



Karen Slattery
Educational Research Center for
Child Development

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Family Handbook
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Table of Contents

Introduction	
Mission.....	4
Philosophy.....	4
Professional Recognition.....	4
Teacher Education.....	5
Research.....	5
The Peter and Nona Gordon Library & Media Center.....	5
Administrative Policies	
Admissions & Enrollment.....	6
Attendance.....	6
Withdrawal.....	6
Tuition.....	6
Extra-Curricular Activities.....	7
Voluntary Pre-Kindergarten Program (VPK).....	7
Arrival/Dismissal.....	9
Scheduling/Calendar.....	9
Cell Phone Use.....	9
Children’s Records.....	9
Child Assessment.....	10
Adjustment Period Policy.....	11
Security Objects.....	12
Potty Training.....	12
Classroom Transitions.....	12
Health & Safety Guidelines	
Accidents & Injuries.....	13
Behavior Expectations.....	13
Clothing for School.....	14
Discipline.....	14
Transportation.....	15
Field Trips.....	15
Fire Safety.....	15
Formula & Breast Milk.....	15
Alternate Nutrition Plan.....	16
Child Allergies.....	16
Birthdays.....	17
Health Regulations.....	18
Illness.....	18
Dispensing Medications.....	20
Napping.....	20
Sudden Infant Death Syndrome (SIDS).....	21
Water Play.....	21
Reporting Child Abuse.....	21
Pet Policy.....	21
Universal Precautions.....	22
NAEYC Health Standards.....	22
Parent Participation	
Parental Roles & Responsibilities.....	24

Child Retention Dispute Resolution Policy.....	25
FAU Regulations	27
Parking.....	27
Severe Weather Plan.....	27
Smoking Policy.....	28
Other Resources	28
Local.....	28
State.....	29
National.....	29
School Calendar	30
Advisory Board of Directors	31

Introduction

Mission

The Karen Slattery Educational Research Center for Child Development (ERCCD), informally known as the “Slattery Center”, is a Pre-K lab school affiliated with Florida Atlantic University’s College of Education. The Slattery Center is designed to be of service to children and their families, and to the wider professional community. Our mission is:

- * to help young children grow intellectually, socially, emotionally, and physically in a learning environment that nurtures and supports their optimal development.
- * to provide a lab school for the College of Education’s early childhood education students, with an educational philosophy that is inclusive and intended to safely and appropriately address the needs of all children whose development represents a range of abilities and learning styles.
- * to promote research in early childhood education, child development, and related disciplines by serving as a research, fieldwork and demonstration site for all Florida Atlantic University’s faculty, researchers and students.

Philosophy

The Center’s staff is a collaborative team, continuously revising and supporting a project-based, developmentally appropriate and enriched children’s curriculum. Projects are developed, presented and correlated to each age group’s developmental levels and interests. Curriculum projects empower children to develop into independent thinkers, creative problem-solvers and information users through investigation and discovery. Curriculum projects include group and individualized activities, indoor and outdoor experiences, and stimulate investigation in the areas of language and literature, music and movement, creative and expressive arts, block building, dramatic play, science and sensory, and cooking. Building on children's interests and strengths, motivation is heightened and attention span increases. The program is carefully structured to enhance children’s self-esteem and to develop pre-reading and pre-math skills. This approach correlates with the latest research on brain development and early learning.

Professional Recognition

The Slattery Center is accredited by the National Association of Young Children (NAEYC) and subscribes to NAEYC’s Developmentally Appropriate Practices, based on the best current research and theory in child development and curriculum. The Slattery Center has received the State of Florida’s Department of Children and Families highest award for excellence: the Gold Seal. The Slattery Center has also received the highest recognition, a 4 Star Rating, from Palm Beach County’s Quality Improvement System.

Teacher Education

As a lab school for the College of Education's teacher education students, The Slattery Center is a demonstration and fieldwork site. Students enrolled in Bachelors, Masters, and Doctoral Programs in early childhood education participate in the Center in a variety of ways. They may, for example, observe children, document children's learning, present lessons, work in the library, and/or support the development of thematic units. Student involvement enriches the learning environment, and fosters collaboration between students, faculty, and Slattery Center teachers. The children benefit, therefore, from an evolving early childhood curriculum and a dynamic learning community.

Research

Faculty from Florida Atlantic University conducts research at the Slattery Center, upon approval by the University's Institutional Review Board. Approval from the University's Institutional Review Board ensures that all research conducted at the Slattery Center does not compromise the safety or integrity of children and families enrolled. Before each study, researchers obtain written informed consent for each participating child. Parents decide if they would like their child(ren) to participate. Faculty researchers maintain strict confidentiality and follow the Slattery Center's policies and procedures. Research projects may involve interviewing, observing, testing, videotaping families and children, asking parents or teachers to fill out questionnaires, review of child records or research activities in the homes of Slattery families. Children are always thoughtfully introduced to the researcher prior to each investigation, and children's responses are honored and respected. No child or family is ever required to participate. The professional community and, ultimately, children and families benefit from the results of research at The Slattery Center. The spirit of inquiry, at all levels, permeates the learning environment.

The Peter and Nona Gordon Library and Media Center

At the Slattery Center we are fortunate to have our own onsite library, built through a donation by the Gordon family in 1998. It contains 5200 items, including preschool books, videos, CD-ROMS, and audiotapes. The purpose of the library is to foster enthusiasm and skill in reading comprehension and storytelling. Library activities include flannel board stories, puppets, and listening activities. The library is designed to serve all children and families, with diverse abilities, interests and cultural backgrounds. Library experiences are often correlated with classroom projects. Children visit the library and check out books throughout the week. Ask your child to share his/her library books to read together at home. Please reinforce the idea of borrowing and returning books on time. There are no library fines for late books, but we would appreciate a replacement book or donation should a loss occur. Speak to the Director if this situation arises.

Administrative Policies

Admissions and Enrollment

The Slattery Center provides the best possible program for preschool children, while supporting university students and facilitating research. The admissions policy reflects these goals and maintains a balanced demographic child population. Children are admitted to the program in accordance with the requirement to balance ethnicity and gender, following Florida's Department of Education's demographic profile and related policies for University-based lab schools. Priority order of admissions is:

- a. Children of eligible Slattery employees
- b. Siblings of brothers and sisters enrolled at Slattery
- c. FAU students with preference given to maintain diversity regarding gender and race
- d. FAU faculty and staff
- e. Community members with connections to FAU (alumni, FAU Research Park, etc.) Preference will be given to maintain diversity regarding gender and race

Attendance

The Slattery Center operates 7:30 am-5:15 pm Monday thru Friday.

