



2023-2024
Willie Price
Lab School
Family Handbook

Willie Price Lab School Family Handbook

Acknowledgments

Willie Price Lab School is a program under the University of Mississippi's School of Education. The school is licensed by the Mississippi Department of Health.

Dr. David Rock

Dean
School of Education
University of Mississippi

Alyce Krouse, M. Ed.

Director
Willie Price Lab School

Laura Kessinger

Assistant Director
Willie Price Lab School

Tamika Pratcher, Health Program Specialist

Mississippi Department of Health Licensing Official
District II Child Care Licensure
P. O. Box 1148
Pontotoc, MS 38863
662-489-8916 (office)

Child Care Facility Complaint Hotline

1-866-489-8734

Willie Price Lab School
The University of Mississippi
107 Kinard Hall
University, MS 38677
662-915-7444 (phone)
662-915-7443 (fax)

Welcome!

Welcome to Willie Price Lab School! Thank you for allowing us to spend our days with your children. We want our students to foster a love for learning and discovery. By providing engaging, research-based, hands-on learning experiences, we are setting the stage for future academic, social and emotional success.

Our teachers and support staff are committed to partnering with families while providing a high-quality early childhood program for your child. WPLS encourages parents to become involved with their child's preschool day. Various activities and a multitude of special events throughout the school year provide opportunities for family support and participation.

We look forward to welcoming your family to WPLS. As you familiarize yourself with the information in this handbook, please contact us with questions or concerns.

Sincerely,

Alyce Krouse
Director, Willie Price Lab School

Laura Kessinger
Assistant Director, Willie Price Lab School

<i>Purpose of this Handbook</i>	<i>6</i>
<i>History</i>	<i>6</i>
<i>Mission Statement</i>	<i>6</i>
<i>Vision.....</i>	<i>6</i>
<i>Philosophy</i>	<i>7</i>
<i>Principles of Child Development and Learning That Inform Practice.....</i>	<i>7</i>
<i>Guidelines for Developmentally Appropriate Practice</i>	<i>8</i>
<i>NAEYC Code of Ethical Conduct and Statement of Commitment.....</i>	<i>8</i>
<i>WPLS Program Goals and Objectives.....</i>	<i>8</i>
<i>Enrollment Eligibility</i>	<i>9</i>
<i>WPLS Competitive Application Process.....</i>	<i>9</i>
<i>WPLS Priority Process</i>	<i>9</i>
<i>WPLS Enrollment Affiliation.....</i>	<i>10</i>
<i>WPLS Selection Process.....</i>	<i>10</i>
<i>WPLS Enrollment Intent Form/Supply Fee and Packet Process</i>	<i>10</i>
<i>Contract</i>	<i>11</i>
<i>2023-2024 Tuition Information</i>	<i>11</i>
<i>Delinquent Tuition Payments.....</i>	<i>12</i>
<i>Supply Fee.....</i>	<i>12</i>
<i>Calendar</i>	<i>13</i>
<i>Hours of Operation.....</i>	<i>14</i>
<i>Questions or Comments.....</i>	<i>14</i>
<i>POLICIES AND PROCEDURES.....</i>	<i>14</i>
<i>Abuse and Neglect</i>	<i>14</i>
<i>Accidents</i>	<i>14</i>
<i>Annual Program Report</i>	<i>15</i>
<i>Arrival and Departure</i>	<i>15</i>
<i>Assessment of Children</i>	<i>17</i>
<i>Behavior Management Policy.....</i>	<i>18</i>
<i>Birthdays</i>	<i>21</i>
<i>Biting.....</i>	<i>21</i>
<i>Child Custody</i>	<i>21</i>
<i>Child Health</i>	<i>22</i>
<i>Classroom Celebrations</i>	<i>22</i>
<i>Clothing</i>	<i>23</i>
<i>Communication.....</i>	<i>23</i>
<i>Conferences</i>	<i>23</i>
<i>Confidentiality of Children’s Files.....</i>	<i>23</i>
<i>CPR and First Aid.....</i>	<i>24</i>
<i>Curriculum</i>	<i>24</i>
<i>Daily Notes</i>	<i>24</i>
<i>Early Learning Standards.....</i>	<i>25</i>
<i>Embracing Diversity</i>	<i>25</i>

<i>Emergency Evacuation</i>	<i>25</i>
<i>Emergency Information</i>	<i>25</i>
<i>Emergency Situations</i>	<i>25</i>
<i>Field Trips</i>	<i>25</i>
<i>Food Allergies/Restrictions.....</i>	<i>26</i>
<i>Food Safety</i>	<i>26</i>
<i>Gift Solicitation</i>	<i>26</i>
<i>Handwashing.....</i>	<i>26</i>
<i>Health Assessment</i>	<i>27</i>
<i>Health Policies</i>	<i>28</i>
<i>Immunization Requirements.....</i>	<i>29</i>
<i>Inclement Weather Or University Directive</i>	<i>29</i>
<i>Insurance</i>	<i>29</i>
<i>Interactions Between Families and Staff.....</i>	<i>29</i>
<i>Language Translation Services</i>	<i>30</i>
<i>Lice Policy</i>	<i>30</i>
<i>Meals.....</i>	<i>30</i>
<i>Medication</i>	<i>31</i>
<i>Open Door Policy.....</i>	<i>31</i>
<i>Parent Information</i>	<i>31</i>
<i>Parent Involvement.....</i>	<i>31</i>
<i>Parent Meetings</i>	<i>31</i>
<i>Parent Resources</i>	<i>32</i>
<i>Parent Surveys</i>	<i>32</i>
<i>Personal Belongings.....</i>	<i>32</i>
<i>Personal Toys and Jewelry.....</i>	<i>32</i>
<i>Pets</i>	<i>32</i>
<i>Photography.....</i>	<i>32</i>
<i>Probationary Period and Termination Policy.....</i>	<i>32</i>
<i>Rest Time</i>	<i>33</i>
<i>School Parties and Special Events</i>	<i>34</i>
<i>School Pictures.....</i>	<i>34</i>
<i>Security.....</i>	<i>34</i>
<i>Signing In and Signing Out</i>	<i>34</i>
<i>Smoke-Free Environment</i>	<i>34</i>
<i>Special Diet Requests</i>	<i>34</i>
<i>Sun Safety Practices</i>	<i>35</i>
<i>Teacher-Child Ratio</i>	<i>36</i>
<i>Termination Policy</i>	<i>36</i>
<i>Toilet Training and Accidents.....</i>	<i>37</i>
<i>Transportation.....</i>	<i>37</i>
<i>Visiting the School.....</i>	<i>37</i>
<i>Daily Schedule for 3K Classrooms</i>	<i>39</i>
<i>Daily Schedule for 4K/5K Classrooms.....</i>	<i>40</i>
<i>WPLS AFTER-SCHOOL PROGRAM SCHEDULE</i>	<i>41</i>
<i>CHILD CARE REGULATIONS SUMMARY FOR PARENTS</i>	<i>42</i>

Purpose of this Handbook

This handbook was developed to provide information to parents who entrust their child or children to the staff at Willie Price Lab School. Because the children being served are greater in number than would be found in the normal home, certain rules and regulations must be applied. This handbook provides these rules and regulations for families. **By signing the Handbook Acknowledgement Form, you indicate your willingness to abide by WPLS rules and regulations.**

History

Dr. Willie Wilson Price, Professor of Home Economics, was instrumental in developing the school to serve young children from the Oxford-University community. Dr. Price served as a faculty member from 1961 until 1982 in Home Economics.

Mission Statement

WPLS operates under the School of Education at The University of Mississippi. The school provides preschool education for 3, 4, and 5-year old children. We believe that children, families, as well as society, benefit from high quality, early childhood programs. Strong early childhood education is foundational for future academic success and ultimately for success in life. The mission of WPLS is to provide a model early childhood program that is responsive to the needs of children, families, faculty, and staff.

WPLS has two primary purposes:

1. To provide the highest quality preschool education for children of university faculty, staff, students, as well as for children of the community.
2. To provide a laboratory setting for university students from a wide variety of disciplines across the Ole Miss campus.

Vision

The vision of WPLS is to be a place where children and their needs are placed at the forefront of all decision making. The National Association for the Education of Young Children (NAEYC) in the *Code of Ethical Conduct and Statement of Commitment* (2011) provides a list of “core values that are deeply rooted in the history of the field of early childhood care and education.” These values serve as the vision of the Willie Price Lab School and are as follows.

1. Appreciate childhood as a unique and valuable stage of the human life cycle
2. Base our work on knowledge of how children develop and learn
3. Appreciate and support the bond between child and family
4. Recognize that children are best understood and supported in the context of family, culture, community, and society
5. Respect the dignity, worth, and uniqueness of each individual (child, family member, and colleague)
6. Respect diversity in children, families, and colleagues
7. Recognize that children and adults achieve their full potential in the context of relationships that are based on trust and respect

(From the NAEYC *Code of Ethical Conduct and Statement of Commitment*, 2011, p.1)

Philosophy

The goals of WPLS include providing a high-quality early childhood program that equally promotes physical, social, emotional, and cognitive development in a nurturing environment. The philosophy holds that young children learn from interactions with other children and from interactions with the environment, as well as from interactions with adults. WPLS bases the program on the recommendations of developmentally appropriate practice as defined by the National Association for the Education of Young Children (NAEYC) position statement, *Developmentally Appropriate Practice in Early Childhood Programs Serving Children from Birth through Age 8* (2009). NAEYC (2009) states “the purpose of this position statement is to promote excellence in early childhood education by providing a framework for best practice. Grounded both in the research on child development and learning and in the knowledge base regarding educational effectiveness” (p. 1). WPLS’s philosophy is grounded in the research base as described by the NAEYC. During the course of a day, educational professionals make decisions that impact children. These decisions will “not be based on what we think might be true or what we want to believe about young children” but will be based on “what we know from theory” and research “about how children develop and learn” (NAEYC, 2009, p. 10).

Principles of Child Development and Learning That Inform Practice

(Taken from NAEYC position statement, *Developmentally Appropriate Practice in Early Childhood Programs Serving Children from Birth through Age 8*, 2009, pgs. 11-16.)

