



Effie Bennett-Powe
Child Development Center
Program Handbook
2017-2018

MISSION

To provide a model of excellence in pre-kindergarten education and an applied learning environment for SUNY Cobleskill students to deepen their understanding of developmentally appropriate practices for young children, with the support and guidance of a lead Preschool Teacher and Early Childhood faculty.

Table of Contents

Dedication and Philosophy		4
Program Structure and Staff		4
Curriculum for Preschoolers		4
Kindergarten Readiness		5
Field Trips		5
Observation Booth		5
Child Guidance Philosophy		6
Snack		6
Food Allergies		6
Assessment of Children		6
Family-Teacher Communication		6
Family-Teacher Conferences		7
Enrollment		7
Waiting List		7
Visiting the Program		7
Tuition		8
Tuition Payment		8
Tuition Assistance		8
Tuition Refunds		9
Arrival		9
Departure and Pick Up		9
Late Pick Up		9

Authorized Alternative Pick Up Persons		9
Reporting an Absence		9
Closing Policy		10
Health Policy		10
Medication		10
Medical Emergencies		11
Child Abuse and Neglect Policy		11
SUNY Child Protection Policy		11
Fire Drills		11
NO SMOKING Policy		12
Volunteer Guidelines		12
Birthdays		12
Toys and Objects from Home		12
Clothing		12
When You Have a Concern		13
Contributions		13
Parking		13
Directory		13

Dedication & Philosophy

The Effie Bennett-Powe Child Development Center is dedicated to and named for Effie Bennett-Powe, Distinguished Service Professor in Early Childhood from 1964-1998.

Effie Bennett-Powe, throughout a 34-year commitment to the welfare and education of young children and families has provided a legacy of excellence. She reminds us to celebrate diversity, cherish the joy of each young child, rise to challenges which children bring to our world, respect children, parents, students, and each other, but mostly to make a difference in the life of a young child.

This philosophy remains the guiding principle for the Child Development Center (CDC).

A play-based approach to learning is the method in which we lead young children to knowledge and understanding of their world. We do this in many ways including developmentally appropriate small and whole group learning experiences, indoors and outdoors. Direct, hands-on experiences build knowledge of self and society, body awareness and physical skills, mathematics, science, language, literacy, and the arts. We approach curriculum planning from a holistic perspective; social, emotional, cognitive, physical, and creative aspects of the child's development are integrated.

Program Structure and Staff

The CDC is unique in that it is a laboratory preschool run by the College through the Early Childhood (EC) & Psychology Department. The EC faculty oversees the program. Dr. Gail Wentworth is the program director and Ms. Renee Knapp is the lead Preschool Teacher who models best practices for the practicum students and monitors the children's developmental progress. The practicum students are EC majors typically in their third or fourth semester. They have completed courses in early childhood development, curriculum and methods and other EC and liberal arts and science courses. Practicum students are learning to: observe objectively; gain deeper understanding of early childhood development; plan, implement and evaluate developmentally appropriate preschool curriculum; communicate with and develop positive relationships with families; and develop knowledge of self as early caregiver/educator.

Curriculum for Preschoolers

The preschool program runs for three hours in the morning, four days per week. Developmentally appropriate play-based practice is the program's core value.

The college is a wonderful learning environment for children! The preschool curriculum is designed to integrate a wide variety of content areas that reflect and utilize the SUNY Cobleskill campus and its academic programs. Campus resources such as: animal barns, greenhouses, a culinary arts kitchen, a music lab, a fish hatchery, the library's vast collection of children's literature, computer science and 3D printing, an art gallery and graphic design lab all offer faculty expertise and hands-on learning experiences. The campus provides a rich natural setting for discovery walks and physical exercise. There are even opportunities for the children to have horseback riding lessons!

Music, art, literature, creative movement, cooking, dramatic play, blocks and other manipulatives are used in an integrated approach for learning. Purposefully, in the best interest of young children's brain development, 'screen time' with electronic devices is not included. The Lead Preschool Teacher and a team of Early Childhood college students write daily lesson plans, all planning is overseen by the Director.

The daily schedule includes whole group circle time and snack; small group focused activities; open-ended, self-directed experiences including dramatic play, blocks, language and literacy, mathematics and science, nature, gym and outdoor play. Special guests and local field trips enhance the curriculum.

