WELCOME

Welcome to the OSU-Oklahoma City Child Development Lab School (CDLS). We are delighted that you have chosen our program for your child and your family.

The CDLS is a part of the Office of Business and Industry Training & Economic Development with support from the Early Care Education Department, Human Services Division, of the Oklahoma State University-Oklahoma City campus. We function both as a child care center and a laboratory for students studying Early Care Education at OSU-Oklahoma City. We also serve as an observation site for other programs at OSU-Oklahoma City and other colleges and universities in the Oklahoma City metro area.

The CDLS was founded in 1991 with the mission of “instilling academic excellence by teaching social and life skills to children, families and students through encouragement, respect and meaningful teaching experiences that evolve from developmental milestones.” That mission statement gives us the direction to provide the very best experiences for whoever enters the center – children, college students, or parents!

The purpose of this handbook is to introduce you to the CDLS and provide you with some basic information. Please be sure and contact the center if you have questions or suggestions.

Again, welcome to the Child Development Lab School of OSU-Oklahoma City!

Sincerely,

The CDLS Staff,
Business and Industry Training & Economic Development;
Early Care Education Faculty

“All life is education and everybody is a teacher and everybody is forever a pupil.”
Abraham Maslow
Acknowledgments

This handbook was revised in the spring of 2012, with the idea of making a “living document” – one that would grow and change as the needs of the Child Development Lab School (CDLS) changed. It was timed to meet the move to the new home of the CDLS, on the south side of the OSU-Oklahoma City campus.

Special thanks to the parents who served on the revision committee:

   Julie Bisbee-Wheeler
   Damon Hayes-Milligan
   Emily Hubbard
   Ginger Welch-Britton

The handbook was revised in the summer of 2013 with the assistance of the following family members:

   Julie Bisbee-Wheeler
   Damon Hayes-Milligan
   Emily Hubbard
   Macay McComas

Appreciation is expressed to these family members for their dedication to the CDLS.

The family handbook was updated in the fall of 2015 by Director, Kathy Richardson. A special thanks to the OSU Child Development Lab, Stillwater for allowing us access to policies and procedures in their family handbook.

Appreciation is also expressed to the Office of Business and Industry Training & Economic Development, the Human Services Department and the Early Care Education Department, as well as the administration at OSU-Oklahoma City for the support that is always provided to the CDLS, providing the very best for the children and students served.

NAEYC Standard 10.B.02
NAEYC Standard10.B.08
NAEYC Standard 7.A.12
Note

Throughout this book, references are listed with reference to standards of the National Association for the Education of Young Children (NAEYC) and Oklahoma Department of Human Services (DHS). Copies of these standards are available for examination in the office of the Child Development Lab School (CDLS) or online – www.naeyc.org/academy and www.okdhs.org.

NAEYC standards are higher than DHS requirements, so in some areas only NAEYC Standards are listed, even though DHS Licensing Requirements may speak to the same issue.
Licensing and Accreditation

The CDLS is licensed by the Oklahoma Department of Human Services (DHS) and is in compliance with the health and safety standards required by the state. The center is a Three Star Center (the highest possible designation in the state).

In addition, the CDLS is accredited by the National Association for the Education of Young Children (NAEYC). This accreditation was achieved in 1994 and is renewed every five years, most recently in 2013.

NAEYC Standard 10.A. 01
NAEYC Standard 10.B.04
Licensing Requirements for Child Care Centers
Center Operation

Hours

The center is open Monday – Friday from 7:00 a.m. until 6:00 p.m., except for designated holidays and other school closures. Families are expected to pick up their child on time each day.

Breakfast service ends at 8:30 a.m. If children arrive past that time, please make sure your child has eaten breakfast before coming to the center. Children should not bring in individual snacks or meals without prior permission.

Families are also asked not to arrive between 12:30 and 3:00 p.m. (nap time) unless prior arrangements have been made.