The following principles will serve as the framework by which all decisions are made at WPLS:

1. All the domains of development and learning—physical, social, emotional, and cognitive—are important, and they are closely interrelated. Children’s development and learning in one domain influence and are influenced by what takes place in other domains.
2. Many aspects of children’s learning and development follow well-documented sequences, with later abilities, skills, and knowledge building on those already acquired.
3. Development and learning proceed at varying rates from child to child, as well as at uneven rates across different areas of a child’s individual functioning.
4. Development and learning result from a dynamic and continuous interaction of biological maturation and experience.
5. Early experiences have profound effects, both cumulative and delayed, on a child’s development and learning; and optimal periods exist for certain types of development and learning to occur.
6. Development proceeds toward greater complexity, self-regulation, and symbolic or representational capacities.
7. Children develop best when they have secure, positive relationships with responsive adults and opportunities for positive relationships with peers.
8. Development and learning occur in and are influenced by multiple social and cultural contexts.
9. Always mentally active in seeking to understand the world around them, children learn in a variety of ways; a wide range of teaching strategies and interactions are effective in supporting all these kinds of learning.
10. Play is an important vehicle for developing self-regulation, as well as for promoting

- language, cognition, and social competence.
11. Development and learning advance when children are challenged to achieve at a level just beyond their current mastery, and also when they have many opportunities to practice newly acquired skills.
 12. Children's experiences shape their motivation and approaches to learning, such as persistence, initiative, and flexibility; in turn, these dispositions and behaviors affect their learning and development.

Guidelines for Developmentally Appropriate Practice

(Taken from NAEYC position statement, *Developmentally Appropriate Practice in Early Childhood Programs Serving Children from Birth through Age 8*, 2009, pgs. 16-23.)

The following five key and interrelated areas of practice will also shape the decisions made to promote children's optimal learning at WPLS. (Note: A more extensive discussion of these areas of practice can be found in the reference cited.)

1. Creating a caring community of learners.
2. Teaching to enhance development and learning.
3. Planning curriculum to achieve important goals.
4. Assessing children's development and learning.
5. Establishing reciprocal relationships with families.

NAEYC Code of Ethical Conduct and Statement of Commitment

The NAEYC position statement will serve as the guideline for all conduct at the Willie Price Lab School. Copies of the Code of Ethical Conduct are available in the preschool office and all staff will receive an updated copy at the beginning of each academic year if applicable. In addition, staff will receive professional development related to the document at the beginning of each academic year.

WPLS Program Goals and Objectives

- Provide a classroom environment where children "learn by doing."
- Encourage the development of a joy for learning in a safe and secure environment in which learning is optimal.
- Provide age-appropriate learning experiences in an accepting, warm environment.
- Encourage positive development across a wide range of domains while building self-confidence, independence, and self-discipline.
- Provide opportunities for discovery, learning through concrete experiences, imaginative play, observation, and positive peer and adult interaction.
- Promote the physical, social, emotional, and cognitive development of young children.
- Use basic health and developmental screenings as a means to determine the need for additional screening, referral for a comprehensive assessment, or needed professional services.
- Use positive guidance techniques to provide a foundation for appropriate social interaction, positive self-esteem, and successful academic performance.
- Provide an environment in which diversity is a part of daily routines and activities.
- Teach hand washing and other healthy practices as part of the daily routine.
- Provide positive mealtimes to encourage the development of healthy lifetime eating habits.
- Provide outdoor play for the development of healthy bodies and minds.

- Provide activities for children, which encourage a positive transition from preschool into the kindergarten setting.
- Provide a positive supporting environment in which children will develop self-directed, cooperative, trusting relationships.
- Provide a high-quality early childhood program, which reaches beyond childcare to support the needs of families.

Enrollment Eligibility

WPLS does not discriminate on the basis of race, color, national, and ethnic origin in the administration of its educational policies, admission policies, and other school-administered programs.

WPLS offers classes for children 3, 4, and 5 years of age. Children eligible for WPLS enrollment must be:

- 3 years old on or before September 1 to be admitted to the 3K program
- 4 years old on or before September 1 to be admitted to the 4K program
- 5 years old on or before September 1 to be admitted to the 5K program
- Toilet trained

WPLS Competitive Application Process

Applications for the next school year are accepted the September before the child turns 3 years old for 3K, 4 years old for 4K, or 5 years old for 5K. The application must be completed online, and the stated application fee will be accepted via phone (for credit card payments) or at WPLS between the hours of 9:00 a.m. and 1:00 p.m. in Kinard Hall.

Applications are available on the WPLS website. Once the application and the fee are submitted, the child will be placed in the waiting pool. When applications are in the waiting pool, it is the parents'/guardians' responsibility to update application information, such as mailing address, email address, place of employment, etc. **Enrollment preference will be given to university-affiliated families during the standard enrollment period (September 1-December 31 of the year before enrollment).**

The child must be 3 years of age by September 1 of the enrollment year to enter the 3K program at WPLS. The child must be 4 by September 1 of the enrollment year to enter the 4K program at WPLS. The child must be 5 by September 1 of the enrollment year to enter the 5K program at WPLS.

University-affiliated families who are new hires to the University (after the December 31 standard enrollment application deadline) may contact WPLS for application information. Proof of hire or start date from HR or the Department Chair will be required at WPLS to receive the application. In order for enrollment to be offered, the employee will be required to provide the employee ID card, as well as HR confirmation of employment.

Once the admission decision as outlined below is made, an Enrollment Intent Form is mailed or provided to each selected student. The Enrollment Intent Form and the Supply Fee that is included on the Intent Form must be submitted by the stated deadline. If the Enrollment Intent Form and the Supply Fee are not received at WPLS by the designated deadline, then the child's enrollment slot is forfeited.

WPLS Priority Process

Current WPLS students are provided with a priority enrollment process for future enrollment. For example, current 3K and 4K students will be offered enrollment slots in the

4K and 5K programs first. As a result, the 4K and 5K programs will only have a few slots for other applicants.

The only other applicants in the waiting pool who have the benefit of priority enrollment are the siblings of current or previous WPLS students and university-affiliated applicants.

Being extended the priority enrollment process does not guarantee an enrollment slot. Once the Enrollment Intent Form and the Supply Fee are submitted to WPLS, then the slot is secure. If the Intent Form and Supply Fee are not received at WPLS by the deadline, the enrollment slot will be given to the next child in the waiting pool. A non-response is considered not having submitted the Intent Form and Supply Fee and results in the loss of the enrollment slot. (Extensions will not be granted—Intent Form and Supply Fee are due by the deadline as stated on the Intent Form.)

WPLS Enrollment Affiliation

Current University Affiliation—Families with a University affiliation (parent(s) and/or grandparent(s) is a UM student or employee) will receive priority for applications in the waiting pool.

Non-University—Families without University affiliation will be offered enrollment **only** if slots remain after University employees and students accept enrollment.

WPLS Selection Process

For Incoming 3K Children

1. Children who have siblings currently attending 3K at WPLS will have priority as stated above. Children who have siblings that previously attended WPLS will also have priority as stated above. These children will be chosen from the applicant pool first. Again, the Intent Form and Supply Fee must be submitted by the stated deadline to receive the Enrollment Packet.
2. The date of application will be the next consideration in the selection process. While the date of application is important, it is not the only consideration when selecting students. WPLS will also consider gender and ethnic groups. If both parents are affiliated with the University, then those children also receive priority.

For 4K and 5K Children

1. Current WPLS children in the 3K or 4K program are provided with priority to enroll in the 4K or 5K program.
2. If the current children do not fill the enrollment slots for the 4K program, then 4K applications submitted will be reviewed using the incoming 3K procedures stated above as guidelines for selection. The same process will be followed for 5K.

WPLS Enrollment Intent Form/Supply Fee and Packet Process

Once individuals/families receive the Enrollment Intent Form, the Form and the Supply Fee (amount indicated on the Intent Form) must be received by the date as designated on the Enrollment Intent Form. After receiving the Enrollment Intent Form and the Supply Fee at WPLS, an Enrollment Packet will be given or mailed to the individuals/families. The Enrollment Packet and all materials as required in the Packet will be due at WPLS on the designated deadline.

Contract

Parents are required to sign a Legal Enrollment Contract, which becomes a binding contract between the parent(s) and The University of Mississippi Willie Price Lab School regarding payment of fees. The contract is for the period beginning August 1 and ending May 31 of the following year; if entered into after August 1, for the remainder of that period.

Cancellation of Contract:

- WPLS hires teachers, purchases curriculum, and makes other financial commitments yearly, and the number of enrollment contracts largely determines these commitments. In the event that a family chooses to withdraw their child from WPLS after the contract has been signed, the parent or guardian will be responsible for the tuition payments for the remainder of the balance or until another student on the waitlist can fill the spot.
- WPLS may cancel the contract if the parent or guardian fails to meet the full contract terms and conditions.
- WPLS may cancel the contract if there are any violations of the policies or regulations as detailed in this handbook.
- WPLS reserves the right to terminate enrollment immediately to any child or family who ceases to benefit from the services of the program. If reasonable, the school will give a two-week notice of termination.

2023-2024 Tuition Information

Tuition for children of faculty, staff, and/or students at the University of Mississippi is the same regardless of current University status. Students with parents or grandparents that work for or attend the University of Mississippi are eligible for the University-affiliated tuition rate. University Identification Cards will be required when Enrollment Intent Forms are returned, as well as the supply fee and the form itself. A copy of the employee or student ID card will be maintained in the child's file at WPLS.

University of Mississippi Employees

The Department of Human Resources (HR) at the University of Mississippi (UM) verifies the employment of one or both parents and/or grandparent(s). The tuition amount is \$6,050.

NOTE: The monthly tuition amount applies to the school's normal operating hours of 7:30 a. m. until 3:30 p. m. each day. The tuition does not cover the after-school hours of 3:30 p. m. until 5:15 p. m. each day. The after-school cost will be applied for families that choose to participate in the after-school program.

University of Mississippi Students

The Registrar's Office verifies student status at UM. The tuition amount is \$6,050.

NOTE: The monthly tuition amount applies to the school's normal operating hours of 7:30 a. m. until 3:30 p. m. each day. The tuition does not cover the after-school hours of 3:30 p. m. until 5:15 p. m. each day. The after-school cost will be applied for families that choose to participate in the after-school program.

Tuition for University-Affiliated Individuals/Families

Tuition Amount

\$6,050 or \$605/month

Tuition for Non-University Individuals/Families

Tuition Amount

\$7,050 or \$705/month

Sliding Scale Option for the WPLS 4K Program

Due to the WPLS's partnership with the Lafayette, Oxford, University, Early Learning Collaborative, we are able to offer a sliding scale for 4K tuition.

To qualify for this sliding scale, tax returns must be submitted for both parents. A committee will evaluate the information and let the family know which level they will qualify for.