Kindergarten Readiness

The preschool program is designed to prepare young children for the more formal learning that lies in their future. The Director and Preschool Teacher are informed about what children need as a foundation to succeed in school and in life. Some critical aspects of development that are incorporated into the program are the ability by about age 5 years to:

- ✓ focus and pay attention;
- ✓ express oneself with language;
- ✓ understand print concepts (early literacy)
- ✓ form positive social relationships;
- ✓ use creative arts and writing materials;
- ✓ explore with curiosity and ask questions;
- ✓ understand basic number concepts;
- ✓ choose nutritious foods; and
- ✓ engage in large-motor physical play with stamina, increasing coordination and joy!

Field Trips

Field trips include walks around the college campus for children to benefit from the variety of opportunities the campus offers such as the library, art gallery, child care center, fish hatchery, animal barns, greenhouses music lab, culinary arts kitchen and other areas of interest. These resources are incorporated into the curriculum to provide authentic and engaging learning experiences. Family members are welcome to join us on these experiences.

Observation Booth

The observation booth is a teaching and learning space designed for the EC programs; other college programs may utilize it upon approval from the CDC program director. Under direct supervision of faculty, students observe and collect data to write reports such as: individual child studies; classroom environment critiques; reflections on teacher-child interactions, etc. Students must follow strict confidentiality guidelines to maintain the rights and privacy of children, families, and staff. Policies required by the College's Institutional Review Board regulate the use of the booth and all research being conducted at the site. The booth is not intended as a space for anyone other than those authorized to use it. Parents/guardians of enrolled children may observe in the booth during specified times.

Child Guidance Philosophy

In keeping with early childhood "best practices" the program has a developmentally appropriate philosophy for guiding children's behavior. We believe that young children's behavior is closely linked to their individual stages of social, emotional, language, physical and cognitive development. We prefer to think of children as sometimes exhibiting "mistaken behavior" rather than "misbehavior." Therefore, they need models and guidance from caring adults.

Each day at preschool there are many opportunities to guide the children in their development of positive social skills. Some of these opportunities happen spontaneously and some are planned. For example, the use of stories, puppets and children’s literature are used to discuss feelings, empathy, social conflicts and resolutions. The teaching staff models kindness, peaceful problem solving and conflict resolution, polite language and actions. They also engage children in whole group, small group, and one-on-one discussions about pro-social behavior. A few simple principles are introduced to the children to help them think about their actions: the effect of their actions on others; choosing the most effective and appropriate ways of getting their needs met; and being kind and polite in various social settings (e.g., quiet voices in the library).

Snack

A healthy snack is provided each morning to the children, the cost is included in tuition. All children and teaching staff eat together “family style” to encourage safe and healthy eating habits and to promote social, emotional, and language skills.

Food Allergies

Allergies may require exclusion of certain types of food products. Please report any known food allergies your child may have to ensure those foods are not provided to your child, and the other children if necessary.

Assessment of Children

We believe that the purpose of assessment is to monitor children’s development and learning to best meet their needs and to design appropriate curriculum for each child. Child assessment is an ongoing process. We use non-biased developmentally appropriate methods of observation in natural settings; varied methods of documentation (e.g., artwork, photos, and language samples); collaboration with families; and consultation with other professionals when necessary. We strongly believe that although there are some similarities among young children as they develop, each child develops at their own unique rate and in their own unique way. Therefore, we are very open and accepting of each child and where she/he is developmentally.

We confidentially observe each child to record observations, evaluate developmental steps each child has accomplished, and plan curriculum to help each to progress. We consider general guidelines for Kindergarten readiness, especially for our 4-year-olds. We record and assess this data throughout the year in 5 major domains:

- ✓ Social/Emotional Development
- ✓ Physical Development
- ✓ Cognitive Development
- ✓ Language and Literacy Development
- ✓ Approaches to Learning

Family-Teacher Communication

As the child’s first teachers, parents/guardians are teachers’ partners in the educational process. The CDC teaching staff is interested in what your child is doing outside preschool and want to know about any changes in your child’s life, new accomplishments, illness or death of a loved one, changes in schedules, sleep patterns, etc. When events like these occur in children’s lives, teachers often observe changes in behavior and want to support their emotional and physical needs.