Holidays

The CDLS is closed for the following holidays:

- Martin Luther King Day
- Memorial Day
- Fourth of July (if the 4th of July is on Saturday or Sunday, the nearest weekday will be designated as the holiday)
- Labor Day
- Thanksgiving Day and the Friday after
- The week between Christmas & New Year’s (the center will be closed for these holidays at the same time the OSU-Oklahoma City campus is closed – exact dates will be posted annually)

Other Closures

The CDLS will also be closed for staff training/work days twice a year for a total of three days. Notice of at least one month will be given before these closures. The center will also be closed for Fall Break annually, following the schedule for the OSU-Oklahoma City campus.

Inclement Weather

If OSU-Oklahoma City is closed due to inclement weather, the CDLS will also be closed. Notification of campus and CDLS closing will be on local television radio stations and the OSU-Oklahoma City website (www.osuokc.edu). Families will get an automatic text message from OSU-Oklahoma City, even if their child is not in attendance on that particular day. Families may also get a phone call from the classroom teacher or the center director; however, please use local media for updated information.
Emergency System Closures

If the CDLS is without functional systems (air conditioning, heating, electricity and/or water) for more than three (3) hours, families will be contacted and required to pick up children.

Other Emergencies

If the CDLS building or the OSU-Oklahoma City campus is required to close for any reason, the children at the CDLS may be moved to another location selected by the OSU-Oklahoma City administration. Families will be contacted by OSU-Oklahoma City through text message and/or phone call when children are to be moved. At the appropriate time, families will be informed of the location of the children and when they should be picked up. The children will only be moved if there is a threat of imminent danger.

Tobacco Use

The OSU-Oklahoma City campus is a tobacco-free environment, including electronic cigarettes. Tobacco use is not permitted anywhere on campus, including the CDLS and the parking lots.

Cell Phones

The use of cell phones by parents or staff is not permitted in the corridors or classrooms at any time for any reason. If calls must be made or received, the parent room or the lobby should be used. Parents dropping off or picking up a child at the center should greet the child and the teacher and be available if information needs to be shared.

Outside Care

Because families and their children become comfortable with the staff at the CDLS, they may wish to use staff members as baby-sitters or after-hours care givers. Although this cannot be prohibited, we ask families to consider this carefully. Use of a staff member as a personal caregiver makes it difficult to maintain a professional relationship while the child is at the CDLS. Parents should remember that OSU-Oklahoma City assumes no responsibility for employees who provide services to families after regular working hours. We also cannot recommend other child care or child care services.
Attendance at the CDLS

Because the CDLS functions as a lab school for the OSU-OKC Early Care Education department, the number of children attending the CDLS is limited. As of March of 2016, the center is licensed for 60 children. The number of children in each classroom may fluctuate from time to time, depending on the needs of the center, but the total number of children will never violate licensing guidelines.

The CDLS has one preschool classroom and three early education (infant & toddler) classrooms. Transfer from early care to preschool will happen when space occurs and when the child is developmentally ready to make the change. Classroom change decisions will be made on an individual basis, according to the needs of the child. No changes will be made without discussion with the family. A child does not have to be toilet-trained before attending the CDLS or before being transferred from early care to the preschool area.

All children will be considered for attendance, regardless of race, financial status, physical or mental abilities.

NAEYC Standard 7.A.07

Once a child is accepted into the program, a non-refundable two week tuition deposit is required to hold a space for the child. The tuition deposit is applied as a credit to the first billing period of the child’s enrollment in the program.

The CDLS will accept families receiving DHS assistance for child care. The center will maintain a 10% enrollment of families receiving DHS assistance.

- All children receiving an OKDHS subsidy must have a W5 contract and attend a minimum of 17 days per month for at least five hours a day.
- You are responsible for checking your child in and out every day with the EBT machine using your card.
- If you miss checking your child in or out, this will have to be rectified within the 10 day period that DHS has allotted you. You must enter an accurate estimation of the time in and/or time out for the center to be properly reimbursed.
- If you miss checking your child in or out accurately and the allotted 10 days have passed, you will be charged for tuition for that day, not DHS.
Vacancies at the CDLS will be filled as they occur according to the needs of the center at that time. When possible, enrollment priorities will be as follows:

- Families with other children in the center (siblings);
- Children of staff or faculty members;
- Children of OSU-Okahoma City students;
- Children of community members will receive the remaining spots.