University Affiliated		
Family Yearly Gross Income	Monthly Tuition	Annual Tuition
\$75,000 plus	\$605.00	\$6050.00
\$50,000 – \$74,000	\$445.00	\$4,450.00
\$20,000 – \$49,999	\$305.00	\$3,050.00
Below \$20,000	\$120.00	\$1,200.00

NON-University Affiliated		
Family Yearly Gross Income	Monthly Tuition	Annual Tuition
\$75,000 plus	\$705.00	\$7,050.00
\$50,000 – \$74,000	\$535.00	\$5,350.00
\$20,000 – \$49,999	\$365.00	\$3,650.00
Below \$20,000	\$120.00	\$1,400.00

SPECIAL NOTE: The monthly tuition amount applies to the school's normal operating hours of 7:30 a. m. until 3:30 p. m. each day. The tuition does not cover the after-school hours of 3:30 p. m. until 5:15 p. m. each day. The after-school cost will be applied for families that choose to participate in the after-school program. After-school tuition is \$1,500 per year or \$150 per month.

Delinquent Tuition Payments

WPLS reserves the right to discontinue services to any family who becomes delinquent in tuition. In the event the tuition account becomes 10 days delinquent, the child may be withdrawn from the school.

Supply Fee

The current Willie Price supply fee is \$260 and is non-refundable. This fee includes all supplies for the school year and also serves as a deposit. Example supplies: classroom supplies, rest mat, WPLS tote bag, and t-shirt.

Calendar

2023-2024 School Calendar

August 1-2	Professional Development for Teachers (no students)
August 3	Meet the Teacher Open House (11-12 or 1-2, sign-up will be made available to parents on 8/1)
August 4	First Day of School for Students (1/2 day, close at 11:30/no lunch)
August 28	Mandatory Parent Meeting (time – TBD)
September 4	Labor Day Holiday (WPLS closed)
October 12 & 13	Fall Break (WPLS closed)
November 17	1/2 day, close at 11:30/no lunch (NAEYC Conference)
November 20-24	Thanksgiving Break (WPLS closed)
November 27	Classes Resume
December 20	Last Day of Classes before Winter Holidays (1/2 day, close at 11:30/no lunch)
December 21-January 3	Winter Holidays (WPLS closed)
January 4 & 5	Professional Development for Teachers (no students)
January 8	Classes Resume
January 15	Martin Luther King Holiday (WPLS closed)
January 26	Donuts with Dad (or Special Guest) (open full day)
February 19	Professional Development for Teachers (no students)
March 11-15	Spring Break (WPLS closed)
March 29 & April 1	Spring/Easter Holiday (WPLS closed)
May 10	Mother's Day Tea (for Mom or Special Guest)(open full day)
May 22	Last Day of School (1/2 day, close at 11:30/no lunch)
May 28-31	Professional Development for Teachers (no students)
(180) days	

WPLS Special Events

Trick-or-Treating on Campus – Tuesday, October 31, 2023
Holiday Cheer Party – Wednesday, December 20, 2023
5K 100th Day of School Celebration – Friday, January 19, 2024
Packing Lovepacks for Valentine's Day – Wednesday, February 14, 2024
3K Fairytale Day (TBD)
Art Gallery – (TBD)
Egg Drop – Wednesday, March 27, 2024
Egg Hunt – Thursday, March 28, 2024
End-of-the-Year Celebration – Wednesday, May 22, 2024

After-School will begin on Monday, August 21st. WPLS reserves the right to alter the After-School calendar based on staffing availability.

Adequate notice will be given to parents should changes need to be made.

Hours of Operation

WPLS is open Monday through Friday from 7:30 a.m. until 5:00 p. m. Children are allowed in the building at 7:30 a. m. Dismissal time occurs at 3:00-3:30 for students not participating in the After-School Program and at 4:45-5:15 for students participating in the After-School Program.

NOTE: *If a child is absent, parents are asked to call the school by 8:30 a.m.*

If a child is not at school by 8:30 a.m., he/she is considered absent and should not attend school unless prior arrangements have been made.

Questions or Comments

One of the most important aspects of teaching young children is communication among parents and the school. WPLS staff encourages parents to share questions or concerns about their child at any time. We request, however, that a phone call or conference be scheduled to address serious concerns or complaints. The classroom environment does not lend itself to a discussion of sensitive matters. Efforts will be made to schedule needed conferences within a 24-hour period. Conferences may be scheduled by calling (662) 915-7444 or by emailing williepr@olemiss.edu.

Questions or comments concerning WPLS policies or procedures should be addressed to the Director or Assistant Director.

POLICIES AND PROCEDURES

Abuse and Neglect

WPLS will follow all requirements outlined in Mississippi's Child Abuse and Neglect Reporting Law. Employees of WPLS School who have reasonable cause to suspect neglect or abuse of a child are required by law to report the suspected neglect or abuse to the Mississippi Department of Human Services. Staff members who report suspicions of abuse or neglect are not subject to expulsion, retribution, or disciplinary action unless the individual reported the claim with the intention to do harm. Please refer to Appendix A: Child Abuse and Neglect Reporting Statutes found in the MSDH Regulations Governing Licensure of Child Care Facilities.

A complaint of abuse against a WPLS employee will be reported to the University of Mississippi Police Department and the University of Mississippi Department of Human Resources. University procedures will be followed to process such a claim. These procedures will be followed to protect the rights of all individuals involved.

Accidents

WPLS full-time/permanent employees maintain Adult and Pediatric First Aid/CPR/AED certification. First aid procedures are followed when caring for an injured child. Parents are notified by phone for serious injuries and in writing for minor injuries. The school staff will complete accident reports when first aid is required. A copy of the report will be placed in the child's cubby for the parent.

Annual Program Report

An annual *Program Report* is completed at the end of each school year. Data and comments are compiled and provided to parents, staff, the School of Education, and the Chancellor's office. Information from the evaluation is used to set program goals and make program improvements.

Arrival and Departure

Children can benefit from the opportunities offered by a group only if they attend regularly. One of the most important developmental opportunities our school offers your child is interacting with his peers. A child who is frequently absent will miss the overall program presented by his teacher. Therefore, it will be difficult for him to keep up with the group because he has not shared the same experiences. WPLS is not designed to be a parking place for short periods of time; rather, our program is an ongoing one in which the child has to fully participate for the child to truly benefit.

WPLS uses the Procure app for signing in/out each day. Each parent/authorized pick-up will have their own individual code for their child. Parents will download the app, which also serves as a communication tool for teachers and staff. Authorized pick-ups will NOT download the app – they will simply scan the available QR code at sign-in/out, and enter their personal code for record of person who signed the child in/out.

Arrival Procedures

Children will be permitted in the building no earlier than 7:30 a.m.

Two Options for Arrival Between 7:30 and 8:00:

1. Parents are allowed to drive through the circle and sign-in the child on their Procure app. Staff members will assist children with handwashing and escort the child to the classroom.
2. Parents are also allowed to walk their children to the entrance of the building. In this case, parents must park in the short-term parking lot designated for WPLS visitor parking. There will be no parking in the circle, on sidewalks, or in the street. All cars must be in a parking space with the ignition turned off. Once the parent and child are at the entrance, the parent must sign-in the child on Procure.

After 8:00 a.m., all parents must walk children into the building and sign them in on Procure. A WPLS staff member will greet your child, assist them with handwashing, and escort them to their classroom.

Under **NO** circumstances should a child be released in the parking lot.

Late Arrivals—Instruction begins immediately upon your child's arrival in the classroom. If your child comes in late, there is a disruption in the class and your child misses valuable instructional time. PLEASE BE ON TIME! ***If a child is not at school by 8:30 a.m., he/she is considered absent and should not attend school unless prior arrangements have been made.*** (Late arrivals due to doctor/dentist/counselor appointments require an excuse from that professional.) It should be noted that children who are not at school during the normal operating hours (7:30-3:30) are not allowed to attend the After-School Program (3:30-5:15).

Departure Procedures

- Teachers are to check the *Child Information Sheet* for written permission for any adult other than a parent picking up a child. If permission has not been provided,

- parents may e-mail or fax permission to the school director.
- Unknown persons will be asked to provide identification.
- No child is to leave the preschool with an unauthorized adult.
- Parents may walk into the building to pick up their child. If a parent walks into the school to pick up their child, they must park in a parking space in the school's designated visitor lot.
- Parents may utilize the circle drive to pick up their child between the hours of 3:00- 3:30 or 4:45-5:15. A WPLS staff member will walk the child to the car and remind the parent to sign their child out through the Procure app to record the child's departure from school. Note: Parents or the adult authorized to pick up the child are responsible for buckling their child into their car seat.

Note: It is the parent's responsibility to protect their child from traffic and other hazards during arrival and departure. WPLS is not responsible for any accidents or mishaps during these times.

Departure Time for Normal Operating Hours—For students **who do not participate in the After-School Program, the departure time is at 3:00 p.m. with the latest possible pick-up being at 3:30 p.m.** After 3:30, your child will go back to their classroom and you will be charged a \$25.00 drop-in fee for the After-School Program. Students can be picked up between 3:00 and 3:30 in the circle driveway. Parents who would like to walk their child out of the building will need to pick up their child between 3:00 and 3:30 and park in the WPLS parent/visitor parking spaces.

Departure Time for After-School Program—Please remember that **the After-School Program at WPLS ends at 5:00 p.m. with the latest possible pick-up being at 5:15 p.m.** The late charge is \$20 for the first five minutes. The \$20 will be charged whether you are late 1 minute or up to 5 minutes. After the 5 minutes, the charge is an additional \$20 for each additional 5 minutes. We ask that parents be courteous of the fact that Willie Price Lab School staff are on a work schedule that ends at 5:15 p.m. Students can be picked up between 4:45 p.m. and 5:15 p.m. in the circle driveway. Parents who arrive before 4:45 p.m. will need to park and enter the building to pick up their child.

Notification When Parent Does Not Pick-Up Child—Parents should notify the school in writing if the child will be picked up by someone other than the authorized person/s. Please be aware that this person must present a picture I.D. and sign the child out through Procure. Under NO circumstances will a child be allowed to leave the premises under the following:

- With a person under the age of 16.
- With an unauthorized person.
- With a person who appears to be unfit to care for the safety of the child.
- With a person who appears to be under the influence of alcohol or drugs.

Signing In and Signing Out

Upon arrival to the school, children must be signed in using Procure. When children depart from the school, they must be signed out using Procure.

Idling Vehicles

Under NO circumstances shall a vehicle be left idle and unattended in any designated WPLS arrival/departure zone. This includes the WPLS circle-drive and WPLS visitor parking spaces.