Family-Teacher Conferences

At the end of each semester, a conference sign-up sheet will be posted. The purpose of the conference is to share the developmental progress each child has gained over time and to discuss any needs the child may have. The program takes a “strengths-based” approach to assessment and planning, meaning that we recognize and value the unique development of individual children and focus on the child’s *strengths* – drawing upon those strengths to help the child with any challenges he/she may be having.

Enrollment

Admission Criteria

- The program serves children ages 3 – 5 years old.
- Priority is given to children who have turned 3 by the first day of school and have mastered toileting.
- Children who will be turning 3 by December 15th may be considered for enrollment.
- Priority is given to full-time enrollment; Monday through Thursday.
- Priority is given to families with children who currently or previously attended; however, the younger siblings must be on the enrollment/waiting list.
- Children may start the program late with a pro-rated tuition.
- Children may attend part-time only if the program is not fully enrolled at 15.
- Children may turn 5 prior to the end of the spring semester.
- The program serves the community as well as students and college personnel.
- In compliance with Title IX of the Education Amendments of 1972, Title VI and VII of the Civil Rights Act of 1964, and New York State Human Rights Law and other federal, state, and local laws, admission is considered without regard to an individual's race, ethnic or national origin, religion, creed, gender identity.

Enrollment and Waiting List

The program maintains an enrollment/waiting list. Enrollment is based on the date of the child’s 3rd birthday, the Admissions Criteria above, and the date when a family contacted the Early Childhood and psychology department office to have the child put on the list (phone: 518-255-5421). Families will be asked to provide contact information and will be notified when an opening becomes available.

Children will be enrolled for the academic year from fall to spring. The program follows the college calendar. Only enrolled children can be on site without parental or guardian presence.

Visiting the Program

We recommend that families visit the CDC before making a decision about enrolling their children. Visits require a parent/guardian remain with the child. Visits can be arranged by contacting Renee Knapp, at (518) 255 – 5696, or Gail Wentworth at (518) 255-5474.

Tuition

Tuition for the 2017/2018 academic year is \$970.00. Families will be billed \$485.00 per semester. A bill will be sent to your current address about 30 days prior to the start of each semester. Minimally, one-half of the full tuition for the semester must be paid on or before the first day the child attends the program.

The total tuition must be paid by **October 1st** for the fall semester; and by **March 1st** for the spring semester. If tuition is not paid in full by those dates, the child will be un-enrolled and may not be able to attend.

Previous balances must be paid in full before your child attends the program. If you are eligible for tuition assistance, you are expected to pay the portion of the tuition you owe before your child attends the program.

Tuition Payment

Tuition is paid to the **Student Accounts Office**. Contact information: Knapp Hall, Room 118A, Cobleskill, NY 12043; Tel (518) 255 – 5539; FAX (518) 255 – 5844.

Tuition Assistance

Funding may be available based upon family need and income eligibility guidelines. Please speak to the program direct, Gail Wentworth, if you would like to apply for a scholarship for your child. A maximum of 25% of tuition may be offered as available in the CDC budget, determined annually. Additionally, a discount is offered for families with multiple siblings enrolled simultaneously.

Financial Eligibility Guidelines (public school guidelines)		
Family Size		Maximum Income Ceiling
1		\$23,340
2		\$31,460
3		\$39,580
4		\$47,000
5		\$55,820
6		\$63,940
7		\$72,060
8		\$80,180
Each additional member	Add \$4,060	

Tuition Refunds

Please Note:

- If the program is closed due to weather or other emergencies, refunds or make-up days are not offered.
- If a child is withdrawn within the first two weeks into the program, a full refund is available. If a child is withdrawn within the third and fourth week into the program, a 50% refund is available. No refunds will be made after the fourth week of the program.
- If a family chooses to be away from the program due to travel or house guests, for example, tuition reduction or refunds for those days is not offered. If the absence is due to a serious illness, please contact the Director to discuss.

Arrival

Entrance to the program is through the office door, Holmes Hall 128. A practicum student will greet each child in a warm welcoming manner. The door will open at 8:15 a.m. The preschool program begins at 8:30. Please sign your child in and out at the end of each morning session. Families must sign their child in and notify the Preschool Teacher if a different person will be picking their child up at departure time.

Families arriving late to the program are asked to enter the office; if the door is locked (for safety) please ring the doorbell. Teaching staff will help children join the program already in progress.