To optimize your child's learning experience, it is recommended and beneficial that children arrive by 9:00 a.m. Late arrival time should be discussed in advance with your child's classroom Lead Teacher. Frequent absences and/or late arrivals make it difficult for children to experience the consistency and routine of the classroom. After the 5 day initial adjustment period, parents will assist in the sign in of their child, walk their child to the classroom, say good-bye and leave (if arrival time is prior to 9:15 a.m.) If arrival is anytime after 9:15 a.m., a staff member will walk your child to his/her classroom. Parents are to notify the Slattery Center of a child's absence for any reason. If a child must discontinue attendance in the program for one or more months, that vacancy will be filled and the child's name will go on the waiting list. We cannot hold a space for a child in his/her absence, unless the parent(s) agrees to pay tuition for that space.

Withdrawal

The ERCCD requires a 30 days written notice of withdrawal from the program. Parents wishing to withdraw their child, but who fail to provide a month's written notice will be held responsible for the last month's tuition. There will be no refunds for withdrawing a child from the program.

Tuition

Upon your child's acceptance into the program, a non-refundable processing/registration fee and 2 month's tuition (first and second) are due prior to the first day of attendance. Payments are due the 1st of each month. Payments received after the 5th day of the month will be considered late at which time a \$25.00 late charge will be applied to your account. Tuition more than 2 weeks late could cause immediate termination of child care privileges. A new registration fee is required each year at the time of re-enrollment.

Tuition may be paid by check, money order or credit card on line. Checks should be made payable to FAU Karen Slattery ERCCD and placed on the tuition box on the front counter. Leaving your check on the desk, handing it to a teacher or staff, or sending with your child is not acceptable. We will refuse payment by check after a check is returned to us for any reason determined by the bank resulting in nonpayment. There is a service charge of \$25.00 per occurrence attached to returned checks and this charge shall be paid by the parent to the center. After the receipt of two returned checks, tuition must be paid by certified check, cashier's check or U.S. currency. In the event of returned checks, Karen Slattery ERCCD will abide by FAU policies and procedures. Delinquent fees beyond a two-week period without written approval of the Director will be grounds for termination. All tuition that is not paid in full shall be subject to collection. Collection expenses, including attorney fees, shall be paid by the parent(s)/guardian(s).

The Center cannot operate with stability unless all fees are paid on a regular basis. Tuition is constant and designed to reserve a place for your child regardless of illness, holidays, vacation, or time between semesters (please refer to your contract). We cannot give refund for the days that your child is absent.

A 10% discount is given to families with more than one child enrolled at the Slattery Center. This discount is applied to the oldest child's rate.

Extra Curricular Activities

- Gymnastics is offered once a week during the school day. The cost to participate is \$60 for eight (8) week periods. There is a one time registration fee of \$20 which includes their gymnastics t-shirt.
- Swimming lessons are offered during the summer program. Children have two 45 minute swimming lessons per week. A swimming session is three weeks in length and costs \$33/session (this is \$11/ week). Three swimming sessions are offered during the summer.

* Pricing subject to change depending on vendor.

Voluntary Pre Kindergarten (VPK)

The State of Florida provides funding for all 4 year olds to attend

preschool for 3 hours per day. To receive this statewide benefit toward the child's tuition at the Slattery Center, parents must enroll their child by contacting Family Central at (561) 514-3300 or online at www.familycentral.org.

Once enrolled in VPK at the Slattery Center, the following regulations, which are in accordance with Florida Statute 1002.71 f.s. apply:

1. Parent is responsible for logging their child in and out each day.
2. Parent is responsible for signing the Attendance Verification Report at front office the last day of every month.
3. Children may have 3 unexcused absences per calendar month.
4. If there are more than 3 absences in the month, the parent **MUST** provide documentation (e.g. parent note) for missed days 4- 7. A child's absence is excused for the following reasons:
 - Illness or injury of the child or child's family member which requires hospitalization or bed rest;
 - Physicians appointment or dentist appointment;
 - Infectious disease or parasitic infestation;
 - Funeral service, memorial service, or bereavement upon death of the child's family member;
 - Life-threatening illness or injury to family member;
 - Compliance with a court order (e.g. visitation, subpoena);
 - Special education or related services as defined in 20 U.S.C. & 1401 (2004) for the child's disability;
 - Observance of a religious holiday, service or because the child's or parent's religion forbids secular activity on the instructional day.
5. Beyond seven excused absences, a person other than the child's parent must document the excused absence (see #4). The person must be unrelated to the child or the child's parent, and the documentation must show that the person has personal knowledge of the reason for the child's absence (e.g., letter from a physician).
6. Families may take **ONE** family vacation per year, not to exceed five absences.
7. If proper documentation of absences is not presented to the Director, the following procedures will be followed:
 - 1st occurrence of non-compliance: A written notice of probation will be given and explained to the family by the Director.
 - 2nd occurrence of non-compliance: Will result in termination of family from Slattery's VPK Program. At this time, the family can either choose to find an alternate VPK Program or enroll in the full price Slattery Pre-K tuition based program.

*Children & families enrolled in VPK programs must adhere to Karen Slattery ERCCD Family Handbook policies and procedures.

Quick Glance Attendance Documentation Chart

Days missed

Excuse needed

per month

1	No
2	No
3	No
4	Parent/guardian note
5	Parent/guardian note
6	Parent/guardian note
7	Parent/guardian note
8	Document from physician or other legitimate source
9	Document from physician or other legitimate source
10	Document from physician or other legitimate source

(For additional information please see official VPK website:
<http://www.familycentral.org/palmbeach.asp>)

Arrival and Dismissal

Children must be accompanied inside the building by an authorized adult, received by their respective teacher, and signed in by an authorized adult. We cannot assume responsibility for a child who has not been brought directly into their respective teacher. Parents are asked to leave and pick up their children on time on a regular basis.

Children will be considered late if picked up after 5:15. There will be a charge of \$10.00 for each 15 minute block of late time. After four late pick-ups in a month, a meeting with the Director will be necessary. Consistent tardiness may be cause for dismissal.

When picking up their child, parents must come into the center and inform the child's teacher directly that the child is leaving. Children will be released only to persons authorized in writing by their parent(s). Parents must submit written authorization to the Program Assistant or Administrative Assistant and to the child's teacher if the child is being picked up by someone other than persons listed in the child's records

Scheduling /Calendar

The Slattery Center operates Monday through Friday from 7:30 a.m. to 5:15 p.m. The Center is closed on all observed University holidays and scheduled staff development work days. Parents are provided with a school-year calendar detailing all school closings and will be notified of any deviation from this policy. The Slattery Center only offers a full-time program, Monday through Friday, 12 months a year.

