2017-2018
Willie Price Lab School
Handbook for Families
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.

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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 Willie Price. As you familiarize yourself with the information in this handbook, please contact us with questions or concerns.

Sincerely,

Sarah Langley
Director, Willie Price Lab School
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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
The Willie Price Lab School operates under the School of Education at The University of
Mississippi. The school provides preschool education for 3-year and 4-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 the Willie Price Lab School is to provide a model early childhood program that is responsive to the needs of children, families, faculty, and staff.

The Willie Price Lab School 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 the Willie Price Lab School 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 the Willie Price Lab School 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. The Willie Price Lab School 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). The Willie Price Lab School’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
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 the Willie Price Lab School.

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 Willie Price Lab School. (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.
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.

**Willie Price Lab School 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 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 health 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. *(2.A.03, 10.A.01)*

**Enrollment Eligibility**
Willie Price Lab School does not discriminate on the basis of race, color, national, and ethnic origin in administration of its educational policies, admission policies, and other school-administered programs.

Willie Price Lab School offers classes for children 3 and 4 years of age. Children eligible for Willie Price Lab School enrollment must be:
- 3 years old on or before September 1 to be admitted to the 3K
- 4 years old on or before September 1 to be admitted to the 4K
- Toilet trained
**Willie Price Lab School Competitive Application Process**

Applications for the 2018-2019 school year will be accepted during an application window of April 1, 2017 and May 30, 2017. For the 2019-2020 school year, applications will be accepted during an application window of April 1, 2018 and May 30, 2018. The application and the $25.00 application fee will be accepted between the hours of 9:00 a.m. and 2:00 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.**

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.

University-affiliated families who are new hires to the University (after the May 30 application deadline) may contact the 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.

**Willie Price Lab School Priority Process**

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

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 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.)

**Willie Price Lab School Enrollment**

Current University Affiliation—Families with a University affiliation will receive first 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.
Willie Price Lab School 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. 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 Children

1. Current WPLS children in the 3K program are provided with priority to enroll in the 4K 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.

Willie Price Lab School 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 or before the last day of school of the enrollment year.

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:

• The contract for services may be cancelled by the parent or guardian if written notification is received by Willie Price Lab School two weeks prior to withdrawal of the child. However, in the event that a child is withdrawn from the school during a given semester, the parent or guardian will be responsible for the tuition payments for the balance of that semester.

• Willie Price Lab School may cancel the contract if the parent or guardian fails to meet the full contract terms and conditions.

• Willie Price Lab School may cancel the contract if there are any violations of the policies or regulations as detailed in this handbook.

• Willie Price Lab School 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.

2017-2018 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 Willie Price Lab School (WPLS).

University of Mississippi Employees
The Department of Human Resources (HR) at the University of Mississippi (UM) verifies employment of one or both parents and/or grandparent(s). The tuition amount is $5,750.

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 $5,750.

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
$5,750

Amount Per Day* = $31.25 / Per Week = $156.25**
*2017-2018 Calendar Days = 184 **Per week amount = daily rate x 5 days

Tuition for Non-University Individuals/Families
Tuition Amount
$6,750

Amount Per Day* = $36.68 / Per Week = $183.42**
*2017-2018 Calendar Days = 184 **Per week amount = daily rate x 5 days

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 $400 per year or $40 per month. Scholarships are available for after-school tuition.

Delinquent Tuition Payments
Willie Price Lab School 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 $200 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, Willie Price tote bag and t-shirt.
2017-2018 Calendar

Willie Price Lab School
2017-2018 School Calendar
(Subject to Change)
Operating Hours 7:30 a.m. – 3:30 p.m.
After-School Program 3:30 p.m. – 5:15 p.m. *

August 4         Meet the Teacher Open House
                 (12:00-3:00)
August 7         First Day of School for WP Students
August 25        Picture Day with Dianne Bond
September 4      Labor Day Holiday
November 10      Willie Price Roundup (open full day)
November 20-21   Willie Price Open
November 22-24   Fall Break (Willie Price closed)
November 27      Classes Resume
December 15      Last Day of Classes before Winter Holidays (open full day)
December 16-January 2  Winter Holidays
January 3       Classes Resume
January 15      Martin Luther King Holiday
January 19      Doughnuts with Dad
March 12-16     Spring Break (Willie Price closed)
March 30        Good Friday Holiday
April 20        Art Gallery
May 11          Mother’s Day Tea (open full day)
May 22          Last Day of School (open full day)