Departure and Pick-up

Departure is also through the office door, Holmes Hall 128. The program ends at 11:00 a.m. and departure proceeds from 11:00 – 11:15 a.m. Prompt pick-up is appreciated as it usually takes another ten minutes to collect your child and get ready to depart. Please realize that the practicum students need to write anecdotal notes in the children's journals and have classes to go to beginning at 12:00 p.m.

Late Pickup

Departure ends at 11:15 am. If you are going to be unavoidably delayed in picking up your child (more than 10 minutes), please call the CDC at 255-5696. It helps comfort your child if we know the reason for and the probable extent of the lateness, and arrangements will need to be made for extended coverage.

Authorized Alternative Pickup Person

If someone other than you will be picking up your child on a particular day, please notify us in writing and provide a recent photograph of that individual to the Preschool Teacher in advance. Also, that individual should provide identification. Our policy is to only release children to authorized adults.

Reporting an Absence

If your child will not be attending preschool you can either call 255 – 5696 (leave a voice mail) or email knapprc@cobleskill.edu. We appreciate being notified of absences as early as possible.

Closing Policy – Weather: Follow school closings for Cobleskill-Richmondville Schools

When school closings are reported on Capital News 9, WNYT, WRGB TV (6), WTEN TV (10), WRVE the River, WYJB B95.5, and WFLY 92.3 the CDC is closed. If the public schools are delayed for one hour in the morning, the CDC will open at 9:15 and run until its regular closing time of 11:15 am. If the public schools are delayed for two hours, the CDC is closed.

Health Policy

Before the start of school, all enrolled children are required to have a completed Medical Report and Emergency Card on file in the CDC office. The Medical Form is to be completed and signed by the child's physician. Parents/guardians will complete the Emergency Card to ensure that CDC staff will be able to contact you in the event of an emergency. Forms are sent to families along with other important paperwork before the start of school.

The program strives to ensure the optimal well-being for every child through nutrition, exercise, careful sanitation practices, safety awareness, and through an appreciation and support of children's emotional needs. When illness occurs, it is important for the sick child to remain home. We ask families to be sensitive to their child's condition and the health of the other children in the program. If a child becomes ill during the school day, the parents or other designated emergency contact person will be contacted.

Please keep your children home they have:

- a fever (100 degrees orally);
- diarrhea or vomiting during the previous 24-hour period;
- symptoms of a cold/flu and need rest;
- a heavy nasal discharge that may indicate a sinus infection;
- a cough that is deep or is causing discomfort;
- an unexplained rash;
- communicable diseases or head lice.

If a child has a communicable disease, the Preschool Teacher should be notified. A medical release from the child's physician may be required before re-entrance by a child after a lengthy or serious communicable disease or illness. Here is a partial list of diseases which require that children be temporarily excluded from the program: bacterial meningitis; chicken pox; diarrhea due to Shigella, Campylobacter, Salmonella, or Giardia; impetigo; diphtheria; hepatitis A; measles; mumps; pertussis; rubella; strep; and scarlet fever.

Medication

CDC staff is not generally certified to administer medication to children. However, the lead Preschool Teacher and Director are both certified in American Red Cross CPR/First Aid for infants, children and adults. This certification includes training of how to administer an Epi-Pen to a person having a severe allergic reaction.

Medical Emergencies

In case of accidental injury, we will immediately attempt to contact a parent or guardian and place an emergency 911 call, if necessary. University Police will assist us with all emergencies. The Preschool Teacher will be in charge and make all decisions about the care of your child. You will be expected to assume responsibility for any resultant expense. The school will maintain a parent's signed consent agreeing to this provision.

Child Abuse and Neglect Policy

In accordance with state law and regulation, as well as early childhood professional practices, the CDC policy is to report all instances of child abuse and/or neglect of a child as soon as there is reasonable cause to believe that abuse or neglect may have occurred. If the Preschool Teacher or a college student believes that abuse/neglect may have occurred, s/he is to convey this belief immediately to the Director.

Once the Director has been notified, or if she believes there is reasonable cause to believe that abuse or neglect of a child may have occurred she is mandated by law (NYS OCFS) to contact the Department of Social Services (DSS) and make a report of the suspected abuse or neglect. Under guidance from the DSS, immediate action will be taken to safeguard children.