Assessment of Children

WPLS teachers attend trainings on conducting assessments specific to the program's curriculum series. The curriculum series and the program's Director provide the training.

Social and emotional, literacy, and math assessments included in *Frog Street Pre-K* and *Opening the World of Learning* are to be used to gauge child progress, support individualized learning and plan individualized activities. Formal assessments are conducted by teachers.

WPLS Assessment includes the following:

- Developmental Screening completed by parents upon entry into the program (*Ages and Stages Questionnaire*)
- Cognitive assessments embedded within the program's written curriculum series *Frog Street Pre-K* and *Opening the World of Learning*
- Behavioral Screening (*Behavior Checklist*)
- Health Screenings (Hearing, Vision, and Speech)

WPLS, in partnership with the UM Department of Communication Sciences and Disorders and the UM School of Nursing, provides health screenings in the first 45 days of the school year. Hearing, speech, and vision screenings are conducted and facilitated through the Department of Communication Sciences and Disorders and the UM School of Nursing. Parents must authorize the screenings by signing a permission slip. Screening results and assessment information are confidential and provided to parents upon completion.

All assessment results are used to determine the need for additional screening, referral for a comprehensive assessment, or needed professional services. A child in need of additional screening or services is referred to the appropriate agency.

The referral process:

- The parent must provide written authorization for WPLS to release information.
- The lead teacher is responsible for initiating the referral process.
- Attach a copy of the Hearing and Speech Screening Form and all other assessment documents.
- Information is submitted to the appropriate education/intervention agency by the lead teacher.
- Upon referral, teachers and parents collaborate with the agency to discuss additional assessment and the needs of their child.
- When necessary, guidance is provided for teachers through an Individualized Education Program (IEP).

Informal assessment is used to document the ongoing progress of each child. Assessment methods include:

- Individual portfolios
- Individual assessments recorded in anecdotal form

Individual portfolios for each child, with monthly entries, are used to collect examples of children's work to document developmental progress. Portfolios are used for parent conferences and then given to the parent at the end of the school year. Individual assessments recorded in anecdotal form are used to link curriculum and assessment as teachers plan future learning experiences and plan for a developmentally appropriate classroom environment.

Assessment protocol:

- The testing environment should be quiet and comfortable with little or no distractions.
- Assessment materials should be organized and ready for use.
- The tester should be a familiar adult with which the child feels comfortable.
- Assessments should be conducted in an amount of time that is appropriate for 3,4, and 5-year-old children.

WPLS parents are encouraged to contact their child's teacher or the program's Director if they have concerns about the preschool's assessment protocol.

Behavior Management Policy

WPLS aims to consistently provide a positive, safe, and nurturing learning environment for all students, parents, visitors, and staff members. WPLS staff members address students as "friends." Classrooms are designed and arranged in ways that promote positive interactions between adults and children, which often eliminates serious behavioral issues.

At WPLS, basic rules for the health and safety of the children exist. The learning environment is arranged to avoid problem situations. Expectations are maintained to fit the development levels of the children to minimize frustrations and inappropriate behavior. Teachers receive staff training in the area of positive approaches to discipline and strategies to use with challenging behaviors. Classroom rules are posted and explained. Staff members do not intervene; they do not use corporal punishment or spanking. Staff members may never use any form of physical punishment, psychological abuse, or coercion when addressing disciplinary situations with students. A child is never subjected to cruel or severe punishment, humiliation, or verbal abuse. A child is never denied food nor is forced to eat as a form of punishment. A child is never punished for wetting, soiling, or not using the toilet. Other examples of prohibited staff practices include shaking, hitting, spanking, jerking, squeezing, kicking, biting, pinching, pulling, shaming, name-calling, use of sarcasm, cursing, withholding affection, physically forcing a child to sit or clean up, and requiring a child to be inactive for a long period of time.

Children are encouraged to develop their own control, autonomy, management of feelings, problem-solving, and find their own rewards in cooperative social behavior. The underlying goal of all discipline at the preschool is to help children develop inner self-controls to replace adult-maintained external controls. Whenever a conflict arises, staff members support children in finding their own solutions, while also promoting the development of self-control and empathy within each individual child. Teachers set clear, consistent limits and strive to develop close, nurturing relationships with all children enrolled. Staff members avoid the words "no" and "don't" unless a child is in danger, and even then follow it with a reason, such as "that isn't safe" or "I can't let you hit Susan with the block because it hurts her." School rules mostly relate to health and safety. Teachers avoid ultimatums that force power struggles.

The approach to behavior guidance (discipline) is based on the acceptance of a wide range of children's feelings and the encouragement of self-control. Respect for each other and the environment are emphasized through the development of social skills such as turn-taking, helping, and cooperation. Children are encouraged, individually and as a group, to generate possible solutions to conflicts, to predict various outcomes, and to choose alternative behaviors. We seek to balance the needs of the child for autonomy and individual attention with the needs of the group in ways that embrace a sense of fairness. Parents are encouraged to discuss any questions regarding classroom and behavior management with any WPLS staff member. Staff members analyze possible reasons for the behavior problems and make whatever adjustments in the environment that we can. In addition, staff members offer choices, try to redirect activity, point out the natural consequences of different behaviors, help the child individually or in a group to problem solve. We give hugs and words of encouragement.

The following general behavior management strategies are frequently used at WPLS:

- Positive statements are made which tell the child the correct thing to do. For example: "Turn the pages carefully," rather than "Don't tear the book!"
- Positive redirection is used to clarify when and where certain behavior is acceptable. i.e., "Save your running until we go outside" instead of "No running inside!"
- Feelings are validated, and children are guided to socially acceptable means of expressing anger and frustration, such as using words, tearing newspapers, pounding play dough, or a pillow.
- The "deed" is separated from the "doer," relaying the message that "I like and accept you unconditionally but I do not like what you did."
- The behavior we want to see continued is reinforced. Examples of positive reinforcements include a smile, sticker charts, "thank you," and other words of encouragement, such as "Let's try it together."

Sometimes a child may display individual needs that are beyond the scope of our program and/or the expertise of the teachers. If the child's teacher and the director feel that he/she would benefit from additional services, they will notify the parents and make recommendations. Behavioral problems that result in injury to other children or adults or require excessive one-on-one staffing to prevent frequent disruptions of the group routines will be addressed on an individual basis with parents. When challenging behaviors are observed on a consistent basis, WPLS teachers and administrators will assess the function of the behavior, work with families and other professionals to create a personalized plan to address the behavior, and incorporate positive reinforcement techniques to support the child's behavioral needs.

Discipline practices are designed to encourage age-appropriate child behavior. Positive guidance techniques are used to develop a foundation for appropriate social interaction, positive self-esteem, and successful academic performance.

Professionals are available to work with parents and staff in planning for a child with atypical behaviors and/or social and emotional needs. Mental health consultants are available through Oxford city and county school districts.

Intervention includes:

- Discussing the misbehavior with the child

- Encouraging the child to think of alternative acceptable behavior
- Suggesting alternative behavior
- Discussing safety rules with the child

If the behavior persists:

The child is redirected to another center to play with an explanation of why they may not remain in the current play area. Continued misbehavior results in loss of playtime from a specific play area.

In the event that a discipline-related behavior cannot be resolved by WPLS staff, parents will be contacted. If needed, a conference to develop a behavioral management plan will be scheduled with the parent. Professionals are available to work with parents and staff in planning for children with atypical behaviors and/or social and emotional needs. With parent permission, outside resources will be contacted for behavioral management services. When necessary, WPLS staff members collaborate with families and other education professionals to create and implement individualized plans to support the needs of the child.

WPLS reserves the right to discontinue services to any child who ceases to benefit from the program.

Discipline and Guidance:

(Reference: MSDH Regulations Governing Licensure of Child Care Facilities)

Note: MS Department of Health is the licensing agency for WPLS.

113.1 Prohibited Behavior

The following behaviors are prohibited by anyone (i.e., parent, caregiver, or child) in all child care settings:

1. Corporal punishment, including hitting, spanking, beating, shaking, pinching, biting, and other measures that produce physical pain;
2. Withdrawal or the threat of withdrawal of food, rest, or bathroom opportunities;
3. Abusive or profane language;
4. Any form of public or private humiliation, including threats of physical punishment;
5. Any form of emotional abuse, including rejecting, terrorizing, ignoring, isolating (out of view of a caregiver), or corrupting a child;
6. Use of any food product or medication in any manner or for any purpose other than that for which it was intended;
7. Inappropriate disciplinary behavior including, but not limited to, putting soap or pepper in a child's mouth;
8. Any acceptable disciplinary action that is not age-appropriate for the child or is excessive in time or duration.

113.2 Restraint of a Child

Children shall not be physically restrained except as necessary to ensure their own safety or that of others, and then for only as long as is necessary for control of the situation. Children shall not be given medicines or drugs that will affect their behavior except as prescribed by a licensed physician and with specific written instructions from the licensed physician for use of the medicines or drugs.

113.4 Children Shall Not Discipline Other Children

Children shall neither be allowed nor be instructed to discipline other children.

Birthdays

Birthdays are special times. Parents must discuss with the child's teacher to determine times, etc. for celebrating your child's birthday. **All snacks must be commercially-made. NO homemade snacks are permitted as required by the Mississippi Department of Health regulations.** If your child's birthday falls on a weekend or holiday, we can have a birthday celebration on a school day. It is suggested that families consider nutritional snacks and/or other items such as stickers, books, crayons, etc. **Decorations are not permitted due to choking hazards.**

If you plan to distribute party invitations at WPLS, you must bring an invitation for every child in the birthday child's classroom at Willie Price. However, if you are having a single-gender party, then invitations must be presented for all of the girls or all of the boys in the classroom.

Biting

Biting is one of the most distressing behaviors of young preschool children. While biting is a painful and dangerous behavior, it is important for parents and teachers to realize that it is not an abnormal behavior. Children who bite are not "bad" or "disturbed." Children may bite for a variety of reasons including overstimulation, boredom, hunger, and frustration over the inability to communicate needs or wants. When biting occurs, the following procedure is used.

1. The child who was bitten receives immediate attention. Appropriate care is provided for the bite (washing, cold compress, application of Neosporin ointment, etc.), and the child is comforted.
2. Closely following the biting incident, teachers explain to the biter that biting hurts and is not acceptable. Teachers may suggest an alternative behavior to relieve frustration or stress (stamping feet, squeezing a "nerf" ball, etc.). Teachers will stress the pain and discomfort felt by the child who was bitten.
3. Teachers are required to fill out a detailed "Hurts and Hugs Report." The purpose of this report is to help analyze the factors that may have contributed to the incident.