Children ages 6 weeks to kindergarten age may attend the CDLS. By state law (70 O.S. 18-108), children who are age 5 by September 1 are eligible to attend kindergarten. Parents who opt out of enrolling their children in kindergarten at age 5 in accordance to state law will not be able to use the CDLS for childcare for the additional year.
Staffing

The CDLS strives to meet NAEYC staff/child ratios. These ratios are:
- Early Care (birth to 3) 1:4
- Preschool 1:9

NAEYC Standard 10.B.12
Table 6

At times, the center will maintain state DHS staff/child ratios, which are:
- Mixed-Age (birth to 3) 1:6
- Preschool 1:12

DHS child/staff ratios will never be violated at the CDLS.

OKDHS Section 9.1(e), Appendix L-4

The CDLS has chosen to use mixed-age classrooms and continuity of care – a child staying with the same teacher for a period of several years – because we believe strongly that learning and development are relationship based, and we strive to maintain continuous relationships between children and teachers. Staff members, however, are sometimes out of the center due to training or personal needs.

All staff members at the CDLS:
- Receive a minimum of 20 hours of training per year;
- Complete Entry Level Child Care Training (ELCCT) within 60 days of employment;
- Have a professional development (education plan).

In addition, most staff members are CPR/First Aid certified and are offered the opportunity annually to complete certification in this area.

OKDHS Section 5.1(4)(B)
Developmentally Appropriate Practice

The CDLS of OSU-Oklahoma City uses developmentally appropriate practices (DAP) under the guidelines of the National Association for the Education of Young Children (NAEYC).

These guidelines include:

- Learning should be relationship-based – relationships with teachers, other children and others in the child’s circle;
- Learning comes through play, hands-on experiences and age-appropriate materials;
- Materials provided and lessons reflect various family situations, ethnic backgrounds and lifestyles, presenting each with dignity;
- Recognizing each child as an individual with individual strengths, capabilities and needs.

NAEYC Standard 2.A.01
NAEYC Standard 2.A.08
NAEYC Standard 2.B.01
NAEYC Standard 2.B.03
NAEYC Standard 2.B.05
NAEYC Standard 2.B.06
Guidance

The goal at the CDLS is for children of any age to move toward controlling their own behavior. Guidelines for behavior and guidance are as follows:

- The environment (physical and emotional) is designed to ensure child success and avoid frustration;
  
  \textit{NAEYC Standard 1.B.01}

- Guidance is always given in positive terms – “walk in the classroom” not “don’t run.”

- Children are never physically punished by center staff nor is it allowed for children to be physically punished by family members while in the center or center grounds;
  
  \textit{NAEYC Standard 1.B.09}

- Children are never criticized or belittled;
- Children may be removed from an activity or situation if the circumstances warrant the removal;
- If staff or family feel that behavior issues require professional intervention, the CDLS will be available to help locate or participate in appropriate services;
  
  \textit{NAEYC Standard 8.A.05}

- Discussion of behavior issues – initiated either by staff or families – is completely confidential;
- Every possible effort will be made to meet the needs of the child and family, to avoid dismissal from the center. If the program at the CDLS is determined not to be the proper placement for a child, the staff will work with the family to make sure that the needs of the child are met.
Fees and Payment Policies

The CDLS is supported by OSU-Oklahoma City funding, as well as through quality instruction through the Early Care Education programs. Payment of tuition and fees, in addition to the support of the university, enables the center to meet the high standards that are required by NAEYC and OKDHS licensing and supports the center in providing quality services. The following fee structure will be implemented effective March 1, 2016:

- Infants / Toddlers / Two-Year Olds $220.00 per week
- Preschool $195.00 per week

Rates may be changed at the discretion of the OSU-Oklahoma City administration. At least 2 months’ notice will be given in the event of a tuition increase.