184 days

Special Events include but are not limited to:
Trick-or-Treating on Campus and Halloween Class Party (October 31)
Holiday Cheer Class Party (December 15)
Valentine’s Day Class Party (February 14)
Fairytale Day (March 9)
Egg Hunt, & Egg Drop (March 29)
WPLS Carnival (May 22)
Field Trip (TBD)

Hours of Operation
Willie Price Lab School 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 9:00 a.m.
If a child is not at school by 9:00 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. Willie Price Lab School 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 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 Willie Price Lab School policies or procedures should be addressed to the director, Sarah Langley.

POLICIES AND PROCEDURES

Accidents
Willie Price Lab School 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.

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 interaction 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. Willie Price Lab School 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.

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 the clipboard given to the parent by a Willie Price staff member. Staff members will assist children with hand washing and escort the child to the classroom. (5.A.09d)

2. Parents are also allowed to walk their child into the building. In this case, parents must park in the short-term parking lot designated for Willie Price parent parking. There will be no parking in the circle, on sidewalks, or in the street. All cars must be in a parking space. Once parent and child are in the building, the parent must sign-in the child on the clipboard provided by Willie Price staff, help their child wash their hands, and escort the child to the classroom.

After 8:00 a.m., all parents must walk children into the building, assist the child with hand washing, and escort the child to the classroom. (5.A.09d)

Under NO circumstances should a child be released in the parking lot.
Late Arrivals—Instruction begins immediately upon your child’s arrival to 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 9:00 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 provide the parent with the sign in/out sheet 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. Willie Price Lab School 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, departure time is at 3:00 p.m. with the latest possible pick-up being at 3:30 p.m. The late charge is $20 for the first fifteen minutes. The $20 will be charged whether you are late 1 minute or up to 15 minutes. After the 15 minutes, the charge is $1 for each additional minute. 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 Willie Price parent/visitor parking spaces.

Departure Time for After-School Program—Please remember that the After-School Program at Willie Price Lab School 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 fifteen minutes. The $20 will be charged whether you are late 1 minute or up to 15 minutes. After the 15 minutes, the charge is $1 for each additional minute. 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 and 5:15 in the circle driveway. Parents who arrive before 4:45 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. 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 at the front door. When children depart from the school, they must be signed out at the front door. The sign-in sheets are separated by classes.

**Assessment of Children**
Formal 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.

Speech and hearing screenings are provided for each child by a Speech-Language Pathologist from the Department of Communication Sciences & Disorders at the University of Mississippi. Individual screening results and assessment information are provided for the parent upon completion.

All assessment results are used to determine the need for additional screening, referral for a comprehensive assessment, or needed professional services (4.C.01). A child in need of additional screening or services is referred to the appropriate agency. (4.A.01, 4.A.03 a)

As assessments are administered, teachers naturally and objectively eliminate or adapt questions or directions that may be misinterpreted by the child with limited English proficiency. Assessment tools are adapted to respect diversity. (4.A.02.a, 4.E.05)

Formal assessments include the following: (4.B.01, 4.B.02, 4.B.03)
- Behavioral Screening (*Behavior Checklist*) (3.B.12)
- Speech and Hearing Screenings provided and administered by UM Communication Sciences and Disorders
- Cognitive assessments included in Frog Street Pre-K and Opening the World of Learning curriculum series

Informal assessments include the following: (2.A.05, 2A.06)
- Teacher assessment integrated into the course of each day.
- Ongoing observation of group behaviors and individual development, which are used by the teaching staff to adapt the classroom environment, develop teaching themes, and focus on individual needs of children (4.A.02, 4.D.02).
- Individual portfolios with monthly entries used to collect examples of children’s work to document developmental progress.
- Individual assessments recorded in anecdotal form.
- Mississippi Early Learning Standards for three’s and four’s implemented and assessed through weekly lesson plans.