Cell Phone:

When bringing the child(ren) to the school or picking him/her up, parents should complete any cell phone conversations in the car so that they may focus on their son or daughter. Cell phone use is not permitted in the building.

Children's Records

Each child attending Slattery has a confidential student file. Information such as school forms, developmental screenings, accident/ incident reports, developmental observation notes, samples of child work, etc. is routinely gathered and kept in this file. Files are accessible to the Director and Teachers. Researchers have access to files only with written consent of the parents. Files are available for parent examination with the assistance of the child's teacher and during parent-teacher conferences.

All children must have the following forms on file at the Slattery Center:

- Application
- Parent/ Guardian Emergency Permission
- Parent Agreement
- Medical Examination Form (DH340)
- Know Your Day Care Brochure
- Field Trip Authorization Form
- Nutrition Plan
- Certificate of Immunization (DH680)
- FAU Student/Class Schedule Card for current services
- Emergency Notification & Release Card with child's pictures (2)

If a change occurs, such as phone number, address, or class schedule- it is the parent's responsibility to inform Slattery Center to change the child's records.

Files are accessible to the child's teacher, Program Assistant and the Director. Researchers have access to files only with written consent of the parents. Files are available for parent examination with the assistance of the child's teacher and during parent-teacher conferences.

To maintain confidentiality requirements, we must have written permission from parent(s) before forwarding these records to any third party.

Child Assessment

The purposes and uses of child assessment include:

- identifying child's interests, strengths and needs
- obtaining information on all areas of child's development and learning, including cognitive skills, language, social-emotional development, approaches to learning, health, and physical development
- assisting teachers in adapting and improving curriculum and to individualize teaching
- arranging for additional developmental screening and referral for diagnostic assessment when indicated
- communicating with families about child's strengths and needs

Children will be screened by Slattery staff using the *Ages and Stages Questionnaire (ASQ): A Child-Monitoring System*. The ASQ screening system is composed of 19 questionnaires designed to be completed by teachers at 4, 6, 8, 10, 12, 14, 16, 18, 20, 22,

24, 27, 30, 33, 36, 42, 48, 54, and 60 months of age. All children will receive this screening within three months of program entry. In most cases, these questionnaires can identify accurately infants or young children who are in need of further evaluation to determine whether they are eligible for early intervention services. Developmental gains for children in the VPK program will also be assessed and monitored by using the VPK Child Portfolio. Other methods of child assessment include classroom observations and collecting samples of children's work in each of the domains of learning. While observation and assessment is an ongoing, daily process, formal observations and assessments will be documented a minimum of three times per year. Teachers will meet with parents a minimum of twice a year for parent-teacher conferences. Conferences will occur during the months of October/November and April/May each school year. At this time, the results of the ASQ's, VPK Portfolios, observations and the child's work will be shared with parents. Teachers and parents will use this information to work together to set goals to support the child's development and to develop specific instructional strategies for home and school. Additional conferences may be scheduled if needed.

ADDITIONAL SCREENINGS:

The FAU Nursing Department provides the following free screenings to all Slattery students in the Fall Semester:

- Height, Weight and Body Mass Index Screening
- Hearing Screening
- Vision Screening
- Gross Motor Screening

The FAU Communications Disorders Clinic provides the following free screenings to all Slattery students Fall and Spring Semesters:

- Language, Speech and Hearing Screening

* All screenings are performed at the Slattery Center and kept in the child's confidential file in the front office. Screening dates will be noted on the monthly event calendar, which is sent home to parents.

Based on screening results, a child may need to be referred for additional evaluation and/or early intervention support. If referral is necessary, staff will determine appropriate referral sources and provide this information to the family. Staff will provide follow-up, guidance and support to families as needed. Developmental information will be provided to families through parent-teacher conferences, parent-director contact and/or parent-consultant meetings. Additional information can be found in the parent resource area.

Adjustment Period Policy

The Slattery Center strives to promote well planned transitions from home to school pave the way for happy, well-adjusted school experiences.

The following adjustment-period plan is suggested for new children and their families.

According to children's temperament and emotional needs, this process can be modified to support children's optimal development. The following is a guide to help children adjust to school:

1. Schedule a school visitation day with the child during school hours. This will allow them to meet children, teachers and other school staff as well as the classroom, playground and library.
2. The first day of school, parent(s) will walk their child into his/her classroom. Parent(s) may bring a family picture to leave at school. Parent(s) may remain in the classroom for 30 minutes and then say good-bye and leave. Parent(s) may choose to wait in our library or just outside the room at the observation window. We discourage parents from going back into the room. In extreme cases of separation anxiety, we will call for you.
3. The second day of school, parents will sign their child in on the computer (ID Code will be issued first day of school). Parents can remain in the classroom 20 minutes, say good-bye and leave.
4. The third day of school, parents will sign their child in on the computer. Parents can remain in the classroom 10 minutes, say good-bye and leave.
5. The fourth day, parents walk their child to the classroom, say good-bye and leave.
6. The fifth day and every day thereafter children will sign themselves in, parents walk their child to the classroom, say good-bye and leave. If arrival time is anytime after 9:15 am, a staff member will walk your child to their classroom.

Security Objects

The Slattery center staff accepts and welcomes familiar objects from home (i.e. blankets, teddy bears, dolls, pictures) because they help children feel secure and comfortable, and make a smoother transition between home and school. As children become more confident at school and develop friendships, familiar objects lose their appeal without much adult intervention. The length of time security objects are used will vary based on individual needs of children. Because these objects are in close contact with their owners, these objects must be disinfected regularly. Parents are asked to launder these objects at home on a weekly basis.

Potty Training

During the toddler years, parents and teachers will work together diligently to teach two-year old children how to use the bathroom. Children must be completely potty-trained in order to advance to the Pre-K 3 classrooms, as these rooms are not equipped to handle diaper changes. Transition into Pre-K classrooms must be postponed until

preschool students are completely potty-trained. Pull-ups will not be accepted in the three-year old classes.

Transition to a New Classroom

With the exception of children leaving the one year old classroom when they become two years of age, transitions will take place at the end of the school year or when the new school year begins in August. Admittance to any classroom is subject to availability, and maintenance of racial and gender balance. In the interest of preserving fairness, requests for a particular room are not accepted (this applies to rooms with three and four year olds only).