Tuition payments must be made as follows:

- Tuition payments may be paid monthly or weekly.
- Monthly payments must be paid by the 5th of the month; they are considered delinquent by the 8th.
- If monthly payments are not made by the 8th, a $10.00 per week late fee will be assessed.
- Weekly payments are due on Monday and are considered delinquent by Wednesday. Again, a $10.00 per week late fee will be added for late accounts.
- If the total payment is not received by the end of the month, the child will not be able to attend the center the following month.
- A position in the center will be held for a period of one (1) week before that spot is filled by another child.
- To reinstate a child during that one week period, the family must pay: 1) the past due month; 2) any late fees; and 3) the new month in total (not in installments).

If tuition is not paid on the appropriate date, a reminder note will be sent to the family.

In addition, a $45.00 supply fee per child will be paid twice a year, to be assessed in August and January. As mentioned elsewhere (see “Meals / Food” section) tuition costs include breakfast, lunch and one snack per day for children over the age of 12 months.

Tuition adjustments will be made if the center is closed for three (3) or more consecutive days.

There are no tuition adjustments for holidays, semester breaks, or a child missing class for other reasons.

If a family is receiving DHS assistance for child care and is required to pay a co-pay, the requirements for these payments will follow the same rules as listed above.
Late Pick-up Fees

The program will assess late fees to families/parents that do not pick up their children before the closing time of 6:00 p.m.

A fee of $10.00 will be assessed beginning at five minutes after closing and for every five minutes or portion thereof until the child is picked up. The clock in the classroom (synchronized with the OSU-OKC computer network clock) will be the official time for assessing these fees. The family/parent will be notified in writing and the assessed fee will appear on the next statement.

Please honor the pick-up time by arriving 15 minutes early to allow for a conversation with the teacher and gathering your child’s belongings before our closing time.

If a family/parent arrives before the opening time of the day, they are asked to wait with their child in the building until 7:00 a.m.
Family Involvement & Information

Orientation

New families to the center will have personal orientation with the appropriate teacher and with the management staff of the center. General orientation for all families may be held when necessary – for example, when major policies changes take place at the center.

*NAEYC Standard 7.A.06*

Visiting the Center

Family members are welcome to visit the center at any time. If family members wish to join their child for a meal or snack, please let the center director know at least one day in advance. If there are family members who should not be admitted to the center for any reason, please inform the center director.

Information

Each family will have a mail box at the center. These will be used for specific information about the child and the center – daily sheets, center information, etc. Family letters/information sheets are distributed approximately once a week. Families are responsible for being aware of information in these letters. In addition, general information concerning child development, activities, etc. will be made available in the family conference room of the center. Licensing information and reports of licensing visits are always available to families.

*NAEYC Standard 7.B.05*
*NAEYC Standard 7.B.06*
*NAEYC Standard 8.B.03*

Parent / Teacher Conferences

Family/teacher conferences are held twice a year. In addition, families may request conferences at any time.

*NAEYC Standard 7.B.01*
*NAEYC Standard 7.C.01*

Surveys

Families will be asked to complete a family survey annually.

Supplies

Families may occasionally be asked to supply materials to supplement activities in the center. Participation is appreciated but is not required. Families may also choose to donate items to the center and donations are appreciated; they should be safe and developmentally appropriate.
Other Involvement

Family members may occasionally be asked to serve on a committee, attend a conference or participate in classroom activities, such as field trips. It is hoped that family members will be involved in the on-going activities of the center.

*OKDHS Section 10*
Social Media

We ask that families at the CDLS use discretion in including the CDLS on Facebook, Twitter or other social media outlets. If you take pictures of your child at school (at a birthday or other special event), please do not include other children, as there are privacy issues to consider.

Staff at the CDLS are not allowed to “friend” families of the CDLS through personal Facebook or other social media accounts or relay CDLS information through personal means. Communication about the children will come through approved CDLS channels.

