BYU-IDAHO

Child Development Labs

PARENT HANDBOOK

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Welcome Message

We are excited to have you as part of our BYU-Idaho Child Development Lab family. We are honored that you have selected our program to support the growth and development of your child, and extend a warm welcome.

Our program has 2 foci: Training university students, and providing learning experiences for young children. The training of university students is undertaken by observations outside of the classroom (through one-way mirrors) and participation within the classroom. The students plan and implement the curriculum, make home visits, observe the children, and plan family parties. The Child Development Labs provide unique and enriching educational experiences for children and families. Children are encouraged to explore and experiment with the materials in our environment.

I am lucky to work with amazing individuals that are caring, creative, and gifted in the work they do on a daily basis. We are here because we are deeply committed to having a positive impact on the lives of young children and their families, as well as the students we work with each day. We look forward to being a part of your child's growth and development.

Welcome to BYU-Idaho Child Development Labs! I look forward to working with you.

Mike Godfrey
Lab Director

Our Mission

The purpose of the BYU-Idaho Child Development Laboratories is to provide opportunities for students to promote the physical, social, and cognitive development of all children, and work in partnership with families.

We Strive To:

- Prepare BYU-Idaho students to create learning experiences and environments that promote the growth of all children.
- Value and nurture each child's unique qualities and potential while encouraging progress of all children in each developmental domain.
- Develop family and community partnerships that facilitate mutual respect and communication.

Program Information

Curriculum

Our curriculum is child driven and individually designed. The university students, staff, and faculty in our program support children's learning through intentionally planned and developmentally appropriate environments. Curriculum is built around children's natural tendency for play to promote curiosity and wonder. Effort is made to provide each and every child opportunities to explore language, literacy, science, math, creative, cognitive, and motor skills daily.

Inclusive Environment

The BYU-Idaho Child Development Labs is a fully inclusive, licensed facility that adheres to the state standards for child care programs established by IdahoSTARS and the mandate from the U.S. Department of Education and Health & Human Services that "all young children with disabilities should have access to inclusive high-quality early childhood programs, where they are provided with individualized and appropriate support in meeting high expectations." We value diversity and welcome all children, regardless of their race, ethnicity, religion, or ability. We work with families to support the specific needs of children and make accommodations to the best of our ability to better serve all families within our program. To help ensure we meet the needs of all children, we provide an environment and instruction that are developmentally appropriate, we have embedded opportunities for learning skills and curriculum, we support learning based on individual needs, we make adaptations to the curriculum to make it more accessible for all children, and we implement direct teaching and prompting where needed.

Enrollment

The BYU-Idaho Child Development Labs serve children of faculty, staff, students, and families within the community.

Labs Offered:

- **Toddler:** 18 months-36 months
- **Preschool:** 36 months-5 years
- **School Age:** kindergarten-7 years

	Check-In	Lab Time	Check-Out	Late Fee Begins
Preschool M/W AM	8:45-9:00 am	8:45-11:00 am	11:00-11:10 am	11:11 am
Preschool M/W PM	1:15-1:30 pm	1:15-3:30 pm	3:30-3:40 pm	3:41 pm
Toddler M/W	8:45-9:00 am	8:45–10:45 am	10:45–10:55 am	10:56 am
School Age	2:40-2:50 pm	2:40-5:00 pm	5:00-5:10 pm	5:11pm

Child Development Labs are offered twice a week for a 10 week period in the fall, winter, and spring semesters.

To enroll a child, parents must submit an application online at www.byui.edu/child-labs, and then their child will be put on a wait list. Child Development Lab spots are often in high demand, and families will likely experience a waiting period from the time they apply to the time their child is actually enrolled.

Children are accepted to the program according to the waitlist order. We strive to have an equal number of boys and girls in each classroom, which is taken into consideration when offering spots. Children are accepted into each class according to waitlist order, age, and gender. Our goal is to offer each child two semesters in each age group (2 toddler, 2 preschool, 2 school age), when possible. Upon enrollment, there will be a tuition fee and paperwork that must be completed by the deadline or your child will not be able to attend lab.

Parking, Drop Off, & Pick Up

Parking

During your home visit, you will receive a parking pass permitting you to park in the designated area of the Clarke lot. This pass can **only** be used during the time your child is in lab and will expire at the end of the semester. The pass is only for your time in the lab observing or volunteering in the classroom. The pass cannot be used for other purposes. For example, working out in the Hart gym or attending a class while parked in the lot is not appropriate.

Drop Off

You **MUST** accompany your child to their classroom when you drop him/her off. DO NOT SEND YOUR CHILD IN ALONE. When you arrive at the classroom, you will be given a QR code that you can scan through your brightwheel app to check in your child. Children will not be checked in early as teachers need that time to prepare for lab.