Pre-K & Kindergarten Transitions

For children transitioning from Pre-K to Kindergarten, center staff will provide a variety of transition activities and information including parent information meetings, written materials, classroom activities and field trips to a Kindergarten classroom

Health & Safety Guidelines

Accidents and Injuries

In the event of an accident, a teacher trained in first aid will render aid and instruct an assistant teacher to contact a parent by phone using the emergency card on file at the Slattery Center. If necessary, the parent will be asked to come to the Center to transport their child to a physician's office or medical facility. If neither parent can be contacted, the person designated by the parent on the emergency card will be requested to fulfill this parental role. "Emergency Release Forms" authorize the Director and/or its designated employee(s) to secure consent to any medical treatment and/or services that maybe deemed necessary for a child whose parents cannot be immediately contacted. Any qualified person providing such required medical treatment and/or service may accept such consent as if given by the parent in person. In the case of extreme life-threatening emergency situations, Slattery Center staff will call 911 and then the parent or designated emergency contact. The parent further agrees to assume all responsibility for payment of all medical costs incurred. A parental agreement is on file in the Director's office in the Center and will be sent with the person accompanying a child to a medical facility. Following any accident or incident a staff member will fill out an accident/incident report form which is signed by the parent and placed in the child's folder.

Behavior Expectations

To ensure and maintain a safe, secure learning environment for children, the following behavioral expectations must be met:

1. Children will be respected and respectful of other children, their families and staff.
2. Children will not intentionally destroy school property or property of others.
3. Children will use appropriate language.

4. Children will not physically harm themselves or others.

If a child is not able to meet these expectations, staff will take the following steps:

1. The parent(s) will be informed by incident report or telephone call.
2. The parents and staff will meet to discuss the situation.
3. The parents and staff will collaborate to determine a written behavioral plan to extinguish the problem behavior and encourage alternative, appropriate behavior. Behavioral supports will be initiated to help ensure the child's success at home and at school. If necessary, the Director will refer the family to outside resources (Family Central, Child Find, private consultants) to assist the process. A prescribed period of time will be set to implement the behavioral plan and for the child's behavior to discontinue.
4. If the child's unacceptable behavior is not extinguished within the prescribed time, the Director will confer with the Executive Director of Pre-K-12 Schools and Programs, to recommend that the child be removed from the Slattery Center.
5. In the unfortunate event that the child must be removed from the Slattery Center, the child will be referred to an appropriate educational setting and/or professional resource where the child can be helped.
6. On a case by case basis, and with written evaluations and documentation, the Director may determine that the child is eligible to re-enroll in the Slattery Center

Clothing for School

Children should wear comfortable, weather appropriate play clothes and sneakers. Children should wear sturdy shoes with non-slip soles to help prevent falling from climbing equipment; please no open toe shoes, thongs, backless shoes, or sandals. Open-toe shoes are prohibited. Despite teacher's efforts to provide smocks, children usually get paint on their clothing, so old play clothes are appropriate. A regular change of clothing, including an additional pair of sneakers, should be kept in the cubby at all times. Clothing and other items such as lunchboxes and backpacks must be labeled with the child's name. A complete change of clothing, including shoes, must be provided for each child. Please check this clothing from time to time to see that it still fits.

Discipline

The three basic goals of the guidance techniques used at the Slattery Center are to help children develop:

- 1) Self-esteem
- 2) Self-control
- 3) Problem-solving skills

The staff use positive techniques of guidance and discipline including modeling, encouraging desired behaviors, redirecting the child to a more acceptable behavior, elimination of potential problems, setting clear and realistic limits, encouraging positive directions, and providing positive reinforcement. Occasionally a child may have to be removed from a situation temporarily if he/she is unable to act in accordance with established rules. Under no circumstances will staff members use spanking or any other

form of physical punishment. Children are not subjected to discipline that is severe, humiliating, or frightening. Discipline will not be associated with food, resting, or toileting. Parents are not to administer physical punishment in the Center or on our grounds.

Transportation

Transportation to and from the Center is the sole responsibility of the parents.

Field Trips

Transportation for any field trips will be arranged by the Center, and signed parental permission for children to participate will be required. For all field trips, a manifest shall be kept at the facility and a copy brought with staff attending the field trip. This manifest shall include the names of the children, staff and volunteers attending the field trip, current telephone numbers where parents may be reached in the event of emergency, and name of specific person assigned to supervise child. The manifest and any field trip permission slips will be kept on file at the Slattery Center for one year. Staff shall take a first aid kit and a cellular phone on all field trips. Potable water and toileting facilities shall be available on all field trips. If the field trip extends beyond two hours, there shall be a meal provided in accordance with county regulation Article XII of these rules. A log shall be maintained for all children being transported in a vehicle. The log shall include each child's name, date, time of departure and time of arrival, signature of driver and signature of staff member to verify driver's log and the fact that all children have left the vehicle. Upon arrival at the field trip destination and return to the facility, a designated staff member will:

1. Mark each child off the log as the child departs the vehicle
2. Conduct a physical inspection and visual sweep of the vehicle to ensure that no child is left in the vehicle
3. Sign the log verifying that all children were all accounted for and that the visual sweep was conducted.

Fire Safety

Fire drills are scheduled monthly. Teachers will remove children from the building as quickly as possible. During all fire drills, teachers carry the children's emergency cards with them. In the event of a real fire, parents will be contacted and given instructions about picking up their children using the AlertNow Communication system. Messages will be sent out to all phone numbers and email address listed on the parent contact list. In the event of emergency evacuation, refer to evacuation maps posted throughout the center, including center classrooms, offices and hallways.

Formula and Breast Milk

Parents provide the Slattery Center with formula and/or breast milk for children in the infant classroom. The following is a list of Health Department regulations governing nutrition and food handling procedures:

- Formula and beverages must be prepared, labeled with child's name and capped by the parent. Breast milk must be labeled "Breast Milk" on the bottle.
- Cereal shall not be mixed with formula in infant bottles unless directed by a physician. The physician's order shall be kept in the child's file.
- Slattery Center staff shall not thaw or warm milk out on the counter or in a microwave. Milk or formula must be brought into the Slattery Center in plastic bottles ready for use. Once a bottle has been given to a child, the remainder of milk will be discarded unless the child drinks it within the next 30 minutes. Due to bacteria growth, we must discard the milk if the child refuses this bottle again after the prescribed 30 minutes.
- Staff gently mix, not shake, the milk before feeding to preserve special infection-fighting and nutritional components in human milk

Alternate Nutrition Plan- Lunch and Snack

Children in the full-day program must bring lunch to school every day. The Slattery Center does not have the facilities to provide lunch. For the child's safety, the Slattery Center will no longer heat any food in the microwave or on stovetop. Hot foods should be packed in a thermos and cold food packed with an ice pack.

The child's name must be easily seen on his/her lunch box and its contents, and all foods should be easily managed by your child (i.e., if an orange, please peel it; forks for salad type foods; etc.). A paper napkin in the child's lunch box will also be helpful to him/her.