We also ask that personal names of teachers or administrators not be mentioned in personal social media accounts, again for privacy reasons. We are pleased if families want to share contact information about the center (address and telephone number) but we ask that public media not be used for this purpose.
Children’s Needs

Clothing

Children coming to the CDLS will be playing, exploring, eating and napping. Children should be dressed appropriately to participate in all activities.

*NAEYC Standard 5.A.07*

- Clothing should not restrict freedom of play or participation in activities, so it should be durable and stress-free. Children will get dirty during a regular school day!
- Clothing should be weather appropriate.
- Closed-toes shoes that fasten to the feet (such as tennis shoes) are necessary for playground time. If a child wears sandals to school, a pair of outdoor shoes should be made available to change into.
- For older children, clothing should be non-restrictive enough so that the child can easily manage in the bathroom.
- All outer-wear (jackets, sweaters, hats, gloves) should be labeled with the child’s name.
- All children will need at least one weather-appropriate change of clothing available at the center.

Toys

The center provides developmentally appropriate materials for the children and personal toys should not be brought to the center. Exceptions are a small blanket or stuffed toy to be used as a comfort or nap item and special events, such as show-and-tell or other occasions.

Allergies, Medications, Meals

See sections of this handbook that deal directly with those issues.
Meals / Food

Breakfast, lunch and an afternoon snack are provided for children each day. The center participates in the Child and Adult Care Food Program (CACFP), meeting nutritional guidelines. Menus are planned by center staff and food is prepared by the OSU-OKC Food Service program.

NAEYC Standard 5.B.01

Menus are posted and made available to the families monthly, and the staff welcomes input and suggestions for menu ideas. Meal schedules are:

- Breakfast – 8:00 a.m. – 8:30 a.m.
- Lunch (Toddlers/Two Year Olds) – 11:30 a.m.
- Lunch (Preschool) – 11:30 a.m.
- Snack – 3:00 p.m.

Additional snacks may be added mid-morning or late afternoon, at the discretion of the teacher.

For children with allergies and/or special nutritional needs, the child’s health care provider should supply to the program a plan to be followed in providing meals and snacks.

Families may provide snacks for special occasions (birthdays, holidays, etc.) but these must be commercially prepared and packaged and should take into account any allergies children in the classroom might have.

NAEYC Standard 5.B.02

If a child has a snack or a meal in the car before arriving at the center, they are asked to finish it before coming into the classroom, unless special permission is given.

Children under twelve months of age (infants) are given human milk or formula, according to the wishes of the parents and the health care provider. Infants are fed “on demand” -- a staff member who is familiar with the child feeds the child whenever the infant seems hungry. Feeding is not used in lieu of other forms of comfort and bottles for infants are never propped.

The CDLS supports breastfeeding and provides a nursing mother’s room on site at the center.

NAEYC Standards 5.B.01 – 5.B. 16

In addition to the regular afternoon snack that is covered under CACFP, supplemental snacks may occasionally be provided in the classrooms. Because these are not a part of the CACFP food program, parents may be asked, at the discretion of the classroom teacher, to help provide additional snack items. All snack items must be healthy and appropriate and families are not required to provide these items.

The CDLS is a nut-free environment and any snacks (trail mix, energy bars, etc.) provided to the center should not contain nuts or nut products, such as peanut butter.
Health

Health Records

Children attending the CDLS are required to provide up-to-date immunization records. Immunization requirements are available from your personal health care professional, the state Department of Health or the office at the CDLS.

Documentation from a health care professional concerning special health care needs or situations (allergies, hearing or vision impairments, seizures, etc.) must be provided. When necessary, staff members will receive specialized training in dealing with specific health issues.

NAEYC Standard 5.A.01
NAEYC Standard 5.B.05

Medical Emergencies

All staff members of the CDLS receive training in pediatric first-aid and infant/toddler rescue breathing.

NAEYC Standard 5A.03

Families must provide emergency information to the CDLS, including:
- Contact information;
- Hospital preference;
- Current health insurance coverage.

Families will be asked to verify and update this information as needed. The CDLS will ask for annual updates.

Medication Administration

All staff members receive Medical Administration Training (MAT). Staff members who do not complete this training annually will not be allowed to give medication to children.

