollment.

Increases in tuition or other fees will be announced at least 60 days in advance, generally during re-enrollment in May for implementation the following August. No refunds or credits for sickness, or other absences, will be given. Tuition payments reserve a place for your child at the center and are not prorated for absences. Full tuition is charged regardless of attendance, whether due to illness, holidays, or any closure of the facility any part thereof, due to weather, emergency, medical reasons (including but not limited to a pandemic or disease outbreak), government recommendation or requirement or any other reason in Baylor’s sole discretion. Child care fees are charged and payable in advance of services rendered.

Enrollment at Piper is open to everyone. Current Baylor students, faculty and staff, alumni, and community members are invited to apply. Applicants are encouraged to read the Family Handbook and Piper Calendar before enrollment and to ask questions if they do not understand the mission of The Piper Center for Family Studies and Child Development. The director can be reached at michelle\_kiefer@baylor.edu.

# Late Pickup

Parents are expected to arrive at Piper in enough time to visit with the teacher about the child, gather the child’s belongings, and exit the center no later than the closing time of 5:30 p.m. In general, this means arriving to the classroom no later than 5:25. **Late** **Pick-Up Charges** will begin at 5:31 PM and will be charged $10.00 for any portion of the first fifteen-minute period, then $1.00 per minute thereafter. Late charges may be paid at the time of pick-up or will be added to your monthly statement. Piper reserves the right to terminate child care services if there is a pattern of late departures; this may include 3 late pick-ups in 30 days or one per month after 3 months. A parent may request an exemption to the termination for good cause by providing written input to the director after notice of termination. Such input must be within 1 business day of notice of termination. Determination of good cause is in the sole discretion of the director.

**Piper Waiting List Policy**

Upon receipt of the completed *Enrollment Request Form*, Piper will place your family on a waiting list. In order to place a child on the list, you must have sent the fully completed form, including a requested start date. If you have multiple children, please complete a separate application for each child. Incomplete applications may not be placed on the waiting list if we are unable to complete the missing information.

Your child will be placed according to the age group, the date the form is received, and the date your placement is needed. As your child ages up, they will be moved to the appropriate age group, according to the date of the registration and the date care is needed. The aging up process will not affect your child’s place on the waitlist.

Registrations for unborn children are accepted with a due date noted. If you are adopting a child, you may request a date based on the anticipated date care will be needed. It is recommended that adoptive families add their name to the waitlist after they receive their letter of confirmation from the embassy or agency.

When a space becomes available, the center will notify you using the information provided on the *Enrollment Request Form* (it is up to each family to notify the center of any pertinent information changes, i.e., address change, change of phone/e-mail addresses, early birth, etc.). You will have 48 hours to contact the center and either accept or refuse the space. After that, we will move to the next family on the list.

Because spaces may become available at any time, there is no guarantee that if/when a space becomes available for your child that it will be on the exact date you want care to begin. Therefore, the time frame for an offer of a space may not match your chosen date. It could be sometime prior or after your chosen date. If we notify you and offer the space(s), you will have the right of refusal and may retain your space on the waitlist. After two refusals, you will be removed from the waiting list and may re-apply if desired.

**The Waitlist Priority**

A waitlist spot does not guarantee you a place in that classroom.

The following priority for enrollment will be followed in order:

* Dependents of a Piper Center staff member
* Siblings of a child currently enrolled in the center
* Current Baylor faculty, staff and students
* Baylor alumni
* Community

Not all circumstances can be foreseen. The administration reserves the right to make enrollment decisions based on developmentally appropriate practice to best meet the needs of the children and families.

Openings occur each August at the beginning of a new school year. Rarely do we have openings during the year, but it can happen. During enrollment or when an opening does occur, we will look at the existing class make-up and fill the opening(s) in a way that allows for a range of ages and a *diverse balance*. Because Piper’s primary purpose is training and modeling appropriate practice for our University students, we use this enrollment system to ensure that our students are exposed to a variety of families and children.

**Parent Questions, Concerns and Comments**

Our hope is that the Center will flourish in an atmosphere of open communication and that all who are involved will bring a spirit of trust in our ability to be a strong and generous community.

Parents should always feel free to talk with their children’s teachers if they have any questions or concerns about their child or the center. Sometimes the classroom will be very busy and teachers may ask parents to set up a time to meet or to talk on the phone. **Arrangements should be made to talk within Piper’s hours of operation.** Parents are asked to speak with their child’s teacher if a concern arises. If the concern cannot be or is not met by the teacher, the concern should be taken to the director. The director will set a conference with parent(s) and teachers to address the parents’ concerns. Our goal is to meet the needs of our children and their parents on all levels of care. If the director cannot or does not address the concern to the satisfaction of the parents, then the issue will be referred to the Chair of the Department of Human Sciences and Design. In general, these issues are handled over the phone or in person, but you may e-mail if you choose. The phone number for the Department of Human Sciences and Design is 254-710-3626.