The Alternate Nutrition Plan established by the State of Florida, Department of Health and Rehabilitative Services, defines the responsibilities of child care centers and parents meeting the nutritional needs of children according to the following standards: the National Research Council's Recommended Dietary Allowances and the U.S. Dietary Guidelines for Americans.

Parents must provide their child with lunch that meets the USDA's minimum requirement for "healthy meals". These requirements are:

- 1 serving of milk or milk alternative
- 2 servings of fruit/vegetable
- 1 serving of grains/bread
(Roll, muffin, dry cereal, pasta, whole grain cracker)
- 1 serving meat/meat alternative
(Meat, poultry, fish, egg, cooked dry beans, nuts, seeds, peanut butter, and/or yogurt)

* Please pack milk or soy milk for lunch. Juice or water is given at A.M. and P.M. snack.

Please do not pack soda, Kool-Aid, candy, excessive sweets or excessive junk food in your child's lunch. These items will be put to the side and sent home, as we do not serve these items at school.

Slattery Center parents agree to provide a well-balanced lunch for school in order to meet their child(ren)'s nutritional and dietary needs. The Slattery Center agrees to provide two (2) snacks daily for all children. The snacks will be of a quality and quantity to supplement the food served at home so that the daily nutritional needs of children are met. The Slattery Center also agrees to provide parents with a suggested meal pattern and to discuss any problems, which may develop in the use of the Alternate Nutrition Plan.

Child Allergies

Food and Drug allergies: Before attending Slattery School a parent or guardian must make the Director and Staff aware of such allergies. If a daily medication or treatment is needed you must provide a prescription with such child's name, dosage and times to be given, failure to do so can result in our right to refuse student enrollment.

Seasonal Allergies and asthma: The same rules apply to these children as listed above, also remember even over the counter medication needs a doctor's prescription (original) and signature before we can administer it.

Parents please understand we are only protecting your children and following the laws placed by the State of Florida. We reserve the right to refuse enrollment if such information has been withheld.

Procedure: When a child shows signs of any type of allergy, we will phone the parents accordingly. As the parent it is your responsibility if suggested, to pick-up your child and take him/her to their doctor. Also, if requested bring a doctor's note to verify their prompt return to school, the note must be original and state that the child may return to school. If not provided the child will not be permitted back into Slattery School until such note is provided.

Birthdays

We take great pleasure in celebrating your child's birthday in school. Birthday parties may take place during regular snack time. Due to Health Department regulations, homemade food may NOT be served. Parents are asked to bring only commercially prepared foods and drinks to their child's birthday celebration.

Plans should be discussed and approved by the respective teacher a few days in advance so that there are no conflicts. Parents should consult with their child's teacher regarding other students within the classroom with food allergies.

If parents are hosting a birthday party for their child outside of school, invitations may be placed in the children's cubbies only if each child in the classroom is to receive one. If not, invitations should be mailed to those children who are invited.

Health Regulations

A health record form must be completed and submitted before enrollment each year. Parents should note on the health form any specific medical problems their child has experienced (i.e., epilepsy, allergies, diabetes, etc.) and should inform the teacher of such conditions. The Florida Department of Health and Rehabilitative Services requires that all children have a medical examination certificate (**DH 3040 Form**) on file at the Slattery Center within two weeks of enrollment. When the Medical Examination Certificate or DH3040 Form and/or the Certificate of Immunization or DH 680 Part B Form expires, parents will receive a written notice to renew the forms immediately. **If the Forms are not renewed and returned to the Program Assistant or respective teacher within 7 days of written notice, the child will not be permitted in school until the forms have been received by the Slattery Center.**

Florida law requires that all children who attend preschool have on file a Certificate of Immunization (**DH Form 680 Part B**) indicating that the child has been adequately immunized.

Illness

Children who are ill must be kept at home. An informal observational health check of each child will be done upon arrival by the child's teacher. Children who show symptoms of illness will be sent home to keep Slattery Center in compliance with local county Health Department regulations and to protect the well being of all Slattery Center students and staff.

Parents should keep their child home if he/she has one or more of the following symptoms:

fever of 100° or above	eye discharge or redness
sore throat	headache
persistent cough	unexplained rash or skin eruption
vomiting	diarrhea
earache	listlessness
heavy nasal discharge	loss of appetite
unusual irritableness	gray or white stool
infected skin patches	yellowish skin/eyes
unusually dark tea-colored urine	unusual behavior
difficult or rapid breathing	illness treated with antibiotics, within the last 48 hours
green mucus	

If your child has any of the symptoms mentioned above parents may be requested to submit a note from the doctor stating that the child is well enough to return to school and is not contagious.

The following guidelines govern a child's attendance in the Slattery Center:

- A child must be well enough to fully participate in both indoor and

outdoor activities.

- A child showing symptoms of illness while at school will be isolated until he/she can be taken home. Slattery Center staff will ask the parent to pick up their child within one hour. It is the parent's responsibility to pick up their child or ensure that another designated individual is available to meet the one hour requirement. If the child is not picked up within the hour of receiving the notice of illness via phone, a late fee of \$10.00 for every 15 minute period after one hour will be assessed and charged onto their account.
- Children need to stay home for at least 24 hours after the initial sick day so they are symptom free without medication and fully recovered.
- Fever is not necessarily the main criteria for determining if a child is ill. Behavioral changes might also indicate illness and exclusion from the program. These changes result in a child needing greater care from the teachers, which compromises the health and safety of the other children in the group.
- Determining whether a child is ill or has anything contagious is a difficult decision to make and a responsibility shared by teachers and parents. However, in the event of a dilemma, the final decision will be made by Slattery Center staff.

Parents will be informed of the details of their child's illness through a phone call and an "Illness Notice". This note will document any pertinent information that the parent may need to relay to the child's doctor. This notice will also give parents information about when the child may return to school and/or if a doctor's note is required for attendance. A child showing symptoms of illness while at the Slattery Center will be isolated until he/she can be taken home.

Parents are required to notify the teacher if their child is absent for any reason and if a child develops or has been exposed to any of the following contagious diseases:

Bacterial Meningitis	Measles
Chicken Pox	Mumps
Diarrheal Diseases	Pertussis (Whooping Cough)
Diphtheria	Rubella (German Measles)
Hepatitis	Pneumonia, Epiglottis, or Acute
Infectious Arthritis	Conjunctivitis (Pink Eye)
Pediculosis (Head Lice)	

The Center must be notified immediately so that parents of all children exposed to the disease can be alerted. A child who has a highly contagious illness must be kept at home until the symptoms disappear and he/she is released in writing by their pediatrician. Children should remain at home until they are free of fever for 24 hours after illness.