All medications – whether prescription of over-the-counter – will be given only under the following conditions:

- Medication must be prescribed by a health care professional;
- Medication must be in the original container and labeled with the child’s name, dosage, and directions for administration;
- Family member must complete the CDLS Medication Log.

Staff member receive medication administration training before they are allowed to give medicines. Staff administering medication will log in date, time and amount of medication given.

All medications will be kept in locked containers while on site at the CDLS.
If the children are exposed to a communicable disease, that information will be posted at the entrance to the classroom. Information will include symptoms of the disease and period of communicability.

**Exclusion from Center**

Children with the following signs or symptoms of illness are excluded from the center:

1) Fever, defined as axillary (armpit) temperature of 100 degrees or higher, or oral temperature of 101 degrees or higher.
2) Diarrhea, defined as runny or watery stools with increased frequency of loose stools.
3) Vomiting.
4) Undiagnosed body rash, except diaper rash.
5) Sore throat with fever and swollen glands.
6) Eye discharge, defined as thick mucus or pus draining from the eye, or pink eye.
7) Yellowish skin or eyes.
8) Severe coughing, where the child gets red or blue in the face or makes a high-pitched whooping sound after coughing.
9) Signs or symptoms or possible illness, such as lethargy, irritability, persistent crying, or any other unusual signs until a medical evaluation allows inclusion.

*OKDHS Licensing, Appendix L-6*

If a child shows any of these symptoms while in care, families will be notified and requested to pick up the child. The child will be excluded from the center until they are symptom free **without medication** for 24 hours OR until they have a release from a medical professional, certifying that the child is not contagious.

If a child is diagnosed with a contagious illness, parents are requested to notify the center.

If children are exposed to a communicable illness, families will be notified of such exposure – including type of disease, signs and symptoms, period of communicability and control measures to further prevent the spread of the disease.

*NAEYC Standard 5.A.05*

**Creams, Ointments and Lotions**

A medication form is required before a staff can apply insect repellent or ointments and creams, such as diaper rash cream or teething gel.

Lotions are sometimes used in the classroom for soothing purposes. All families will be asked to sign a “Lotion and Sunscreen Permission Form.”

Sunscreen will be applied to all children for outdoor play during warm weather – usually May through September. Sunscreen with at least an SPF of 50 will be provided by the center. Families who wish to provide their own sunscreen may do so; however, it should be clearly marked with the child’s name and replaced promptly when necessary.
Outdoor Play

Outdoor play is considered healthy for every child and children are taken outside daily, except when weather conditions present a hazard (extreme heat of cold). A child will need written permission from a health care professional to be excluded from outdoor play.

NAEYC Standard 3.D.01
NAEYC Standard 5.A.06

Outdoor play areas are developmentally appropriate and ADA accessible.

NAEYC Standard 10.D.05
NAEYC Standard 10.D.09
NAEYC Standard 10.D.10
Safety

Fire

Fire drills are conducted monthly. The center is inspected annually by the OSU/A&M Fire Marshall, as well as the security department at OSU-Oklahoma City. The center is monitored electronically by the OSU-Oklahoma City security department. The center is equipped with a sprinkler system and fire extinguishers. Staff members have training in proper fire extinguisher handling.

Severe Weather

Tornado drills are conducted monthly. In the event of tornado, the CDLS will shelter in the safe room provided to the immediate north of the building.

Once children and staff are in the emergency shelter area, they will remain there until an “All Clear” signal is given by the security department.

If children are moved to the safe room due to safety concerns, families will be notified by text message and/or phone, informing them the children have been moved to the safe room. A follow-up text will be sent once the “All Clear” has been given and children are available for pick-up.

Occasionally, the OSU-Oklahoma City campus is closed due to severe weather. In the event of severe weather, families should consult local media (television, radio) or check the OSU-Oklahoma City website (www.osuokc.edu). Information can also be received through the OSU-Oklahoma City Facebook or Twitter accounts. Families may also receive a telephone call or text message from CDLS staff or OSU-Oklahoma City communications but other media sources should always be consulted.