Note: WPLS will send a child home early for the day if the child bites an adult or child at school, and the bite breaks the skin of the person being bitten.

Child Custody

WPLS recognizes that some families live apart due to a variety of circumstances. The school staff is sensitive to the needs of children in these situations and will do their best to support them. It is also important that the teachers are able to have positive relationships with all the parents interacting with WPLS. The school staff sees its role as one in partnership with parents, as nurturers, and educators, and the staff feels strongly that teachers and staff should not become involved in any family controversy. WPLS will provide referrals to assure a resolution of any controversy affecting the operation of the school or the teacher/child/parent relationship. WPLS requires that families living apart work out mutually agreed upon, or have legally provided, plans for the child's care and that they present these plans to the school in writing. Agreement must be in place so that WPLS may serve the child's best interests. If the custodial parents cannot agree on the care and treatment of their child, WPLS cannot accept responsibility for that child until a plan is in place that is acceptable to both the custodial parents and the school. If a written legal resolution is needed, the school requires a document that clearly defines who is authorized to make decisions regarding the child's care and education. WPLS would then require from the authorized person, a written plan and reasonable procedure to follow regarding the care and treatment of the child before accepting responsibility to care for that child.

Child Health

According to the Mississippi State Department of Health, children should not attend school when they are visibly ill. Children who are showing symptoms of illness should remain at home in order to protect the other children.

Children who have had any of the following symptoms are required to remain at home for 24 hours:

- vomiting
- diarrhea
- fever of 100.0 degrees or higher
- undiagnosed rash

We enforce this requirement to ensure the health and safety of your child and others.

Should your child become ill or injured at school, we will make every effort to contact you. **Please make sure that you update contact information when these numbers change.** Until you are contacted, we will care for your child in an appropriate manner. In an emergency situation and if you are unavailable, the emergency contact person will be notified. **A parent or authorized pick-up contact MUST pick the ill child up within 30 minutes of having been notified by WPLS personnel via phone or Procure message.** If necessary, the emergency release will be used and the child will be transported to the appropriate emergency facility. If your child requires an Epi-Pen or an inhaler/nebulizer for allergies, a release must be signed and the medication and/or equipment left in the office at all times.

All communicable diseases must be reported by WPLS to the Mississippi Department of Health. Please alert the school when your child is ill. When an illness is due to a contagious disease, a doctor's note is required upon the child's re-entry to school.

WPLS staff may **not** administer medication of any kind to your child. If medication is necessary, you will need to come to school and administer it to your child. If special medical management is necessary for a child, an adult trained in the appropriate procedures to manage the child's medical needs must be onsite, whenever the child is present.

Classroom Celebrations

Classroom celebrations are to reflect a respect for families of various traditions and cultures. Celebrations are to be used as a time to invite families to share cultural traditions celebrating family, friendship, and the changing of seasons.

Special occasions:

- Food should be limited to a simple snack that meets the MSDH nutritional guidelines.
- Natural 100% fruit bars, fresh fruit, or cheese cubes are a healthy option.
- Cupcakes, cookies, or ice cream may be provided on occasion.
- Lead teachers are responsible for party arrangements and sign-up sheets.

Birthday celebrations:

- Parents are to make party arrangements with the lead teacher in advance for birthday celebrations.
- Birthdays are celebrated with a special snack – no gifts, balloons, or favors.

- Birthday invitations to home parties may be placed in the child's cubby if all children in the classroom are invited. However, if it is a single-gender party, then invitations must be presented for all of the girls or all of the boys in the classroom.

Clothing

Children should come to school in **comfortable play clothes**. Since children do paint and participate in "messy" activities, please do not send children in their "best" clothes. We do have paint aprons available and encourage their use, but accidents do happen. Children will play outside every day. Therefore, you should send your child in clothing appropriate for the weather. Due to play safety, flip flops and opened-toe shoes are not allowed. Tennis shoes are the most appropriate footwear. **Socks and closed-toe shoes should be worn each day.** Please label your child's clothing. For cold weather, please ensure that your child comes to school with a warm coat, long-sleeved shirt, and mittens. Scarves are not allowed for children at WPLS, as they can be a choking hazard on the playground. Please remember that mittens are easier for young children to manage than gloves. Please be certain your child is able to remove clothing to use the restroom. Some jumpsuits, overalls, and belts are very difficult for children to remove.

Important: A complete change of clothing is needed for your child. Clothing items should be labeled with the child's name, placed in a large Ziploc bag, stored in your child's cubby, and changed seasonally. If your child should need a change of clothes during the school day, and they do not have extra clothes in their cubby, a parent will be called to bring extra clothes to their child.

Please note that when children have after-school activities, the WPLS staff will NOT be able to dress children for these activities. Parents must plan accordingly in order to have their children ready in the appropriate attire for their activity.

Communication

The primary means of communication between the school and your home will be through the Procure app, Friday folders, parent newsletters, and memos sent home with your child, as well as WPLS email and Facebook page. These communication tools will keep you informed of upcoming events at our school, as well as share with you some of our exciting daily activities. Newsletters are disseminated through e-mail. Copies are posted in the classroom and provided for parents as needed. PLEASE do **NOT** text your child's teacher during the school day. You may communicate via Procure, e-mail, or by calling the front office and asking the teacher to return your call during rest time.

Conferences

At least three parent conferences are offered annually, one by phone and two in person. Conferences will be a time to discuss child progress, parent concerns, and goals for the child. In addition, evaluation results from formal and informal assessments are shared. Parents will receive scheduling information during the school year.

Confidentiality of Children's Files

Children's records are confidential and are not to be disclosed or released without prior written authorization by the parent.

Children's files:

- Files are located in a locked filing cabinet in the Director's office.
- WPLS maintains an individual file for each child currently enrolled, and for any

withdrawn child who withdrew during the preceding 12 months. Only designated staff members are to access personal files. Individuals who have access to children's files include, and are limited to:

- Program Director
- Assistant Director
- Administrative Coordinator
- Teacher
- Assistant Teacher
- Parent
- MSDH Staff (Regulatory Authorities)

Legal Guidelines:

No records will be released to any agency or person without a signed release statement from the parent, except per court order or legal decree. Children's records are protected by the *Family Educational Rights and Privacy Act of 1974*. Any legal request for records must go through the office of the University attorney.

CPR and First Aid

All full-time WPLS staff are required to maintain Pediatric CPR and First Aid certification, including managing a blocked airway and rescue breathing for infants and children. At least one staff member with a Pediatric CPR and First Aid certification is always present with each class of children. At least one staff member with a Pediatric CPR and First Aid certification must be present during the after-school program operating hours. Fully supplied first-aid kits are readily available and maintained for each classroom and for outdoor play.

Curriculum

The preschool curriculum, through an enriched environment, takes advantage of the child's endless capacity to learn.

WPLS implements research-based curriculums. *Frog Street Pre-K* and *Opening the World of Learning* are to be used as a curriculum enhancement. Teachers may develop additional classroom units. Units of study are developed in which the child can relate to in a meaningful way. Whole group instruction, small group instruction, individualized instruction, instructional learning centers, classroom activities, and teacher interaction reinforce the goals and objectives for each unit.

The Mississippi Early Learning Standards are to be used to provide the framework for all program curriculum. The *Mississippi Early Learning Standards* are to align with curriculum goals and objectives.

Assessments of child progress are to be used to support individualized learning and plan individualized activities.

Daily Notes

WPLS Daily Notes are to be completed for each child for the first two weeks of school. Families and teachers will determine if daily reports are appropriate for the needs of the families involved. Teachers will communicate with families related to the need for a daily report. The daily report is to make families aware of their child's day at school. If a conference is needed, your child's teacher will contact you.

Early Learning Standards

The Mississippi Department of Education developed the *Early Learning Standards for Classrooms Serving Three-Year-Old Children* and *Early Learning Standards for Classrooms Serving Four-Year-Old Children* in the summer of 2013. These standards are aligned with the Common Core State Standards (CCSS) to better prepare preschool children for the demands of CCSS. The Mississippi State Board of Education adopted the CCSS in 2010. WPLS teachers will use these standards to plan lessons so that students are prepared for kindergarten. 5K will also follow the State standards. These standards can be found at www.mde.k12.ms.us

Embracing Diversity

WPLS has a rich and diverse group of children and families. As a university preschool, the enrollment includes children of students, staff, faculty, and the community. With children from many different family structures, socioeconomic statuses, racial, religious, and cultural backgrounds, diversity is a part of daily routines and activities. Parents from other cultures are encouraged to share the uniqueness of their culture with the children of our preschool program.

Emergency Evacuation

Emergency fire drills are held monthly. Lock-down drills are conducted quarterly. Tornado drills are conducted biannually. In the event of an emergency that would require the evacuation of the school, children will be evacuated by whatever transportation means are available to a designated safe area. If communication is permitted, parents will be notified of the emergency situation, the location, and the condition of their child. The on-campus emergency relocation site is the Jackson Avenue Center. The off-campus emergency evacuation site is the North Mississippi Regional Center on Highway 7.

Emergency Information

Prior to Open House, parents complete emergency contact information through Procure. A copy of each child's emergency contact is provided for the classroom teacher by the Director and is kept in the classroom and taken on field trips. Information should be updated as needed.

Emergency Situations

The University of Mississippi has an excellent police department and an excellent working relationship with the City of Oxford and Baptist Memorial Hospital-North Mississippi if any emergency should arise. University Police are fully certified law officers and capable of handling CPR and nearly all other emergencies. Because parents may not always be able to be contacted, the senior staff members of WPLS may initiate emergency procedures. Your signature on the contract infers acceptance of the procedures to be used. The contract assures your agreement with these principles. Ambulance/Emergency Room charges rest with the parents.

For any emergency situation on campus, please check the Ole Miss Emergency website at <https://emergency.olemiss.edu/>.

Field Trips

If the program's schedule allows, a field trip may be planned for WPLS children and family members. Parents will be notified in advance of a field trip and be asked to sign a permission form. Parents are invited to join us. When attending a field trip, please consider how your presence affects your child. If you have concerns, talk with your child's teacher.

Food Allergies/Restrictions

Any allergies (to plants, food items, medications, etc.) should be noted through Procure. Also, please review the “Special Diet” section of the handbook.

Food Safety

Breakfast, lunch, and two afternoon snacks are served daily. Meals and snacks are served at regularly scheduled times. Meals and snacks are at least two and a half hours apart but not more than three hours apart. Meals and snacks are nutritionally balanced and meet requirements established by the Child and Adult Care Food Program and the MSDH. Menus are provided weekly for the parents and posted in classrooms, kitchen and café, WPLS website, and main lobby of the school. The MSDH requires that one staff member be certified in the Tummy Safe Food Safety Curriculum.