Staff and teachers will provide information to families verbally and in writing about any unusual level or type of communicable disease to which their child was exposed, signs and symptoms of the disease, mode of transmission, period of communicability, and control measures that are being implemented at the Center and that families should implement at home. An "Illness Notice" will be posted at the front office sign-in computer and classroom doors to notify parents of contagious illnesses.

Dispensing Medication

If medication must be administered at school, the following procedures must be followed in compliance with the State of Florida regulations on administration of medication by child care personnel:

Only medication (including bug repellent and sun screen) in the original container shall be administered when there is a completed "Medication Permission Form" that must be written, signed, and dated by the parent who requests the administration of any prescription medication.

1. "Medication Permission Form" must be written, signed, and dated by the parent who requests the administration of any medication. This form may be obtained from the child's teacher.
2. The container must be clearly labeled with:
 - a. prescription number
 - b. name of the medication to be given
 - c. times for administration
 - d. amount of all dosages
 - e. child's name
 - f. name of the physician.
3. The tool for administering the medication must also be provided.
4. Parents have the responsibility to ask the teacher for their child's medication at pick-up.

* All medication or topical solutions must be kept out of children's reach.

DO NOT leave these objects in your child's cubby, backpack or lunchbox. Medication should be directly handed to Slattery staff who will then place the medication in a locked/ secured area.

Napping

Children are given the opportunity to take a nap after lunch. Parents must bring a child sized sheet that fits over the provided rest mat-- a blanket, small pillow and snuggle toy are optional. Each child's name should be clearly written on his/her blanket or sheet.

Bedding must be taken home every Friday for laundering. Children under 1 year of age sleep in cribs. Parents should provide a fitted crib sheet and a thin blanket that is large enough to be tucked around the crib mattress and reaches only to the infant's chest. *Quilts, pillows, crib bumpers, stuffed animals, comforters, and other soft products will NOT be placed in an infant's crib.*

Sudden Infant Death Syndrome (SIDS)

Young infants who are not capable of rolling over on their own will be positioned on their backs and on a firm surface to reduce risk of Sudden Infant Death Syndrome (SIDS), unless an alternate position is authorized in writing by a physician. This documentation shall be maintained in the child's records in the front office. Infants will not be placed to sleep with bibs on.

Water Play Policy

Precautions are taken to ensure that communal water play is enjoyable for the children and does not spread infectious disease. No child drinks the water. Children with sores on their hands are not permitted to participate in communal water play. Fresh potable water is used, and the water is changed before a new group of children comes to participate in the water play activity. Fresh potable water flows freely through the water play table and out through a drain in the table. When the activity period is completed with each group of children, the water is drained.

Reporting Child Abuse

According to Florida Law, persons suspecting child abuse or neglect are ethically obligated to report that abuse to the Abuse Registry (toll free number 1-800-342-9152) or to the appropriate State of Florida Children and Family Services intake office. However, all members of child care facilities are not only ethically obligated, but also legally obligated to report suspected cases of abuse. Child care personnel failing to report or knowingly preventing another from doing so are guilty of a second degree misdemeanor and may be prosecuted. The Slattery Center staff will fulfill this obligation and will report any suspected cases of child abuse or neglect.

Pet Policy

Classroom pets or visiting animals must appear to be in good health. Pets or visiting animals will have documentation from a veterinarian or an animal shelter to show that the animals are fully immunized. Teaching staff will supervise all interactions between children and animals and instruct children on safe behavior when in close proximity to animals. Program staff make sure that any child who is allergic to a type of animal is not exposed to that animal. Reptiles are not allowed as a classroom pet because of the risk for salmonella. Children follow the required hand washing procedures after handling animals.

Universal Precautions

Procedures for universal precautions are implemented throughout Slattery Center and include the following:

- Surfaces that may come in contact with potentially infectious body fluids must be disposable or made of a material that can be sanitized.
- Staff use barriers and techniques that minimize contact of mucous membranes or of openings in skin with potentially infectious body fluids and that reduce the spread of infectious disease.
- When spills of body fluids occur, staff clean them up immediately with detergent followed by water rinsing.
- After cleaning, staff sanitize nonporous surfaces.
- Staff clean rugs and carpeting by blotting, spot cleaning with a detergent-disinfectant, and shampooing or steam cleaning.
- Staff dispose of contaminated materials and diapers in a plastic bag with a secure tie that is placed in a closed container.
- A toy that a child has placed in his or her mouth or that is otherwise contaminated by body secretion or excretion is either to be (a) washed by hand using water and detergent, then rinsed, sanitized, and air dried or (b) washed and dried in a mechanical dishwasher before it can be used by another child.
- Staff maintain areas used by staff or children who have allergies or any other special environmental health needs according to the recommendations of health professionals.

NAEYC Health Standards—Nutritional Well-Being

1. Food that comes from home for sharing among the children must be either whole fruits or commercially prepared packaged foods in factory-sealed containers.
2. The program takes steps to ensure food safety in its provision of meals and snacks. Staff discard foods with expired dates.
3. For all infants and for children with disabilities who have special feeding needs, program staff keep a daily record documenting the type and quantity of food a child consumes and provide families with that information.
4. Clean sanitary drinking water is made available to children throughout the day. (Infants who are fed only human milk do not need to be offered water.)
5. Liquids and foods that are hotter than 110 degrees Fahrenheit are kept out of children's reach.
6. Teaching staff do not offer solid foods and fruit juices to infants younger than six months of age, unless that practice is recommended by the child's health care provider and approved by families. Sweetened beverages are avoided. If juice (only 100% fruit juice is recommended) is served, the amount is limited to no more than four ounces per child daily.
7. Teaching staff who are familiar with the infant feed him or her whenever the infant seems hungry. Feeding is not used in lieu of other forms of comfort.

8. The program does not feed cow's milk to infants younger than 12 months, and it serves only whole milk to children of ages 12 months to 24 months.
9. Staff do not offer children younger than four years these foods: hot dogs, whole or sliced into rounds; whole grapes; nuts; popcorn; raw peas and hard pretzels; spoonfuls of peanut butter; or chunks of raw carrots or meat larger than can be swallowed whole.
10. Staff cut foods into pieces no larger than 1/4-inch square for infants and 1/2-inch square for toddlers/twos, according to each child's chewing and swallowing capability.
11. The program serves meals and snacks at regularly established times. Meals and snacks are at least two hours apart but not more than three hours apart.

NAEYC Health Standards—Protecting Children’s Health and Controlling Infectious Disease

The program follows these practices regarding hand washing:

- Staff members and those children who are developmentally able to learn personal hygiene are taught hand-washing procedures and are periodically monitored.
- Hand washing is required by all staff, volunteers, and children when hand washing would reduce the risk of transmission of infectious diseases to themselves and to others.
- Staff assist children with hand washing as needed to successfully complete the task. Children wash either independently or with staff assistance.