Questions about the Center Policies should be directed to the Director or Assistant Director. Both maintain an **Open Door Policy** for all Piper families as well as Baylor faculty, staff and students.

Sarah Wade, Assistant Director sarah\_wade1@baylor.edu 254-710-4373

Michelle Kiefer, Director, michelle\_kiefer@baylor.edu 254-710-2600

Piper’s current licensing inspections are always posted on the bulletin board by the office as well as posted on the Child Care Licensing website at [www.txchildcaresearch.org](http://www.txchildcaresearch.org). You may call the local licensing office at 254-750-9344 to report any complaints. The Minimum Standards Rules are available online and a copy is available in each classroom, as well as in the office.

 **Parent Rights**

Parents are entitled to see the following information. You may ask the center director to show you the most recent copy of the:

 \*Minimum standards for this licensed facility;

 \*Department of Protective and Regulatory inspection report;

 \*Fire marshal’s inspection report;

 \*Health department’s sanitation inspection report; and

 \*Gas pipe inspection report.

Children’s records are kept confidential and only made available to staff members who are working with the child. Parents may request access to their children’s school records. Parents may choose whether or not they want to be listed in the Parent Directory.

#  Reporting Abuse

Texas state law requires the staff of this child care facility to report any suspected abuse or neglect of a child to the Texas Department of Protective and Regulatory Services or a law enforcement agency. To report child abuse or neglect call 1-800-252-5400 or <https://www.txabusehotline.org/> .

**Piper Emails**

Parents often want to have email exchanges with teachers or directors.  For simple matter-of-fact exchanges of information this may well be fine; though we also encourage the use of Learning Genie. For more complex matters it is best to speak on the phone, or better yet, meet in person, if only briefly.

**Adult Behavior**

Parents, family members and guests are expected to follow the Code of Conduct provided in this handbook. Yelling, name-calling or other behaviors negatively impacting the Piper environment is grounds for immediate termination of the child’s enrollment at Piper.

# In Closing

We are always interested in learning more about better ways to serve you and the children you have entrusted to our care.  We take this responsibility and honor very seriously.  Please let us know how we are doing.  If there is something you do not understand or do not like, tell us right away.  We cannot always make changes to accommodate everyone, but we are willing to try.  It is much better to address small problems as they arise than to let them grow into big ones.  If you are happy with our center, tell us that too, and tell everyone else as well!

## *Notice of Nondiscriminatory Policy*

*Baylor University complies with all applicable federal and state nondiscrimination laws. Baylor University admits students of any race, color, national and ethnic origin, sex, age, disability, religion, or veteran status to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin, sex, age, disability, or veteran status in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. Baylor does not engage in prohibited discrimination on the basis of race, color, nationality or ethnic origin, sex, age, or disability in employment or the provision of services.  The University is controlled by an all-Baptist Board of Regents and is operated within the Christian-oriented aims and ideals of Baptists.  Baylor is also affiliated with the Baptist General Convention of Texas, a cooperative association of autonomous Texas Baptist churches.  As a religiously controlled institution of higher education, Baylor University is exempted from compliance with some provisions of certain civil rights laws, including some provisions of Title IX of the Education Amendments of 1972. As such, the University prescribes standards of personal conduct that are consistent with its mission and values.*

**Piper Parent Committee**

**Mission Statement**

The purpose of the Piper Parent Committee (PPC) at the **Piper Center for Family Studies and Child Development** (PCFSCD) is to support the mission of the PCFSCD and to serve as a liaison between Baylor staff, administration, faculty and the parents of children in the program. The Piper Parent Committee will fulfill its mission statement by:

* Providing feedback to faculty, parents, and administration on committee meetings/events;
* Contributing to the improvement of the PCFSCD building and grounds;
* Providing support in the areas of morale, health and safety, center funding, child advocacy, and other relevant issues.

**Piper Parent Committee (PPC) Guidelines:**

1. All interested parents are encouraged to attend the Piper Parent Committee meetings. Parents serving as a classroom representative can continue to serve on the committee for up to one year after their child leaves the center.
2. Each classroom will have a minimum two-member representation from separate families. These two classroom representatives will serve as liaisons between the committee chair, parents for that classroom, and the teachers in that classroom. Classroom teachers will seek these representatives for each new academic year by the end of August.
3. There will be rotating teacher attendance at each PPC meeting. All teachers are welcome and encouraged to attend as they can.
4. The Faculty liaison to the PCFSCD from the Department of Human Sciences and Design will serve as an ex-officio member.
5. The PCFSCD Director serves as an ex-officio member.
6. The Baylor faculty liaison will appoint a student to serve as an ex-officio member on a rotating basis.
7. Meetings will be held according to the Center’s calendar. The PPC Chair has discretion to call additional meetings when warranted.
8. If the Chair position is vacated during a term, it will be filled prior to the end of that term. Anyone filling the vacant position can be re-elected for a full term. Elections for the Chair position will be held during a meeting at the end of September. Nominations for the Chair can be made by any parent at the center, including self-nominations. The Chair will be elected by a majority vote of all parents at the center who attend this meeting, or who vote by email sent to the current Chair by 5:00 pm the day before the meeting, if they cannot attend.
9. Committee Business: All decisions of the committee will be made by a majority of the parents present at the committee meetings.