Food Preparation

Food is provided by the UM Rebel Market during the school year and brought to the preschool daily. UM Rebel Market employees remove food with expired dates from WPLS. When necessary, WPLS staff may use the microwave to warm food items for children. However, staff should **never** warm food or beverages for children in plastic or polystyrene (Styrofoam) containers, plates, bags, or wraps. UM Rebel Market employees and/or WPLS staff members ensure that all fruits and vegetables are washed before serving to children.

Discarding Expired Food:

Any foods with expired dates must be discarded immediately.

Monitoring:

The MSDH, as the licensing agent, approves menus and inspects the food preparation area twice annually reporting the findings on a licensing form.

MSDH Choking Prevention guidelines:

A caregiver shall join the children while they are eating. This is an opportunity to teach socialization skills, nutrition education, and is a safety measure to help prevent choking. Children should be encouraged to eat slowly, take small bites, and chew well before swallowing.

Foods that may cause choking:

- Whole grapes, nuts, popcorn, and raw peas, a spoonful of peanut butter, chunks of raw carrots, or meat larger than can be swallowed whole.
- These foods will not be served at WPLS.

Gift Solicitation

Based upon the premise that giving should be voluntary, students/parents are not to be solicited for contributions or gifts from any employee who has decision-making authority over them, and personal gifts from students/parents to faculty or staff are prohibited. The policy can be accessed using the following link.

<http://secure4.olemiss.edu/umpolicyopen/ShowDetails.jsp?istatPara=1&policyObjidPara=10655015>. Small “happy” gifts are appropriate for children to give a staff member.

Handwashing

The importance of handwashing cannot be over-emphasized. Studies by the Centers for Disease Control (CDC) have revealed that proper handwashing is the single most effective means for preventing the spread of disease in early childhood learning environments.

Proper handwashing is the best way to protect yourself and the children in your care from colds, flu, diarrhea, and other diseases.

Handwashing is part of the daily routine for both children and staff. Staff members are responsible for teaching children the correct handwashing procedure and assisting children with handwashing as needed to successfully complete the task. The handwashing procedure is posted above all handwashing sinks.

Handwashing Procedures:

- Moisten hands with warm water.
- Apply liquid soap.
- Rub hands together 20 seconds. Make bubble gloves.
- Rinse hands-free of soap under running water.
- Dry hands with a clean paper towel.
- Turn off the water with a paper towel.
- Throw used paper towel into a hands-free trash container. Hands-free trash containers are used to minimize contamination.

We wash hands . . .

- As we enter the building
- After using the restroom
- Before and after we eat
- After messy play
- Before and after water play and other moist or wet art or sensory materials
- Before we handle food or eating utensils
- After coming in contact with body fluids
- After handling pets, pet cages, or other pet objects

Adults must wash hands...

- Before and after feeding children
- After handling garbage
- After cleaning
- After administering first aid or medication to children with allergies. Note: WPLS does not administer medication on a routine basis. WPLS will administer Benadryl and Epi-Pens to children with allergies if the child shows signs of an allergic reaction and parental permission is given.

Health Assessment

The teacher who receives the child when he/she enters the classroom must check the child for the following.

- Changes appearance or behavior
- Severe coughing
- Breathing difficulties
- Yellowish skin or eyes
- Pinkeye (tears, redness of eyelid lining, irritation, swelling, discharge of pus, etc)
- Infected skin patches
- Feverish appearance or feeling warm to touch
- Unusual activity level or crying
- Unusual or unexplained body odor
- Unable to participate in activities

Note: If any of these indications are noted, the teacher should bring the child to the Director.

Health Policies

One of the most difficult decisions for the teaching staff is determining when to send a child home from daily activities due to illness. A primary goal is to provide a healthy environment by controlling the spread of disease in order to provide the best care while being sensitive to family needs.

Exclusion Criteria include the following:

- Fever of 100 degrees or above
- Diarrhea
- Vomiting
- Body rash
- Sore throat with fever
- Severe coughing (whooping sound after coughing)
- Eye discharge
- Communicable diseases
- Contagious disease

When caring for children in a group setting, staff members need to take precautions in order to protect the health and well being of all children. The parents of a child with a contagious condition are to be notified using the emergency information provided at the time of enrollment. Children who are ill are to remain in a supervised and isolated space until picked up by a parent or authorized pick-up contact. **A parent or authorized pick-up contact MUST pick the ill child up within 30 minutes of having been notified by WPLS personnel via phone or Procare message.**

WPLS staff members are to use the following Health Department guidelines:

- 12-2 Child Health (Mississippi Department of Health (MSDH))
- A. A child who is suspected of having a serious contagious condition shall be isolated and returned to the parent as soon as possible.
 - B. A child having a serious contagious condition shall not be allowed to return to the childcare facility until he/she has been certified by a physician to be no longer contagious.
 - C. Parents of all children shall be notified of a contagious illness in the childcare facility as soon as possible.

Communicable Diseases/Conditions and Return to Childcare Guidelines APPENDIX – I Mississippi Department of Health (Parents will be provided with this information on a case by case basis).

Parents are to notify the preschool office if their child contracts a contagious disease so that others may be notified of their child's exposure.

Information about communicable diseases to which a child has been exposed is provided using the MSDH Regulations Governing Licensure of Child Care Facilities APPENDIX-I *Communicable Disease/Conditions and Return to Child Care Guidelines*. This information includes a description of the illness, mode of transmission, and return to childcare guidelines. Information is provided by the program Director.

Upon returning to school following an illness, children should be symptom-free for 24 hours without preventative medication (Tylenol, Imodium A-D, etc.).

When an illness is due to a contagious disease, parents are requested to provide a doctor's note upon the child's re-entry to school.

Immunization Requirements

All WPLS staff and students are required to have a Certificate of Immunization Compliance on file. The immunization record must be submitted on a Mississippi Form 121. Children enrolled in an early childhood education program that is licensed by the Mississippi Department of Health are expected to be age-appropriately immunized. Certificates of Immunization Compliance (Form 121) must be signed by a certified medical professional. A Certificate of Medical Exemption (Form 122) may be submitted for children that may be exempt from immunization for medical reasons only.

Note: If immunization records reflect that a child is under-immunized at any point, WPLS will contact the parents to pick up the child from school immediately. The child will be excluded from all program activities until vaccinations are current for the child's age. Vaccinations must be administered in accordance with current national and local immunization schedules.

Inclement Weather or University Directive

Any unscheduled closures due to inclement weather or university directive will result in the closure of WPLS. The school follows the University of Mississippi closure procedures and the Oxford City School District Inclement Weather closures. If the closure occurs during the school day, parents will be notified via Procure messaging and email, and will be expected to come immediately to pick up their child/children. WPLS will not dismiss children when under a tornado warning or in the event of other dangerous situations.

Insurance

Willie Price Lab School does not provide accident insurance.

Interactions Between Families and Staff

WPLS teachers and employees make every effort to foster positive interactions with parents and family members. WPLS parents and families are also expected to interact with the school's employees in a positive and respectful manner. These expectations apply when addressing routine communication between school and home as well as any difficult situations that may arise.

If interactions between staff members and family members become challenging, the following procedures will be followed to resolve any conflicts that may arise.

1. An in-person meeting with the family and WPLS administrators will be scheduled. An action plan and clear expectations will be developed to resolve the conflict.
2. The WPLS Director will invite the Dean of the School of Education to meet with parents if parents are not satisfied with the conflict resolution plan.
3. The WPLS Director will contact the University of Mississippi Ombudsman for support and advice.

Language Translation Services

When necessary, WPLS will make every effort to provide language translation services for conferences or for interpretation of key documents. These services can be provided through UM resources or via technology. Parents or teachers may contact the WPLS director to make arrangements for this service.

Lice Policy

Head lice is a common occurrence in pre-school children. This policy is intended to outline roles, responsibilities, and expectations of WPLS to assist with treating and controlling head lice in a consistent and coordinated manner. While parents/caregivers have the main responsibility for the detection and treatment of head lice, our school community will work in a cooperative and collaborative manner to assist all families to manage head lice effectively.

HEAD LICE PROCEDURE:

It is the expectation that parents/caregivers will:

1. Regularly inspect your children's and all household members' hair for head lice weekly, at home, and use the recommended conditioner/combing detection method when head lice are suspected and then treat them if necessary.
2. **Notify WPLS staff as soon head lice are identified.**
3. Not allow your child to attend school with untreated head lice.
4. Keep your child at home if head lice are present.
5. Notify the parents/caregivers of your child's friends so they can check their children and treat if necessary.
6. If your child has long hair, you should tie it back and spray with tea tree oil/hair spray, if this is at all possible.
7. Act responsibly and respectfully when dealing with teachers and staff at WPLS and the broader community around issues of head lice.

It is the expectation that WPLS will:

1. Notify parents/caregivers as soon as head lice are detected, to have the parent immediately pick up their child. Confidentiality will be maintained.
2. WPLS will treat the classroom and school areas.
3. Your child can return to care once effective treatment of the head lice has commenced and the child has been inspected by a WPLS staff member.
4. Maintain a sympathetic attitude and avoid stigmatizing or blaming families who are finding it hard to control head lice.

Meals

Children are provided a breakfast snack, lunch, afternoon snack, and a snack during our after-school program. Accommodations for children with special dietary needs or food allergies are made on an individual basis and require a written request and instructions. **If a special diet request is necessary, please review the "Special Diet Request" section of the handbook.** Per the Mississippi Department of Health regulations, children are not allowed to bring food (for example breakfast or lunch) into the school.

Meal schedules are:

- Breakfast 9:00 a.m.
- Lunch 11:30 a.m. (3K), and 12:10 p.m. (4K & 5K)
- Afternoon Snack 2:15 p.m.
- After-School Snack 4:20 p.m.

Medication

The Director and teachers are to discuss medication needs with the parent and obtain the needed parental permission. WPLS does not administer routine medicine, other than in life-threatening situations (ex. Epi-Pen or inhaler). In addition, Neosporin (antibacterial ointment) or calamine lotion (anti-itch cream) could be applied if deemed appropriate. A doctor's note must be provided explaining any limitations in the child's activities or diet due to medication. All medical information is considered confidential.

Rescue Aids:

Rescue aids (i.e. Epi-Pens and rescue inhalers) are to be labeled and located out of the reach of children and within easy access. Extra rescue aids are locked in a labeled cabinet located outside of the school's office.