Children and adults wash their hands:

- on arrival for the day;
- after diapering or using the toilet (use of wet wipes is acceptable for infants);
- after handling body fluids (e.g., blowing or wiping a nose, coughing on a hand, or touching any mucus, blood, or vomit);
- before meals and snacks, before preparing or serving food, or after handling any raw food that requires cooking (e.g., meat, eggs, poultry);
- after playing in water that is shared by two or more people;
- after handling pets and other animals or any materials such as sand, dirt, or surfaces that might be contaminated by contact with animals; and
- when moving from one group to another (e.g., visiting) that involves contact with infants and toddlers/twos.

Adults also wash their hands:

- before and after feeding a child;
- before and after administering medication;
- after assisting a child with toileting; and
- after handling garbage or cleaning.

Proper hand-washing procedures are followed by adults and children and include:

- using liquid soap and running water;
- rubbing hands vigorously for at least 10 seconds, including back of hands, wrists, between fingers, under and around any jewelry, and under fingernails; rinsing well; drying hands with a paper towel, a single-use towel, or a dryer; and avoiding touching the faucet with just-washed hands (e.g., by using a paper towel to turn off water).

Except when handling blood or body fluids that might contain blood (when wearing gloves is required), wearing gloves is an optional supplement, but not a substitute, for hand washing in any required hand-washing situation listed above.

- Staff wear gloves when contamination with blood may occur.
- Staff do not use hand-washing sinks for bathing children or for removing smeared fecal material.
- In situations where sinks are used for both food preparation and other purposes, staff clean and sanitize the sinks before using them to prepare food.

Note: The use of alcohol-based hand rubs in lieu of hand washing is not recommended for early education and child care settings. If these products are used as a temporary measure, a sufficient amount must be used to keep the hands wet for 15 seconds. Since the alcohol-based hand rubs are toxic and flammable, they must be stored and used according to the manufacturer's instructions.

Parent Participation

Parental Roles & Responsibilities

The Slattery Center recognizes the important role parents play in their child's preschool program. Thus, parents are welcome, needed, and valued as an essential part of the program. There are many ways that parents can become involved in the program.

1. Classroom Observations – The Slattery Center has an open door policy. Parents may come at any time and observe their children in the school environment through observation windows. Each individual classroom has one or more observation windows for this purpose.
2. Conferences – Teachers schedule conferences twice a year to discuss the progress and development of child(ren) with parents. These conferences are scheduled during the months of October/November and April/May. At any time, parents and teachers may request additional meetings as necessary.

3. Printed Information – Parents are kept informed of their child’s classroom activities on a regular basis through weekly lesson plans, notes, newsletters, and/or other forms of printed or electronic communications. This helps promote and strengthen parent/ school communication and sharing.
4. Parent Bulletin Board – The parent bulletin board in each child’s classroom contains new information, announcements, and items of interest.
5. Parent Volunteers – Parents are invited to come and read a book, engage in an art project, share a special skill (such as playing a musical instrument, assisting with a cooking project, etc.), assist in the library, and/or accompany their children during class field trips. It is recommended that parents speak with teachers to determine alternative ways to participate in their children’s classroom learning experiences.
6. Parent Group – All parents are welcome to join our parent group. The parent group engages in fundraising and special events. Parents should contact the director regarding participation
7. Program Evaluation – Parents are encouraged to provide feedback regarding program operations on a regular basis. At least annually, parents will be given the opportunity to complete an anonymous survey either through a printed or online format.

Child Retention Dispute Resolution Policy

Trust shared between the Karen Slattery ERCCD, the child and the child’s family is a key component for the successful delivery of early childhood educational services. Various elements can negatively affect the trust relationship between school staff and families. These elements include, but are not limited to the following: lack of respect for the provider and/or facility, failure to follow rules that promote the facility as a safe environment, disagreement regarding goals and procedures for the services provided, lack of responsibility for payment of services provided, any form of abuse toward staff members, the use of profane or demeaning language in the presence of children, staff, other parents or adults, and fraudulent acts which may put the school at legal risk. The presence of one or more of these elements has a negative effect on the trust relationship thereby hindering the ability for ERCCD staff to deliver appropriate early education services. The Karen Slattery ERCCD administration may make suggestions in the identification of alternative services for the child/family and may discontinue the provision of ERCCD services to the child/family.

A “dispute” for purposes of this policy is defined as a point of meaningful contention between a parent or legal guardian of a Karen Slattery ERCCD student and school personnel regarding the application of a policy or procedure involving the health, safety, intellectual, or behavioral well-being of that student while attending school or involved in

school-sponsored activities. Parents or legal guardians are encouraged to resolve disputes at the lowest and most informal decision levels first, and to progressively ascend the dispute resolution process as necessary until the dispute has been resolved. Retaliation against anyone involved in presenting, being a party to or providing information related to a dispute shall not be tolerated. The timeframes and deadlines provided herein are stated as goals and are not intended to be absolute. The board's intent for this policy is to reach a fair and timely resolution of the dispute

- (1) Level I – The most basic dispute resolution level involves communication between the parties closest to the original situation. The specific teacher, staff, or administrator directly involved in the disputed action, communication, event or situation shall meet informally with the complainant to attempt to resolve the dispute. The dispute shall be presented at the informal stage within 5 working days of the occurrence and shall be resolved through a collaborative, professional and timely conversation focused on problem-solving that occurs as early as possible for those directly involved; however, the conversation should not extend beyond 10 working days of its presentation. Every effort should be made to arrive at a satisfactory resolution of the issue on an informal basis.
- (2) Level II – In the event that the dispute is not resolved at its most basic level, the parent or legal guardian may choose to proceed to the second level of conversation which shall include the specific employee, the complaining party and the immediate supervisor of the employee involved in the dispute. At this point, the parent or legal guardian shall complete a Dispute Resolution Form documenting the issues and present the form to the principal with a copy to the Director or his/her designee. This action shall be filed within 10 working days of the non-resolution of the level I process and shall list the points of ongoing dispute. Response on this level anticipates additional time for fact-finding, data analysis and clearly structured communication; however, it should not extend beyond 15 working days unless agreed by both parties and the parties are unable to directly communicate with the school personnel directly involved in the dispute. Every effort should be made by all parties to resolve the dispute in a fair and timely manner.
- (3) Level III – The third level of dispute resolution involved the Director or his/her designee directly in the conversation with all parties. This level may be triggered by the untimely response (as defined above) to a level II concern or if the parent or legal guardian does not concur with the disposition of the dispute. Level III shall require the Dispute Resolution Form to be updated by both the parent or legal guardian and the supervising administrator or designee. If the administrator or designee does not complete the appropriate section within 10 working days, the parent or legal guardian shall still be entitled to pursue the dispute. Within 10 days, the Director or his/her designee will formally recommend specific actions, time frames and persons responsible for remedy or dismissal of the dispute. Such action shall be recorded on the Dispute Resolution Form.