Emergency Transportation

In extreme emergencies, children at the CDLS may be transported away from campus or to other locations on campus. Children may be transported by university vehicles of other means in the safest, quickest method possible. By acknowledging receipt of this handbook families are also giving consent to emergency transport of children at the discretion of OSU-Oklahoma City administration.

Security

The center is a secure site; entrance is accessible ONLY through admission by a staff member at the CDLS or other designated method. Parents are asked not to let people into the center unless they are known. Although the CDLS is located in a classroom building of the campus, the area between the classrooms and the center is also secured. Please allow staff adequate time to respond to the doorbell. For Security’s assistance in accessing the CDLS, call 405-945-9111.
Arrivals and Departures

During arrivals and departures, family members should make sure that the teacher in the classroom is aware that the child has arrived or is leaving. An accurate count must be kept of children in order to ensure their safety.

Children will be released ONLY to people listed on the child’s “may pick up” list. Should the circumstances change regarding custodial parents please inform staff immediately. If the staff member in charge does not recognize a person requesting to pick up a child, that person may be asked to produce photo identification. All persons on the pick-up list must be at least 18 years of age.

Family Transportation

Please remember that Oklahoma law states:

“*Regardless of a child’s seating position in a vehicle, children under eight (8) years of age shall be protected in a properly installed child passenger restraint system...*”


Children arriving at or departing from the CDLS must the properly protected. Staff members observing non-compliance with child safety laws will be required to speak to families about violations and report violations to the authorities if the laws continued to be disregarded.
Safe Sleep

Safe Sleep For Your Baby

- Always place your baby on his or her back to sleep, for naps and at night, to reduce the risk of SIDS.
- Use a firm sleep surface, such as a mattress in a safety-approved* crib, covered by a fitted sheet, to reduce the risk of SIDS and other sleep-related causes of infant death.
- Room sharing—keeping baby's sleep area in the same room where you sleep—reduces the risk of SIDS and other sleep-related causes of infant death.
- Keep soft objects, toys, crib bumpers, and loose bedding out of your baby's sleep area to reduce the risk of SIDS and other sleep-related causes of infant death.
- To reduce the risk of SIDS, women should:
  - Get regular health care during pregnancy, and
  - Not smoke, drink alcohol, or use illegal drugs during pregnancy or after the baby is born.
- To reduce the risk of SIDS, do not smoke during pregnancy, and do not smoke or allow smoking around your baby.
- Breastfeed your baby to reduce the risk of SIDS.
- Give your baby a dry pacifier that is not attached to a string for naps and at night to reduce the risk of SIDS.
- Do not let your baby get too hot during sleep.

* For more information on crib safety guidelines, contact the Consumer Product Safety Commission at 1-800-638-2772 or http://www.cpsc.gov

Remember Tummy Time!
Place babies on their stomachs when they are awake and when someone is watching. Tummy Time helps your baby's head, neck, and shoulder muscles get stronger and helps to prevent flat spots on the head.

[For more information about SIDS and the Safe to Sleep® campaign]
[March 11 Center Drive, 311042, Bethesda, MD 20893-0425]
[Phone: 1-800-662-7662]
[Fax: 1-866-718-5997]
[Website: http://www.safetosleepchild.nih.gov]
[NIH Pub. No. 1-7195]
[August 2014]

Safe to Sleep® is a registered trademark of the U.S. Department of Health and Human Services.
What Does a Safe Sleep Environment Look Like?

Reduce the Risk of Sudden Infant Death Syndrome (SIDS) and Other Sleep-Related Causes of Infant Death

Use a firm sleep surface, such as a mattress in a safety-approved crib, covered by a fitted sheet.

Do not use pillows, blankets, sheepskins, or crib bumpers anywhere in your baby's sleep area.

Keep soft objects, toys, and loose bedding out of your baby's sleep area.

Do not smoke or let anyone smoke around your baby.

Make sure nothing covers the baby's head.