Open Door Policy

WPLS maintains an open door policy. Parents are welcome. Please visit the school anytime during hours of operation (7:30 a.m. to 5:15 p.m.). **Please see the "Visiting the School" section of this handbook for more information on visiting the school during the school day.**

Parent Information

Regular communication is encouraged between families and WPLS staff. Means of communication include the WPLS Family Handbook, emails, Procure messaging, and scheduled parent meetings/conferences. Parents will receive written communication through a weekly classroom email and newsletter. Written information will be placed in your child's Friday Folder, cubby or locker, and/or in the main lobby of the school.

Parent Involvement

At WPLS, parent/family involvement is welcomed. We are happy to have parents, grandparents, and special friends share talents and skills of interest to young children. Opportunities for participation within the classroom, as well as within the larger school community, are available. Families are invited to visit the preschool, join a child for lunch, or share a special talent or interest. Teaching staff is to work with parents to schedule a time for parent activities using the *Parent Interest Survey*.

WPLS provides opportunities for parents to meet with one another in a variety of ways. Parents are invited to participate in fundraising efforts, planning of special school events, and collaborate with WPLS teachers and staff to address program needs. Additionally, WPLS parents are always welcome to attend special events hosted at the school. Attending these events offers opportunities for parents to interact informally with teachers, other parents, and students.

Parent Meetings

WPLS will schedule a parent meeting at the beginning of year. The parent meeting is held to discuss program goals, curriculum, and general school news.

Additionally, additional parent meetings may be scheduled to facilitate the organization and planning of annual WPLS special events and fundraising efforts.

Parent Resources

Parent resource materials are located in the WPLS Library and in the main lobby of the school. The Director is responsible for the selection of parent resource materials. Specific materials to meet individual family needs may be purchased, as funds are available.

Materials include:

- Parenting literature
- Resource guides for community agencies and organizations
- Additional materials as available

Parent Surveys

A *Parent Interest Survey* is provided to parents at the beginning of each school year. Completed surveys are given to the classroom teacher to use as a resource for parent involvement.

Personal Belongings

A cubby or locker is provided for each child to store sleep mats, sleep buddies, WPLS Tote bags, and any other personal belongings.

Personal Toys and Jewellery

Children's toys and all jewelry should be left at home as the school provides educational toys for your child's enjoyment. There will be a special show and tell days when your child may bring a toy to show.

Pets

Pets or visiting animals must have documentation of immunization and a statement that the animal is suitable for contact with children. Teachers are to supervise the interaction between children and animals. No reptiles are allowed due to the risk of salmonella infection.

Photography

WPLS and University staff members take photographs throughout the school year. Parents are asked to sign a photography permission form upon enrollment. Any photographing of a child is prohibited without parental consent.

Probationary Period and Termination Policy

Upon entering the program, there is a probationary period of six weeks for each child. This allows for a period of adjustment for the child, the family, and WPLS staff. If there is difficulty with adjustment, or the child has needs that the school is unable to accommodate, the parents will be consulted and appropriate procedures and referrals offered. These will be presented to parents in writing, and meetings will be arranged to explore alternatives.

WPLS retains the right to terminate, at its sole discretion, the enrollment of a child throughout the probationary period. Any decision to discontinue service will occur within the four weeks of entrance into the program unless WPLS agrees to extend the probationary period in an effort to maintain the child at the school. It may also be necessary to review the placement of a current member within the context of some circumstances listed below. Any

termination will be documented in writing, and depending on the issue, parents will be given a reasonable period of time (2-3 weeks) to make alternative arrangements.

Reasons for termination include but are not limited to the following:

- Not all children are ready for group instruction and care at the same age. Some children become emotionally upset for extended amounts of time due to separation or other issues. The resistance on the part of the child will often disappear with maturity. The child may easily enroll a year later without incident. In these cases, during the probation period, we try shortening the child's day and/or changing the scheduled number of days in an effort to help the child adjust. If the child continues to be upset, WPLS will make other recommendations for the child.
- WPLS has a developmental approach to child guidance techniques. Our expectations are appropriate for the child's age and stage of growth. Some children display aggressive or uncooperative behaviors which pose a threat to themselves or others. For the protection of the child and other children, these situations must be addressed quickly. Consultation with the parents and available resources will be offered and utilized. If the child's behavior continues to be a safety concern, WPLS will assist the parents by providing referrals.
- Children MUST be toilet trained before attending WPLS.

Definition of Toilet Trained

- A child who does not wear "pull-ups" or diapers at any time of day including naptime. Please note that "pull-ups" and diapers are never allowed at WPLS (unless needed for medical reasons, which must be documented through a medical professional).
- A child who is able to take care of all bathroom needs on his/her own, including wiping.
- A child who is able to verbalize when toileting is necessary.
- A child who is able to use WPLS facilities without additional training potties or potty seats.
- WPLS does its best to fully orient parents to our program. Philosophy, policies, procedures, and curriculum are explained during pre-enrollment visits and in this Family Handbook. It is assumed that when a child begins at WPLS, the parents are comfortable with the school's policies and agree with its philosophy. If it becomes evident that the parents do not agree with WPLS's philosophy, policies, procedures, and/or curriculum, and that a resolution is unattainable, the school will require that the family seek a setting that is more compatible with their needs.

Rest Time

Most preschool children benefit from scheduled rest periods. The need for sleep varies among individual children. A rest time is provided, but sleep is not required. Children who do not sleep will be encouraged to rest quietly. Teachers are expected to assist children who have difficulty in falling asleep by rubbing their backs, humming, singing, or talking quietly to them.

Rest time is scheduled daily from 12:40 p.m. until 2:15 p.m. Teachers are to help the children relax and feel comfortable with quiet music, a gentle back rub, or remaining close by. When appropriate, children who are unable to sleep may be provided with a quiet activity after one hour of rest.

Guidelines:

- Rest mats are provided with each child's name.
- Rest mats are to be placed three feet apart.
- Rest mats are to be sprayed by the classroom teachers with a disinfectant as needed and cleaned when soiled.
- Rest mats must have a top and bottom cover and attached pillow.
- Rest mats are to be taken home weekly and washed.
- Extra rest mats for temporary use are available at WPLS.

School Parties and Special Events

WPLS has many special events throughout the school year. Each parent will be asked to help with at least one of these events during the year. Families and friends are welcome to join us for the following events: Trick-or-Treating on the UM campus, Donuts with Dads, Mother's Day Tea, Egg Drop, Egg Hunt, Art Gallery, and our annual End of the Year Celebration.

School Pictures

The school will contract with an outside photographer to take individual portraits. Parents will be notified in advance of the date and details of this event. Parents are under no obligation to purchase these pictures.

Security

WPLS wants your child to be safe and secure. All doors located at WPLS are locked from the outside. In case of an emergency, egress bars can be found on the inside all doors. The front entrance to the school has a security door, which stays locked. Upon arrival, please ring the bell to signal a staff member to buzz you into the building. Select inner doors to classroom corridors are also only able to be entered by using approved IDs.

Additionally, the University of Mississippi Police Department is located on the second floor of our building. When necessary, UPD offers its support and services to WPLS.

Signing In and Signing Out

WPLS uses the Procure app for signing in/out each day. Each parent/authorized pick-up will have their own individual code for their child. Parents will download the app, which also serves as a communication tool for teachers and staff. Authorized pick-ups will NOT download the app – they will simply scan the available QR code at sign-in/out, and enter their personal code for record of person who signed the child in/out.

Smoke-Free Environment

UM and WPLS are smoke-free environments. Thank you for protecting the health of our children and staff.

Special Diet Requests

Nutrition Information Based on Appendix C of the Mississippi Department of Health Regulations Governing Licensure of Child Care Facilities

A child requiring a special diet due to medical reasons, allergic reactions, or religious beliefs, shall be provided with meals and snacks in accordance with the child's needs.

For children with special feeding needs, WPLS staff members will document and record the type and quantity of food consumed by the child during the program's operating hours. This information will be provided to the child's family. WPLS staff members will record this

information for children with food intolerances, allergies, health conditions, or medical conditions that require specialized feeding equipment.

Medical Requests

A medical prescription from the child's physician stating that the special diet is medically necessary is required. The information required includes the list below.

- Child's full name and date of instructions, updated annually;
- Any dietary restrictions based on the special needs;
- Any special feeding or eating utensils;
- Any foods to be omitted from the diet and any foods to be substituted;
- Limitations of life activities;
- Any other pertinent special needs information;
- What, if anything, needs to be done if the child is exposed to restricted foods.

Religious or Ethnic Requests

These requests should include the above information as needed.

Vegetarian/Vegan Dietary Requests

Request for a vegetarian/vegan diet shall be accommodated with the same information completed as for dietary modifications. Contact with the nutritionist with MSDH is recommended. To the extent authorized by Federal laws, the facility may determine that the special nutritional needs of a child cannot be met at the facility and the child may be excluded from admission into the facility.

Excerpts Above Taken from Department of Health Appendix C: Nutritional Standards

WPLS Requirements For Special Diet Requests

- For medical food allergies, parents are required to provide a doctor's prescription/statement that includes the information below.
- For religious or ethnic requests, parents are required to submit a signed letter with the information below.
- For vegetarian or vegan requests, parents are required to submit a signed letter with the information below.

Information Required in Special Diet Requests

- Child's full name and date of instructions, updated annually;
- Any dietary restrictions based on the special needs;
- Any special feeding or eating utensils;
- Any foods to be omitted from the diet and any foods to be substituted;
- Limitations of life activities;
- Any other pertinent special needs information;
- What, if anything, needs to be done if the child is exposed to restricted foods.

Note: Please schedule a conference with the Director if you are unsure of how to handle the documentation required for special diet requests.

Sun Safety Practices

WPLS practices sun safety. Parents are asked to apply sunscreen, with an SPF of 15 or higher, on their children before arrival.

Teacher-Child Ratio

Our ratio follows the standard set forth by the National Association for the Education of Young Children (NAEYC). The staff for the classrooms includes a teacher, an assistant teacher, and additional graduate assistants/student workers during normal operating hours.

Termination Policy

After the probationary period, WPLS reserves the right to review the placement of a current member within the context of some circumstances listed below. Any termination will be documented in writing, and depending on the issue, parents will be given a reasonable period of time (2-3 weeks) to make alternate arrangements.