**Parent Assessment:** (4.A.02.d)
Parents complete the *Ages and Stages Questionnaire* (Developmental Screener) at the time of enrollment. In addition parents complete a *Parent Interest Survey*. Teachers use this parent input in the assessment and planning process.
Behavior Management Policy

At the Willie Price Lab School, basic rules for the health and safety of the children exist. The 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 intervene; they do not use corporal punishment or spanking. A child is never subjected to cruel or severe punishment, humiliation or verbal abuse. (1.B.09) A child is never denied food or is forced to eat as a form of punishment. A child is never punished for wetting, soiling or not using the toilet. 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 Willie Price 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 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 Willie Price Lab School.

- 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 a 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 newspaper, 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.”
- 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.

Discipline practices are designed to encourage age-appropriate child behavior. Positive guidance techniques are used providing 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. (3.B.12, 8.A.05)

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 the preschool 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. (3.B.12)

The preschool 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)

113.01 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.

113.02 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.

113.04 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 the 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 the Willie Price Lab School, 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 over stimulation, 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 reserves the right to send a child home early for the day, if the child bites an adult or
Child Abuse and Neglect
If employees of Willie Price Lab School have reasonable cause to suspect a child is neglected or abused, the employees are required by law to report the suspected neglect or abuse to the Mississippi Department of Human Services.

Child Custody
Willie Price Lab School 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 Willie Price Lab School. 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. Willie Price Lab School will provide referrals to assure a resolution of any controversy affecting the operation of the school or the teacher/child/parent relationship. Willie Price Lab School 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, Willie Price Lab School 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. Willie Price Lab School 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, undiagnosed rash.** We enforce this requirement to insure 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 the child in an appropriate manner. In an emergency situation and if you are unavailable, the emergency contact person will be notified. 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 Willie Price Lab School 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.
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 are discouraged. Tennis shoes are the most appropriate footwear. **Socks should be worn each day with any type of shoes.** 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. *(5.A.07.a)* 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.

Communication
The primary means of communication between the school and your home will be through Friday Folders, parent newsletters, and memos sent home with your child, as well as the 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. *(7.A.06)*

Conferences
At least two parent conferences are offered annually. 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.
- The preschool 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
- Teacher
- Assistant Teacher
- Parent
- MSDH Staff

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. (7.C.08)

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 after-school program operating hours. (5.A.03)
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. (2.A.03)

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. (2.A.01, 2.A.02)

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. (2.A.02)
Assessments of child progress are to be used to support individualized learning and plan individualized activities. *(2.A.05, 2A.06, 4.A.03)*

**Daily Notes**

*WPLS Daily Notes* are to be completed for each child for the first two weeks of school. After the two-week period, parents have the option to continue receiving daily notes or opt to be notified on an as needed basis. 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. The Willie Price Lab School teachers will use these standards to plan lessons so that students are prepared for kindergarten. These standards can be found at [www.mde.k12.ms.us](http://www.mde.k12.ms.us)

**Embracing Diversity**

Willie Price Lab School 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. *(2.A.04, 10.E.03)*

**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, which would require 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 pink cards. A copy of each child’s emergency contact pink card page is provided for the classroom teacher by the director, and should be kept in the classroom and taken on field trips. Information should be updated as needed. *(5.A.01)*

**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 Willie Price Lab School 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.

**Field Trips and Transportation**
Parents will be notified in advance of a field trip and be asked to sign a permission form. Parents are invited to join us. Just a note: When attending a field trip, please consider how your presence affects your child. If you have concerns, talk with your child’s teacher. Parents will be notified in advance of a field trip and be asked to sign a permission form. Parents are invited to join us.

**Food Allergies/Requirements**
Any allergies (to plants, food items, medications, etc.) should be noted on the medical release. Also, please review the “Special Diet” section of the handbook.

**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

**Hand Washing**
The importance of hand washing cannot be over-emphasized. Studies by the Centers for Disease Control (CDC) have revealed that proper hand washing is the single most effective means for preventing the spread of disease in early childhood learning environments. Proper hand washing is the best way to protect yourself and the children in your care from colds, flu, diarrhea, and other diseases.

Hand washing is part of the daily routine for both children and staff. Staff members are responsible for teaching children the correct hand washing procedure and assisting children with hand washing as needed to successfully complete the task. The hand washing procedure is posted above all hand washing sinks. *(5.A.09)*

Hand washing 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 water with a paper towel.
- Throw used paper towel into 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

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

Note: If any of these indications are noted, the teacher should bring the child to the Director. Willie Price Lab School reserves the right to refuse care due to illness.