At Piper We Believe……….

***Children*** – We value all children as uniquely capable researchers who are seeking connections with their world.

# *Teachers* – We believe all teachers are researchers among researchers, safe keepers, and models of problem solving.

#

***Team of Piper*** – Our team is a collaborative group of people who respect and support each other as we enhance our unique strengths and give grace in weakness, while still holding each other accountable to the task at hand to create a healthy environment for everyone.

***The Hundred Languages of Childhood***

The child

is made of one hundred.

The child has

A hundred languages

A hundred hands

A hundred thoughts

A hundred ways of thinking

Of playing, of speaking.

A hundred always a hundred

Ways of listening of marveling of loving

A hundred joys

For singing and understanding

A hundred worlds

To discover

A hundred worlds

To invent

A hundred worlds

To dream

The child has

A hundred languages

(and a hundred hundred hundred more)

But they steal ninety-nine.

The school and the culture

Separate the head from the body.

They tell the child;

To think without hands

To do without head

To listen and not to speak

To understand without joy

To love and to marvel

Only at Easter and Christmas

They tell the child:

To discover the world already there

And of the hundred

They steal ninety-nine.

They tell the child:

That work and play

Reality and fantasy

Science and imagination

Sky and earth

Reason and dream

Are things

That do not belong together

And thus they tell the child

That the hundred is not there

The child says: NO WAY the hundred is there—

-Loris Malaguzzi

*Founder of the Reggio Approach*

Piper Code of Conduct:

# Parents/Grandparents are expected to:

* Read and keep filed the current year’s family handbook
* Ensure that personal visitors to Piper are updated on all conduct expectations/policies and procedures as relevant
* Stay up to date on emails/event postings in children’s classrooms
* Be aware of their own child/ren’s location and behavior when at Piper (including siblings)- especially when volunteering on field trips
* Maintain appropriate supplies (i.e. diapers, changes of clothes, etc.) for their child
* Ask questions about curriculum, policies/procedures, and anything else they may want to know!
* Engage teaching staff and/or administrators in conversations about areas of concern/growth
* Enjoy our classroom environments with us
* Add to the collective knowledge of our school family
* Help enrolled child engage in school activities

# Siblings are expected to:

* Abide by any/all classroom rules just as their sibling who is enrolled in the class
* Heed safety reminders from any/all staff members and/or student assistants
* Enjoy our classroom environments with us
* Add to the collective knowledge of our school family
* Help enrolled siblings engage in school activities
* Clean up their materials when finished

# Other Guests are expected to:

* Bring a photo ID
* Ask for help if they cannot remember a procedure
* Help us relay important information to parent(s) and/or guardian(s) when necessary
* Enjoy our classroom environments with us
* Add to the collective knowledge of our school family
* Help enrolled child engage in school activities

# ALL Members of our School Family are expected to:

* Show respect to each other in words and in actions
* Seek to resolve conflicts in favor of the greater good
* Serve as Piper ambassadors to the Waco community
* Be good stewards of our building, outdoor environment, and materials
* Hold each other accountable to these expectations

**Resource List**

**Baylor University**

[www.baylor.edu/piper](http://www.baylor.edu/piper)

[www.baylor.edu/hsd/](http://www.baylor.edu/hsd/)

**Conscious Discipline**

Easy to Love, Difficult to Discipline by Becky Bailey

There’s Got To Be A Better Way: Discipline That Works by Becky Bailey

<https://consciousdiscipline.com>

**National Association for the Education of Young Children**

[www.naeyc.org](http://www.naeyc.org)

**Outdoor Classrooms**

*Playing with Nature: Supporting Preschoolers’ Creativity in Natural Outdoor Classrooms* by Kiewra and Vaselack (<https://dimensionsfoundation.org/wp-content/uploads/2016/10/IJECEE-41-Complete-Issue.pdf>)

Outdoor Classroom and Math Learning (<https://dimensionsfoundation.org/wp-content/uploads/2016/07/math-paper_fnl_2015.pdf>)

Infants and Toddlers in the Outdoor Classroom (<https://dimensionsfoundation.org/wp-content/uploads/2016/07/it-paper-cec_final.pdf>)

Last Child In The Woods by Richard Louv

**Reggio Emilia Approach**

The Hundred Languages of Children by Lella Gandini, George E. Forman and Carolyn P. Edwards

<https://www.reggiochildren.it/en/reggio-emilia-approach/>

**Texas Child Care Licensing**

<https://hhs.texas.gov/services/safety/child-care>

**Texas Rising Star**

<https://texasrisingstar.org/>

**Zero to Three**

[www.zerotothree.org](http://www.zerotothree.org)

Tuition Payments:

<https://www.baylor.edu/piper/index.php?id=971325>