Reasons for termination include but are not limited to the following:

- Not all children are ready for group instruction and care at the same age. Some children become emotionally upset for extended amounts of time due to separation or other issues. The resistance on the part of the child will often disappear with maturity. The child may easily enroll a year later without incident. In these cases, during the probation period, we try shortening the child's day and/or changing the scheduled number of days in an effort to help the child adjust. If the child continues to be upset, WPLS will make other recommendations for the child.
- WPLS has a developmental approach to child guidance techniques. Our expectations are appropriate for the child's age and stage of growth. Some children display aggressive or uncooperative behaviors, which pose a threat to themselves or others. For the protection of the child and other children, these situations must be addressed quickly. Consultation with the parents and available resources will be offered and utilized. If the child's behavior continues to be a safety concern, WPLS will assist the parents by providing referrals.
- Children MUST be toilet trained before attending WPLS.
Definition of Toilet Trained
 - A child who does not wear "pull-ups" or diapers at any time of day including naptime. Please note that "pull-ups" and diapers are never allowed at WPLS.
 - A child who is able to take care of all bathroom needs on his/her own, including wiping.
 - A child who is able to verbalize when toileting is necessary.
 - A child who is able to use WPLS facilities without additional training potties or potty seats.
- WPLS does its best to fully orient parents to our program. Philosophy, policies, procedures, and curriculum are explained during pre-enrollment visits and in this Family Handbook. It is assumed that when a child begins at this school, the parents are comfortable with the school's policies and agree with its philosophy. If it becomes evident that the parents do not agree with WPLS's philosophy, policies, procedures, and/or curriculum, and that a resolution is unattainable, the school will require that the family seek a setting that is more compatible with their needs.

Toilet Training and Accidents

Children must be toilet trained before attending WPLS. Families are required to sign the “toilet-trained” policy using the definition below.

Definition of Toilet Trained

- A child who does not wear “pull-ups” or diapers at any time of day including naptime. Please note that “pull-ups” and diapers are never allowed at WPLS.
- A child who is able to take care of all bathroom needs on his/her own, including wiping.
- A child who is able to verbalize when toileting is necessary.
- A child who is able to use WPLS facilities without additional training potties or potty seats.

Potty accidents will happen from time to time at school. Our staff is willing and capable to help a child after a potty accident occurs. If a child has a potty accident at school, a WPLS staff member will assist the child with changing clothes and other bathroom needs. The school will document the accident and contact parents to make them aware of the potty accident. A clear pattern of accidents must be established before the school terminates enrollment based on a violation of the WPLS Toileting Policy.

*** Should a child have more than 3 potty accidents in a week, WPLS Staff reserves the right to request that the child stay home for one week in order to work on toilet training at home, before returning back to school.

It is the goal of WPLS administrators and staff members to maintain the child’s enrollment at school. If a child is consistently having bathroom accidents at school, WPLS teachers and administrators will partner with parents to help address the child’s toileting needs before discussing the termination of enrollment.

Transportation

WPLS does not provide transportation for arrival or departure. Please know that if you are utilizing the carpool line, that WPLS staff members are NOT allowed to buckle your child into their car seats.

Visiting the School

WPLS has an open-door policy, and we encourage parents to visit and/or make presentations to the children. If you would like to present a tradition, hobby, or skill, please discuss it with your child’s teacher.

Until children are accustomed to visits, they will often change their behavior when their parent is in the school. Visiting parents should try not to interrupt the classroom routine and should encourage their children to continue to abide by the rules of the classroom. If you are unclear about the routine or rules, please ask the teacher for clarification. If your child is having difficulty with your visit, teachers will make suggestions to ease the situation. We want your visit to be pleasant for you, and your child, and the class, and we will make every effort to assist you. Additionally, if your child is picked up before normal dismissal times for any reason, he or she should not return to school that day.

Your child may not want you to leave at the end of your visit. This is very common, and stress may be avoided by preparing your child for the first few visits. On the day you plan to

come, explain to your child when you are coming, how long you will stay, when and where you are going when you leave, and when you will return. The separation problem will diminish quickly if you are positive about your planned visit and follow through with your routine each time.

Daily Schedule for 3K Classrooms

NOTE: Schedule is subject to change based upon the child and/or program needs.

Beginning Time	Ending Time	Activity	Adults Present
7:30	8:30	Arrival and Greeting Learning Centers Small-Group Activities	Teacher Teaching Assistant *Graduate Assistant (*as available)
8:30	8:45	Whole Group/Morning Meeting	Teacher Teaching Assistant *Graduate Assistant
8:45	9:00	Prep for Breakfast Toileting/Hand Washing	Teacher Teaching Assistant *Graduate Assistant
9:00	9:15	Breakfast in the Classroom	Teacher Teaching Assistant *Graduate Assistant
9:15	9:20	Transition to Learning Centers Toileting/Handwashing	Teacher Teaching Assistant *Graduate Assistant
9:20	10:20	Learning Centers Small-Group Time (Individualized Instruction)	Teacher Teaching Assistant *Graduate Assistant
10:25	11:25	Outdoor Play (Large Motor Indoor Play in Inclement Weather)	Teacher Teaching Assistant *Graduate Assistant
11:15	11:30	Prep for Lunch Toileting/Handwashing	Teacher Teaching Assistant *Graduate Assistant
11:30	12:00	Lunch in Café	Teacher Teaching Assistant *Graduate Assistant
12:15	12:30	Prep for Nap Toileting/Handwashing	Teacher Teaching Assistant *Graduate Assistant
12:30	12:40	Story Time (Read Aloud or Audio Story)	Teacher Teaching Assistant *Graduate Assistant
12:40	2:15	Naptime Wake-up beginning at 2:00 Toileting/Handwashing	Teacher Teaching Assistant *Graduate Assistant
2:15	2:30	Snack in Classrooms	Teacher Teaching Assistant *Graduate Assistant
2:30	3:30	Outdoor Play After Dismissal between (3:00-3:30)	Teacher Teaching Assistant *Graduate Assistant Afternoon Student Teacher

Daily Schedule for 4K and 5K Classrooms

NOTE: Schedule is subject to change based upon the child and/or program needs.

Beginning Time	Ending Time	Activity	Adults Present
7:30	8:30	Arrival and Greeting Learning Centers Small-Group Activities	Teacher Teaching Assistant *Graduate Assistant (*as available)
8:30	8:45	Whole Group/Morning Meeting	Teacher Teaching Assistant *Graduate Assistant
8:45	9:00	Prep for Breakfast Hand Washing	Teacher Teaching Assistant *Graduate Assistant
9:00	9:15	Breakfast in the Classroom	Teacher Teaching Assistant *Graduate Assistant
9:15	9:30	Clean up from Breakfast/Toileting	Teacher Teaching Assistant *Graduate Assistant
9:30	10:30	Outdoor Play (Large Motor Indoor Play in Inclement Weather)	Teacher Teaching Assistant *Graduate Assistant
10:30	10:45	Toileting/Handwashing Transition to Whole Group	Teacher Teaching Assistant *Graduate Assistant
10:45	11:45	Learning Centers Small-Group Time (Individualized Instruction)	Teacher Teaching Assistant *Graduate Assistant
11:45	11:55	Prep for Lunch Toileting/Handwashing	Teacher Teaching Assistant *Graduate Assistant
12:00	12:30	Lunch in Café	Teacher Teaching Assistant *Graduate Assistant
12:30	12:45	Prep for Nap Toileting/Handwashing	Teacher Teaching Assistant *Graduate Assistant
12:45	12:55	Story Time (Read Aloud or Audio Story)	Teacher Teaching Assistant *Graduate Assistant
12:55	2:15	Naptime Wake-up beginning at 2:00 Toileting/Handwashing	Teacher Teaching Assistant *Graduate Assistant
2:15	2:30	Snack in Classrooms	Teacher Teaching Assistant *Graduate Assistant (*as available)
2:30	3:30	Outdoor Play After Dismissal between (3:00-3:30)	Teacher Teaching Assistant *Graduate Assistant Afternoon Student Teacher

WILLIE PRICE LAB SCHOOL AFTER-SCHOOL PROGRAM SCHEDULE
SCHEDULE FOR 3K, 4K, and 5K CLASSROOMS

3:30	4:45	Read Aloud Learning Centers After-School Snack (4:20) Prep for Dismissal	Student Workers (2 per classroom)
4:45	5:15	Dismissal	Student Workers (2 per classroom)



CHILD CARE REGULATIONS SUMMARY FOR PARENTS

Dear Parents,

The Regulations Governing Licensure of Child Care Facilities require that child care providers supply you with a summary of the Child Care Regulations that govern the licensure of child care facilities. You will find that information below.

The Child Care Regulations are the rules and regulations that each child care facility in Mississippi must follow in order to maintain their Child Care License. You, as a parent, are entitled access to these regulations. Among the subjects covered in the Child Care Regulations are:

- Licensing Requirements
- Buildings and Grounds
- Children with Special Needs
- Right of Entry and Violations
- Health, Hygiene, and Safety
- Night Care
- Facility Policies and Procedures
- Nutrition and Meals
- School Age Care
- Personnel Requirements
- Discipline and Guidance
- Summer Day Camp and School Age
- Records
- Transportation
- Programs
- Reports
- Diapering and Toileting
- Hourly Child Care
- Staff Requirements
- Rest Periods
- Hearings/Emergency Suspensions
- Program Activities
- Feeding of Infants and Toddlers
- Legal Actions and Penalties
- Equipment, Toys, and Materials
- Swimming and Water Activities
- Release of Information

APPENDICES

- Appendix A- Child Abuse and Neglect Reporting Statues
- Appendix B- Reportable Diseases
- Appendix C- Nutritional Standards
- Appendix D- Playground Safety Standards
- Appendix E- Dishwashing Procedure
- Appendix F- Hand washing Procedure
- Appendix G- Diaper Changing Procedure
- Appendix H- Cleaning/Disinfection Procedure
- Appendix I- Communicable Disease/ Conditions and Return to Child Care Guidelines

A full copy of the Child Care Regulations should be located in the Director's office of your childcare facility. It should be available for your examination upon request. You may also access the Regulations at www.msdh.state.ms.us (go to Websites by Program, then Child Care Licensure). You may direct your questions to your local licensing official, Teresa Campbell at 662-489-8916. You may also contact the Child Care Licensure Office in Jackson at 601-576-7613.

Should you have a complaint concerning a child care facility, contact the licensing official listed above or call the Child Care Licensure Office, toll free, at 1-866-489-8734.

F.E. Thompson, Jr., MD, MPH, State Health Officer
P.O. Box 1700, Jackson, MS, 39215-1700
601-576-7613 (phone) 601-576-7813 (fax)
Equal Opportunity in Employment/Service