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. (5.A.01, 10.D.01a & b)

Exclusion Criteria include the following:
• Fever of 100 degrees or above
• Diarrhea
• Vomiting
• Body rash with a fever
• 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. (10.D.01 d)

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 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.

Inclement Weather Or University Directive

Any unscheduled closures due to inclement weather or university directive will result in the closure of Willie Price Lab School. The school follows the University of Mississippi closure procedures. If the closure occurs during the school day, then parents will be notified and will be expected to come immediately to pick up their child/children. Willie Price Lab School 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.

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. (2.A.04b, 4.A.02, 4.E.05, 7.B.01, 7.C.04)

Meals

Children are provided breakfast, 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 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 11:45 a.m.
- Afternoon Snack 2:15 p.m.
- After-School Snack 4:20 p.m.

Medication
Willie Price Lab School does not administer routine medicine, other than in life-threatening situations (ex. Epi-Pen or inhaler). In addition, Neosporin (antibacterial ointment) could be applied if deemed appropriate.

Open Door Policy
Willie Price Lab School 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.).

Program Evaluation
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. (10.F.02)

Parent Information
Regular communication is encouraged between families and Willie Price Lab School staff. Means of communication include Willie Price Lab School Handbook and scheduled parent meetings/conferences. Parents will receive written communication through a weekly classroom newsletter. Written information will be placed in your child’s cubby or locker and/or in the main lobby of the school. Please check these locations daily.

Parent Involvement
At the Willie Price Lab School, 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 are to work with parents to schedule time for parent activities using the Parent Interest Survey. (7.A.02, 7.A.03, 7.A.07)

Willie Price Lab School 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. (7.A.12, 7.A.14)

Parent Meetings
WPLS will schedule parent meetings throughout the school year. Parent meetings are held to discuss program goals, curriculum, and general school news. Additionally, parent meetings will 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. (7.C.05)

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. (7.A.03)

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

Personal Toys
We request that you leave your child's toys at home. The school provides educational toys for your child's enjoyment. There will be 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
Parents are asked to sign a photography permission form upon enrollment. Any photographing of a child is prohibited without parental consent. WPLS and University staff take photographs throughout the school year.

Probationary Period and Termination Policy
Upon entering the program, there is a probationary period of four weeks for each child. This allows for a period of adjustment for the child, the family, and the Willie Price Lab School 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.

Willie Price Lab School 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 Willie Price Lab School 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 (2-4 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, Willie Price will make other recommendations for the child.
- Willie Price Lab School 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, Willie Price Lab School will assist the parents by providing referrals.
- Children must be toilet trained before attending Willie Price Lab School.

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 Willie Price Lab School.
- 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 Willie Price Lab School facilities without additional training potties or potty seats.
- Willie Price Lab School 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 Willie Price Lab School’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.
- Willie Price Lab School 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 Willie Price Lab School. 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. Willie Price Lab School will provide referrals to assure a resolution of any controversy affecting the operation of the school or the teacher/child/parent relationship. Willie Price Lab School 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, Willie Price Lab School 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. Willie Price Lab School 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.

**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. *(10.D.01 f)*

**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**
Willie Price Lab School has three parties a year: Halloween, Holiday, and Valentine’s Day. Each parent will be asked to help with at least one party during the year. WPLS also hosts several special events throughout the year. Families and friends are welcome to join us for the following events: Trick-or-Treating on the UM campus, WPLS Roundup, Donuts with Dads, Mother’s Day Tea, Egg Drop, Egg Hunt, Art Gallery, Field Trip, and our annual End of the Year WPLS Carnival.

**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**
Willie Price Lab School wants your child to be safe and secure. The front entrance to the school has a security door which stays locked. Please ring the bell to be let in the school by one of the staff.

**Signing In and Signing Out**
Upon arrival to the school, children must be signed in at the front door. When children depart from the school, they must be signed out at the front door. The sign-in sheets are
separated by individual classes.

**Smoke-Free Environment**
The University of Mississippi and Willie Price Lab School 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 meals and snacks in accordance with the child’s needs.

**Medical Requests**
A medical prescription from the child’s physician stating that the special diet is medically necessary is required. 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, plus a certified statement of request based upon the religious or ethnic beliefs of the family.