All staff have training in the observation and reporting of child abuse and neglect. In addition, all staff and practicum students must submit their names to the New York State Central Registry for clearance of any charges of child abuse or neglect to be permitted to work with children on campus. If child abuse is suspected, one should contact the following:

- ✓ Child Abuse and Maltreatment Reporting Center
 - 800-342-3720
- ✓ Schoharie County Department of Social Services
 - 518-295-8334

SUNY Child Protection Policy

As per SUNY legal requirements, all staff, practicum students and interns must complete the SUNY Child Protection Policy training and have a clear criminal background check to work at the Center.

Fire Drills

Fire drills are conducted at the CDC monthly. The drills are done according to college guidelines for safety codes and procedures.

To prepare the children and staff for the college fire drills, CDC staff conducts practice drills in a calm manner once per week at the CDC during the first weeks of school. In this way, the children should be used to the routine, reducing anxiety and fear.

NO SMOKING

Smoking (including e-cigarettes) is not permitted on the campus except for designated areas. The entire CDC in Holmes Hall and its outdoor play space are smoke free zones

Volunteer Guidelines

We value the time and talents of parents and other community members. In the best interest of the children and families we serve, we ask all volunteers to kindly follow these guidelines.

- ✓ Plan your volunteer time in advance by contacting the Preschool Teacher.
- ✓ If you are planning to interact with children, please consult with staff to ensure your plans are developmentally appropriate to ensure your visit is enjoyable for the children and for you.
- ✓ Expect to be in the classroom or outside play space in the presence of the staff; volunteers cannot be alone with children.

Birthdays

Children's birthdays may be celebrated at preschool upon family request. The children may enjoy special snacks donated by their families. This is usually a very exciting day for children and celebrations are kept "low-key". We will add songs, and conversation to make this a special time for your child. Please discuss any classroom birthday plans with the Preschool Teacher.

Please Note: If you are planning a birthday party for your child outside of school, please deliver invitations outside of the CDC. A class contact list will be distributed at the beginning of the year so that families can communicate as they wish outside of school.

Toys and Objects from Home

Children are discouraged from bringing toys from home to preschool. Prized possessions are sometimes difficult to share or may become disappointingly lost or broken. Special objects may be shared at group meeting times or in small supervised groups; please discuss this with the staff in advance.

We recognize that children often need an object, a toy or a blanket to help make the transition from home to school easier. Small or special items which help a child in that way may be brought to the CDC, with the understanding that the item will be put in the child's cubby and that it is the child's responsibility to take care of it. When possible, please put your child's name on any materials brought to the preschool.

Clothing

Although smocks are available, we urge parents to send children to preschool in clothes that are meant for work and play and free of loose hanging objects and complicated fastenings. The children should feel comfortable while using sand, water, paints, clay and play-dough materials. If weather permits the children play outdoors daily, so please plan accordingly. Provide sweaters and jackets on the first fall days and snowsuits and boots for sledding and making 'snow angels'. Please label your child's clothing – those blue and black snowsuits are difficult to tell apart!

When You Have a Concern

If you have a concern regarding the program please bring it to the attention of the Preschool Teacher. She will assist you with concerns associated with the program, your child, practicum student, or other staff member. The Director, Gail Wentworth, may also be contacted at: 518-255-5474 or wentwoe@cobleskill.edu.

Contributions

Please feel free to contribute plants or cuttings, jewelry, scarves, clean dress-up clothes, soft wood scraps, children's books, and newspapers and other recyclables for use in the classroom. As special curriculum projects are planned, families may be asked for particular items. Recyclable materials are the most preferred.

Parking

Please place the yellow parking permit on your dashboard when you park to drop off or pick up your child. You may park temporarily in spaces along Albany Avenue, and you may pull in around the circle. Please note that the speed limit on campus is 20 mph. and that you must stop for pedestrians in the crosswalks. Please take care in parking as space is available.

Directory

Child Development Center Renee Knapp, Preschool Teacher	Holmes Hall 129 FAX	518-255 – 5696 518-255 - 5021
Early Childhood Department Office	Warner Hall 218 FAX	518-255 – 5421 518-255 - 5021
Gail Wentworth, Director	Warner Hall 200	518-255 - 5474
Jeff Anderson, Academic Dean	Wheeler Hall 216	518-255-5413