Pick Up

All adults picking up children must be on the pickup list or previous notification of an adult not already listed on the pick-up list and showing a government issued photo ID. At any time in the semester, if a teacher does not recognize a person arriving to pick up a child, the teacher will ask for a government-issued photo ID and ensure that the person is an authorized person on the pick-up list. Children will not be released to anyone under the age of 18.

Late Fees

Late fees will begin being assessed 10 minutes after the class ends. The fee is $1.00 per minute for each child. Families with outstanding late fees will not be invited to participate in future semesters in the BYU-Idaho Child Development Labs.

Families & Communication

Communication

BYU-Idaho Child Development Lab staff will communicate with families through email and brightwheel. Parents will receive emails about how their child is doing, newsletters, upcoming events, etc. Please check your email often to be informed of what is happening in the classroom.

Parent Involvement

The BYU-I Child Development Labs are a training setting for college students learning to work with young children and their families. To meet this goal, students and parents need to work together to help children succeed. There are multiple ways parents can be involved:

Home Visit

Prior to the lab start date, a student teacher will come to your home for a short visit and talk to you and your child. This may help relieve some of your child's anxiety and provides an opportunity to get to know your child outside of preschool.

Volunteer in the Classroom

Share your talents or resources and help in the preschool classroom. This could include assisting with a small group activity, helping lead a field trip, reading a story, showing children what you do, or helping in any other way.

Parent Education Meetings

Child 330, Parent Education supervises a student-led class on parenting using Gottman's methods and techniques. Students will lead parents through discussions about issues of concern for parents that include developmental ideals and behavioral challenges. Dates, times, and places will be announced later. This is a parenting course that includes multiple meetings.

Parent Initiated Activity

If you have other ideas, let us know! Ideas may include; contributing materials for the science collection (insects, rocks, leaves, shells, etc.), dramatic play materials (props, costumes, small appliances), collecting beautiful junk (egg cartons, toilet paper tubes, baby food jars, empty food containers), assisting with playground experiences, or many other projects.

Observation Booth

Each classroom has an observation booth in which families can observe their child's experience. We encourage you to observe your child in the lab setting.

Family Party

Each semester the students may plan a family party. This is meant to be a social experience and facilitate relationships between parents, children, and teachers.

Health, Safety, & Discipline

Emergency

In case of an emergency in which we must evacuate the building, all children will be escorted to the foyer of the Smith Building (building directly south of the Clarke Building). Once there, parents will be notified and asked to pick their child up at the west entrance of the building.

If you have any concerns or questions specific to your child during an emergency, please visit the lab student supervisor. If there are specific items that your child may need during an emergency, you are welcome to place them in a large zip lock bag with their name written on the label. We will return all unused items at the end of the semester.

First Aid/Safety

To help ensure the health and safety of your child, all of our student teachers and faculty are pediatric CPR and first aid certified. Each student must submit proof of this certification before they will be accepted to teach in lab. In the event that your child gets hurt, you will be informed about it. If your child is severely harmed, we will notify you immediately through a phone call. Otherwise, a teacher will inform you when you pick up your child.

Cleaning Procedures

Each day after class, the teachers clean all of the materials that were used that day. We avoid using chemicals when cleaning, however, there are some materials that are harder to wash and must be cleaned using an eco-friendly disinfectant spray.

Immunizations

If your child was immunized in Idaho, we have access to those records and will notify you of any overdue immunizations. If you are requesting an immunization waiver, you will need to sign an exemption form, which can be obtained from the Child Development Lab Office in Clarke 217. Exemption forms should be submitted by the specified due date.

Illness

To avoid exposing other children and teachers to possible illness, we ask that you keep your child at home if they have experienced any of the following symptoms in the last 24 hours:

Headache	Fever over 100.4	Vomiting	Sore throat
Diarrhea	Chills	Abdominal pain	Pink eye
New loss of taste or smell	Runny nose with colored discharge	Unusual spots, rash, or infected skin	Muscle pain
Lice			

*As well as any other condition that would take your child out of the mainstream and require that a teacher spend an inordinate amount of time with just your child.

If we notice any of the above symptoms, your child will not be admitted. If your child becomes ill during lab, you will be notified to pick him/her up. If parents are unavailable, alternate contacts listed on the Child Development Lab forms will be notified. In a severe emergency we will call 911 and allow emergency medical services to take appropriate action. Parents will be contacted immediately.

Children with an ill sibling are still free to attend the program as long as they are not exhibiting symptoms.

Notify us if your child develops a condition that might be transmitted to other children, such as chicken pox or head lice.

The staff is not able to administer medication to any child without written directions from a physician and permission from a parent or legal guardian. Medication needs to be in its original container.