**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*

**Willie Price Lab School 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
Willie Price Lab School practices sun safety. Parents are asked to apply sunscreen, with an SPF of 15 or higher, on their children before arrival. With parental requests and permission, teachers will apply sunscreen for afternoon play. Permission forms must be signed for afternoon sunscreen application. Insect repellent may also be applied using the same policy. These permission forms are available in the WPLS office. (5.A.07)

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 include: a teacher, an assistant teacher, and additional graduate assistants/student workers during normal operating hours. (3.C.04)

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 (2-4 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, Willie Price will make other recommendations for the child.

• Willie Price Lab School 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, Willie Price Lab School will assist the parents by providing referrals.

• Children must be toilet trained before attending Willie Price Lab School.
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 Willie Price Lab School.
• 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 Willie Price Lab School facilities without additional training potties or potty seats.
• Willie Price Lab School 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 Willie Price Lab School’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.

Toileting Policy and Accidents
1. Children must be toilet trained before attending Willie Price Lab School. 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 Willie Price Lab School.
• 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 Willie Price Lab School facilities without additional training potties or potty seats.

2. 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. 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 termination of enrollment.

Visiting the School
Willie Price Lab School 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 other than a medical appointment, 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 child and/or program needs.

<table>
<thead>
<tr>
<th>Beginning Time</th>
<th>Ending Time</th>
<th>Activity</th>
<th>Adults Present</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30</td>
<td>8:45</td>
<td>Arrival and Greeting Learning Centers Small Group Activities</td>
<td>Teacher Teaching Assistant *Graduate Assistant (*as available)</td>
</tr>
<tr>
<td>8:45</td>
<td>9:00</td>
<td>Prep for Breakfast Toileting/Hand Washing</td>
<td>Teacher Teaching Assistant *Graduate Assistant (*as available)</td>
</tr>
<tr>
<td>9:00</td>
<td>9:15</td>
<td>Breakfast in Café</td>
<td>Teacher Teaching Assistant *Graduate Assistant (*as available)</td>
</tr>
<tr>
<td>9:15</td>
<td>9:25</td>
<td>Transition to Whole Group Toileting/Hand washing</td>
<td>Teacher Teaching Assistant *Graduate Assistant (*as available)</td>
</tr>
<tr>
<td>9:25</td>
<td>9:40</td>
<td>Whole Group Time (Literacy Circle)</td>
<td>Teacher Teaching Assistant *Graduate Assistant (*as available)</td>
</tr>
<tr>
<td>9:40</td>
<td>10:30</td>
<td>Learning Centers Small Group Time (Individualized Instruction)</td>
<td>Teacher Teaching Assistant *Graduate Assistant (*as available)</td>
</tr>
<tr>
<td>10:30</td>
<td>11:30</td>
<td>Outdoor Play (Large Motor Indoor Play in Inclement Weather)</td>
<td>Teacher Teaching Assistant *Graduate Assistant (*as available)</td>
</tr>
<tr>
<td>11:30</td>
<td>11:45</td>
<td>Prep for Lunch Toileting/Hand washing</td>
<td>Teacher Teaching Assistant *Graduate Assistant (*as available)</td>
</tr>
<tr>
<td>11:45</td>
<td>12:15</td>
<td>Lunch in Café</td>
<td>Teacher Teaching Assistant *Graduate Assistant (*as available)</td>
</tr>
<tr>
<td>12:15</td>
<td>12:30</td>
<td>Prep for Nap Toileting/Hand washing</td>
<td>Teacher Teaching Assistant *Graduate Assistant (*as available)</td>
</tr>
<tr>
<td>12:30</td>
<td>12:40</td>
<td>Story Time (Read Aloud or Audio Story)</td>
<td>Teacher Teaching Assistant *Graduate Assistant (*as available)</td>
</tr>
<tr>
<td>12:40</td>
<td>2:15</td>
<td>Naptime Wake-up beginning at 2:00 Toileting/Hand washing</td>
<td>Teacher Teaching Assistant *Graduate Assistant (*as available)</td>
</tr>
<tr>
<td>2:15</td>
<td>2:30</td>
<td>Snack in Classrooms</td>
<td>Teacher Teaching Assistant *Graduate Assistant (*as available)</td>
</tr>
<tr>
<td>2:30</td>
<td>3:30</td>
<td>Outdoor Play After Dismissal between (3:00-3:30)</td>
<td>Teacher Teaching Assistant *Graduate Assistant (*as available)</td>
</tr>
</tbody>
</table>
**Daily Schedule for 4K Classrooms**