- (4) Level IV – The final level of dispute resolution recognizes the Dean of the College of Education of Florida Atlantic University as the final authority to resolve disputes. The Dean holds the sole discretion, after reviewing the Dispute Resolution Form, to entertain escalation of the specific dispute to his/her level or to sustain the decision of the Director or his/her designee. The Dean has the right to either act on specific disputes or to remand them back to the Director or his/her designee of the school for appropriate final action.

The Karen Slattery ERCCD Advisory Board has the responsibility to periodically monitor the dispute resolution process and approve amendments to this policy; however, the Board shall at no time be a party to the resolution of or conversation related to any specific parent or legal guardian dispute. At no time shall this policy take precedent over any university, state or federal rule, regulation or statute. This process is not intended in any way to infringe on employee rights or compromise the mission of the university lab school as set forth in collective bargaining agreements or state statute. To the extent permitted by law, all presentations and processes conducted within the dispute resolution process shall be kept confidential.

FAU Regulations

Parking

The University provides a number of parking spaces reserved for Center parents. If these spaces are filled, parents may park in the Henderson School parking lot across the street. Tickets for parking in no parking zones (i.e., in the circle, on the grass, etc.) will not be excused and the Center's Director will take no responsibility for clearing these tickets.

Parking lots are a source of danger to young children. It is essential that parents:

- 1.) Enter and leave the parking lot with extreme caution.
- 2.) Always hold their child's hand when going to and from their car.
- 3.) **Do not** let their child run ahead.
- 4.) Do not stand in the parking lot conversing with other adults unless their child is seated safely in the car.

Weather Plan & Emergency Procedures for Severe Weather

The Slattery Center policy is to continue as usual with indoor activities during severe weather conditions. However, if weather conditions create a need for the school to close early, parents will be contacted and given instructions about picking up their children using the AlertNow Communication system. Messages will be sent out to all phone numbers and email address listed on the parent contact list. In the event of emergency evacuation, refer to evacuation maps posted throughout the center, including center classrooms, offices and hallways.

In the case of hurricanes, there will be warnings far enough in advance, so that appropriate preparations may be taken, in accordance with the advice of local authorities and the University's Emergency Response Team. The Slattery Center closes when Florida Atlantic University closes. Please monitor public media, check the FAU web site at www.fau.edu, and/or call the following FAU phone hotlines for updates:

**561-297-2020 561-799-8020
954-236-1800 772-873-3330**

Smoking Policy

The Slattery Center is a smoke free zone. Smoking is prohibited within the facility, all outdoor play areas, and in vehicles when being used to transport children.

Other Resources

Local

Family Central: Provides free child care resource & referral services, VPK programs for 4 year olds, subsidized child care options and a wide variety of resources for parents. Phone: (561) 514-3300 or www.familycentral.org

Healthy Start/ Palm Beach County Health Department
(561)355-3120 EXT 115

Treasure Coast Early Steps Program
(561) 881-2822

Child Find: Palm Beach County
(561) 434-8299

Child Find: Broward County
(754) 321-2205

Broward First Call for Help: 211 Broward
Dial 2-1-1 or (954) 537-0211

Palm Beach Center for Information & Crisis Services
Dial 2-1-1 or (561) 383-1111

FAU Counseling Center, Boca Campus
(561) 297-3540

FAU Student Health Services, Boca Campus
(561) 297-3512

The Early Childhood Initiative Foundation

www.teachmorelovemore.com

State

Florida KidCare health insurance program

1-888-FLA-KIDS. Applications are also available online at www.floridakidcare.org.

Florida Directory of Early Childhood Services (Central Directory)

1-800-654-4440

www.centraldirectory.org

Florida Council for Exceptional Children

www.ffcec.org

The Florida Partnership for Family Involvement in Education

http://www.floridapartnership.usf.edu/early_childhood.htm

Florida Children's Forum

(850) 681-7002

www.fcforum.org

National

National Association for the Education of Young Children

1313 L St. N.W. Suite 500, Washington, DC20005, 1-800-424-2460

<http://www.naeyc.org>

National Child Care Information Center

10530 Rosehaven St. Suite 400 Fairfax, VA 1-800-616-2242

www.nccic.org

Division of Early Childhood

(406) 543-0872

www.dec-specd.org

Child Care Aware

1-800-424-2246

www.childcareaware.org

National Network for Child Care

www.nncc.org

National Safe Kids Campaign

1-888-DASH-2-DOT

www.safekids.org



KAREN SLATTERY E.R.C.C.D. 2012-2013 SCHOOL CALENDAR

2012

August 10	LAST DAY OF SUMMER PROGRAM
August 13-17 Training	School Closed – Classroom Prep & Training
August 20	School Re-Opens: 1st Day of School
September 3	Labor Day - Holiday – FAU Closed
September 28	School Closed – Staff Development Day
October 19	School Closed – Staff Development Day
November 12	Veterans’ Day – Holiday – FAU Closed
November 22-23	Thanksgiving Holiday – FAU Closed
December 24, 2011 thru January 1, 2012	School Closed - Slattery Winter Break

2013

January 2	School Re-Opens
January 21	MLK – Holiday – FAU Closed
February 18	School Closed – Staff Development Day
April 19	School Closed – Staff Development Day
May 10	School Closed – Accreditation Prep Day
May 27	Memorial Day – Holiday – FAU Closed
June 10	First Day of Summer Program
July 4 Closed	Independence Day Obs. – FAU

Advisory Board of Directors 2012-2013

Voting Members

<u>Name</u>	<u>Affiliation/Title</u>
Chris Patterson	President/ Parent Representative
Traci Baxley	Vice-President/ Parent Representative
Alan Kersten	Department of Psychology
Michael Brady	Department of Exceptional Student Education
Beth King	College of Nursing
Joel Herbst	Executive Director of FAU Pre K-12 Schools and Program
Deena Wener	Communication Sciences & Disorders
Nancy Brown	Director of Center for Early Childhood Education, Research and Community Partnerships
Paul Peluso	Department of Counselor Education
Dilys Schoorman	Department of Curriculum, Culture, and Educational Inquiry

Board of Directors- One parent for each fifty (50) children enrolled will be elected by the Slattery Center parents to serve as voting members of the Board of Directors. The Slattery Center Board of Directors establishes local policies and ensures that the school is operated in accordance with the Laws of Florida (S.1011.48 (2), F.S.) and policies of Florida Atlantic University