Always place your baby on his or her back to sleep, for naps and at night.

Dress your baby in sleep clothing, such as a one-piece sleeper, and do not use a blanket.

Baby's sleep area is next to where parents sleep.

Baby should not sleep in an adult bed, on a couch, or on a chair alone, with you, or with anyone else.

*For more information on crib safety guidelines, contact the Consumer Product Safety Commission at 1-800-638-2772 or http://www.cpsc.gov.

NIH
Curtis Kennedy Division of Child Health and Human Development
SAFE TO SLEEP
Accidents and Injuries

Children may receive injuries or have accidents while at the CDLS. When this happens, an Incident Report form is completed by the staff member who witnessed the incident and a copy of the report is given to the family. Staff members receive training in first aid and will deal with minor injuries. An accidental poisoning would be reported to the family immediately. When necessary, family members will be contacted following an accident or injury. In some cases, these calls will be solely to report the incident; at other times, a family member will be asked to come to the center to either assess the situation or to take the child to see a medical professional. In extreme cases, 911 will be called and, if necessary, the child will be transported to an emergency facility by ambulance. Staff members will not be permitted to transport children to an emergency facility in their personal vehicle.

Unfortunately, children are sometimes injured at the CDLS because of the actions of another child – biting, hitting, pushing, etc. Even though the classrooms are well monitored and the teachers trained, accidents do happen and exploring with hands and teeth is developmental! If your child is injured by another child, you will not be given the name of other child – we will respect confidentiality in those instances.

The CDLS does have procedures for dealing with a chronic bitter or hitter. The center director or the classroom teacher will be glad to discuss these procedures with you.
Child Abuse Reporting Policy

Oklahoma statues define child abuse as harm or threatened harm to a child’s health or welfare by a person responsible for the child. This includes non-accidental physical or mental injury, sexual abuse or neglect (10 O.S. Section 7102).

- Physical abuse is non-accidental injury to a child.
- Mental injury is an injury to a child’s psychological growth and development. It is caused by a chronic pattern of behaviors, such as belittling, humiliating and ridiculing a child.
- Sexual abuse, in general terms, includes any sexual activity between an adult and a child for the purpose of sexually stimulating the adult, the child or others. Sexual abuse may also be committed by a person under the age of 18 when that person is either significantly older than the victim or is in a position of power or control over the child.
- Neglect is the failure of the parent or caretaker to provide a child with basic needs such as food, clothing, shelter, medical care, protection and supervision.
- Threatened harm means a substantial risk of harm to the child. It may include acts or expressions of intent to inflict actual harm presently or in the future.

Every person, private citizen or professional, who has reason to believe that a child has been abused, is mandated by law to promptly report suspected abuse. Failure to do so is a misdemeanor. A person making a report in good faith is immune from civil or criminal liability. The name of the reporter is kept confidential.

A report should be made when there is reasonable cause to believe that a child has been abused or neglected or is in danger of being abused. A report of suspected abuse is a request for an investigation. Investigation of child abuse reports is the responsibility of Child Welfare workers and, when a crime may have been committed, law enforcement officials.

If other incidents of abuse occur after the initial report has been made, another report should be made.

A report may be made to any county office of the Department of Human Services or to the 24-hour statewide Child Abuse Hotline, 1-800-522-3511.

Employees of the CDLS are REQUIRED to understand and follow the above procedures.

NAEYC Standard 10.D.3
OKDHS Section 7.1(d) and Supplement II
Acknowledgement

I hereby acknowledge that I have received a copy of the Parent Handbook for the Child Development Lab School at OSU-OKC. I understand that I am responsible for following the rules outlined in this handbook. When changes are made in these policies, I will receive updated pages and will abide by those changes.

I further understand that if I have questions or need this handbook translated, I can ask for assistance from the program administrators.

NAEYC Standard 7.B.02

Finally, I understand that this signed acknowledgement is required and will become part of my child’s file at the CDLS.

________________________________________________________
Child(ren) Name(s)

____________________________________________________________
Family Member / Guardian Name

____________________________________________________________
Date