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

<table>
<thead>
<tr>
<th>Beginning Time</th>
<th>Ending Time</th>
<th>Activity</th>
<th>Adults Present</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30</td>
<td>8:45</td>
<td>Arrival and Greeting Learning Centers Small Group Activities</td>
<td>Teacher Teaching Assistant *Graduate Assistant (*as available)</td>
</tr>
<tr>
<td>8:45</td>
<td>9:00</td>
<td>Prep for Breakfast Toileting/Hand Washing</td>
<td>Teacher Teaching Assistant *Graduate Assistant (*as available)</td>
</tr>
<tr>
<td>9:00</td>
<td>9:15</td>
<td>Breakfast in Café</td>
<td>Teacher Teaching Assistant *Graduate Assistant (*as available)</td>
</tr>
<tr>
<td>9:15</td>
<td>10:15</td>
<td>Outdoor Play (Large Motor Indoor Play in Inclement Weather)</td>
<td>Teacher Teaching Assistant *Graduate Assistant (*as available)</td>
</tr>
<tr>
<td>10:15</td>
<td>10:30</td>
<td>Toileting/Hand washing Transition to Whole Group</td>
<td>Teacher Teaching Assistant *Graduate Assistant (*as available)</td>
</tr>
<tr>
<td>10:30</td>
<td>10:45</td>
<td>Whole Group Time (Literacy Circle)</td>
<td>Teacher Teaching Assistant *Graduate Assistant (*as available)</td>
</tr>
<tr>
<td>10:45</td>
<td>11:35</td>
<td>Learning Centers Small Group Time (Individualized Instruction)</td>
<td>Teacher Teaching Assistant *Graduate Assistant (*as available)</td>
</tr>
<tr>
<td>11:35</td>
<td>11:45</td>
<td>Prep for Lunch Toileting/Hand washing</td>
<td>Teacher Teaching Assistant *Graduate Assistant (*as available)</td>
</tr>
<tr>
<td>11:45</td>
<td>12:15</td>
<td>Lunch in Café</td>
<td>Teacher Teaching Assistant *Graduate Assistant (*as available)</td>
</tr>
<tr>
<td>12:15</td>
<td>12:30</td>
<td>Prep for Nap Toileting/Hand washing</td>
<td>Teacher Teaching Assistant *Graduate Assistant (*as available)</td>
</tr>
<tr>
<td>12:30</td>
<td>12:40</td>
<td>Story Time (Read Aloud or Audio Story)</td>
<td>Teacher Teaching Assistant *Graduate Assistant (*as available)</td>
</tr>
<tr>
<td>12:40</td>
<td>2:15</td>
<td>Naptime Wake-up beginning at 2:00 Toileting/Hand washing</td>
<td>Teacher Teaching Assistant *Graduate Assistant (*as available)</td>
</tr>
<tr>
<td>2:15</td>
<td>2:30</td>
<td>Snack in Classrooms</td>
<td>Teacher Teaching Assistant *Graduate Assistant (*as available)</td>
</tr>
<tr>
<td>2:30</td>
<td>3:30</td>
<td>Outdoor Play After Dismissal between (3:00-3:30)</td>
<td>Teacher Teaching Assistant *Graduate Assistant (*as available)</td>
</tr>
<tr>
<td>Time</td>
<td>Actions</td>
<td>Staffing</td>
<td></td>
</tr>
<tr>
<td>-------</td>
<td>-------------------------------------------------------------------------</td>
<td>-------------------------</td>
<td></td>
</tr>
<tr>
<td>3:30</td>
<td>4:45 Read Aloud, Learning Centers, After-School Snack (4:20), Prep for Dismissal</td>
<td>Student Workers (2 per classroom)</td>
<td></td>
</tr>
<tr>
<td>4:45</td>
<td>5:15 Dismissal</td>
<td>Student Workers (2 per classroom)</td>
<td></td>
</tr>
</tbody>
</table>
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
- 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