Social Competency

In the BYU-Idaho Child Development Labs, we use guidance practices in our interactions with children. We want children to develop self-control and problem-solving skills. To that end, we apply the following principles:

1. Structure the environment and curriculum to minimize problems.
2. Model appropriate behavior.
3. Set reasonable and positive expectations.
4. Offer choices.
5. Trust children, respect feelings, and calmly talk about problems.
6. Encourage children's success in self-control and problem solving.
7. Remind children of safety guidelines when they forget and engage in inappropriate behavior.
8. Redirect inappropriate behavior to something appropriate.
9. Protect children in jeopardy of hurting themselves, others, or property.

We do not use time out; take away food, play, or bathroom privileges; or use corporal punishment.

We do our best to prevent challenging behaviors through guidance, though sometimes it still occurs. In cases where challenging behaviors are persistent, the teachers, faculty supervisor, and family will work together in creating an individualized plan for the child to address the challenging behaviors.

Confidentiality

Any information regarding children or families in our program are kept confidential within the bounds as outlined in the paperwork and forms your completed for your child to participate in our programs, this includes verbal or written information, photos, information regarding a child's health and/or abilities, or any other identifying information of children and/or families. Confidential information is only shared with authorized persons, who may be the child's legal guardian, teachers, and child care licensing to ensure proper record keeping. A child's legal guardian may request information about their child at any time. Confidential information will only be released to authorized persons when necessary to meet the needs of the child or requests of their family. Any non-authorized person wishing to obtain information regarding a child may only receive it if they receive written permission from the child's legal guardian.

Photos/Videos

We follow the guidelines of the Photography and Audiovisual Recording Consent form you filled out as part of the enrollment paperwork. Prior to check-in, you may make video recordings and take photos of your child, but not during lab time. Children other than your own may not be in any of the videos and/or photos. We ask no photos and/or videos are taken from the observation booth.

Video recordings and photos of children in the lab classrooms taken by students or faculty are for educational purposes and are viewed by lab faculty, staff, and students, as outlined in the Photography and Audiovisual Recording Consent form you signed. If you have concerns about this practice, please contact the lab director.

General Policies & Information

Field Trips

A field trip is anytime a child is taken out of the classroom for learning activities (ie., a walk around campus to gather leaves). Prior to a field trip, parents will be notified of the date, time, and location of the trip at least 48 hours before the field trip takes place. All field trips will be within walking distance on campus. We invite, and even encourage, parents to join on a field trip and help out. If you wish to do so, communicate with the teachers for ways that you can help.

Assessment

The BYU-Idaho Child Development Lab provides students a hands-on experience to enhance their education and apply the knowledge they have gained from their courses. As part of this experience, students will formally and informally assess your child on various skills and knowledge throughout the semester to help guide the curriculum, identify any special accommodations that may need to be made, and monitor the development of your child. Informal assessments will be done within the classroom typically through observation. If a formal assessment is done with your child, your child may need to leave the classroom. Prior to doing so, the teacher will request permission to do the assessment with your child. Any information that the teacher learns about your child through the assessment may be shared with you.

Snack

Each day, children are given the option to have a nutritious snack that meets accreditation guidelines. Each snack will be served with two different food groups. The portions will be child-size servings. Portion sizes vary by age group, but for preschool, snack might be 10 cheez it crackers and 5 oz. of juice or 3 slices of a cucumber, 2 saltine crackers, and water. The snack schedule is put together before the semester begins and you should receive a copy of the schedule during your home visit. We will have seasonal fruits and vegetables as part of snack throughout the semester. We do our best to avoid allergies. If your child has allergies, please let your child's teacher know so the snack schedule can be accommodated to their allergies. It is not required that you send your child with a snack that does not

contain their allergies; we will do our best to adapt the snack schedule so your child can have the same snack as the rest of the children. However, if you wish to send your child with a snack from home, you may do so.

Dress & Things From Home

Please dress your child in comfortable clothes that are appropriate for messy play and the weather. We will play outside each day, except in very extreme weather. We use the following temperatures to guide our decisions on outdoor play each day.

15° F - 90° F—outdoor play recommended
0° F-15° F— use caution
Below 0° F or above 90° F—***NOT*** recommended

Other factors taken into consideration include length of time children will spend outdoors, if the sun is shining, the amount of precipitation, and wind chill.

At the beginning of the semester, please send an extra set of clothes for your child, including socks and diapers/underwear. Please label them with your child's name so they can be returned to you at the end of the semester. The lab does not provide diapers and/or extra clothing for your children.

For safety (ie., allergies) we ask that children not bring gum, or food to labs. Likewise, toys and other items can be hard for a child to share in our program.

If you would like your child to have sunscreen on, as we will spend time outdoors every day, then it should be applied prior to arriving at school.

Holidays & Birthdays

To ensure an environment of cultural respect and equality, we do not include holidays and/or birthdays as part of our Child Development Lab curriculum or instruction. If you would like to bring a store bought, individually wrapped treat in recognition of a birthday or holiday, please consult with the lab student or faculty supervisor.