

Hinds Community College

Early Childhood Education Center



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In compliance with Title VI of the Civil Rights Act of 1964, Title IX, Education Amendments of 1972 of the Higher Education Act, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and other applicable Federal and State Acts, Hinds Community College offers equal education and employment opportunities and does not discriminate on the basis of race, color, national origin, religion, sex, age, disability or veteran status in its educational programs and activities. The following have been designated to handle inquiries regarding these policies: **EEOC Compliance:** Sherry Franklin, Vice President of Instruction/Career and Technical Education, Box 1003, Utica, MS 39175; Phone: 601.885.7002 or Email: EEOC@hindscc.edu. **Title IX:** DeAndre House, Associate Vice-President Student Services, Title IX Coordinator, Box 1100 Raymond MS 39154; Phone: 601.857.3353 or Email: TitleIX@hindscc.edu.



Parent Handbook

*The Hinds Community College
Early Childhood Education Center is licensed
by the Mississippi State Department of Health.*



MISSISSIPPI STATE DEPARTMENT OF HEALTH

CHILD CARE REGULATIONS SUMMARY FOR PARENTS

Dear Parents,

The Regulations Governing Licensure of Child Care Facilities require that child care providers supply you with a summary of the Child Care Regulations that govern the licensure of child care facilities. You will find that information below.

The Child Care Regulations are the rules and regulations that each child care facility in Mississippi must follow in order to maintain their Child Care License. You, as a parent, are entitled access to these regulations. Among the subjects covered in the Child Care Regulations are:

Licensing Requirements	Health, Hygiene and Safety	School-Age Care
Right of Entry and Violations	Nutrition and Meals	Summer Day Camp & School Age Programs
Facility Policies and Procedures	Discipline and Guidance	Hourly Child Care
Personnel Requirements	Transportation	Hearings, Emergency
Records	Diapering and Toileting	Suspensions, Legal Action and Penalties
Reports	Rest Periods	Release of Information
Staff Requirements	Feeding of Infants and Toddlers	
Program of Activities	Swimming and Water Activities	
Equipment, Toys and Materials	Children with Special Needs	
Buildings and Grounds	Night Care	

APPENDICES

- Appendix A - Child Abuse and Neglect Reporting Statutes
- Appendix B - Reportable Diseases
- Appendix C - Nutritional Standards
- Appendix D - Playground Safety Standards
- Appendix E - Dishwashing Procedure
- Appendix F - Handwashing Procedure
- Appendix G - Diaper Changing Procedure
- Appendix H - Cleaning and Disinfection Procedure
- Appendix I - Communicable Disease/Conditions & Return to Child Care Guidelines

A full copy of the Child Care Regulations should be located in the Director's office of your child care facility. It should be available for your examination upon request. You may also access the Regulations at www.msdh.state.ms.us (from the left menu, select Licensing, then Child Care. You may direct your questions to the local licensing official, Cedra Smith & (601) 364-2827, or you may contact the Child Care Licensure office in Jackson at (601)576-7613.

Should you have a complaint concerning a child care facility, contact the licensing official listed above or call the Child Care Licensure office, toll free, at 1-866-489-8734.

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Brian W. Amy, MD, MHA, MPH, State Health Officer

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Equal Opportunity in Employment Services

Children Learn What They Live

If a child lives with criticism, he learns to condemn.

If a child lives with hostility, he learns to fight.

If a child lives with ridicule, he learns to be shy.

If a child lives with shame, he learns to feel guilty.

If a child lives with tolerance, he learns to be patient.

If a child lives with encouragement, he learns confidence.

If a child lives with praise, he learns to appreciate.

If a child lives with fairness, he learns justice.

If a child lives with security, he learns to have faith.

If a child lives with approval, he learns to like himself.

If a child lives with acceptance and friendship,

he learns to find love in the world.

-Anonymous

Parents,

Welcome to the Hinds Community College Early Childhood Education Center (ECEC). We are very excited to have you and your child here in our facility. We are also delighted to have the opportunity to share many activities that will enhance your child's development socially, emotionally, physically and intellectually. We have designed our program to be developmentally appropriate or age-appropriate. We want to make a positive difference in every child's life. We ask that you please read this handbook and become familiar with our operating procedures.

The ECEC serves as a lab school for college students to practice their education and teaching skills, so not only will the children's developmental skills develop but also many student teachers will develop into wonderful preschool teachers.

Please feel free to contact us on any matter that you feel we should be aware of. We are here to serve you and your child, so communication is of importance to us. We may be contacted at the center between the hours of 7:30 a.m.-4:30 p.m. at 601.936.5510 or 601.936.5548.

We will strive to provide the best care possible for the children and the families we serve.

Sincerely,
Tangela Myles, Director
Hinds Community College
Early Childhood Education Center

I. Purpose

The purpose of the Early Childhood Education Center (ECEC) is to provide a learning readiness environment for young children (six weeks through four years) and to serve as a lab program providing Child Development Technology Majors the opportunity to interact with and to observe young children in a developmentally appropriate environment.

The ECEC will provide safety, guidance, consistency, discipline (teaching behavior), and love, without regard to race, social, economic, or religious background.

The center is licensed by the Mississippi State Department of Health.

II. Curriculum

The Hinds Community College Early Childhood Education Center is a program adapted to the needs and interests of the young child. All children will go through the same stages of development, but at different rates. Therefore, the teachers use developmentally appropriate practices as their curriculum. This curriculum provides children with a variety of learning activities and experiences.

III. Admission Requirements

Children six weeks through four years of age may be enrolled. The Center will provide care for the children of Hinds Community College students, faculty, and staff first; then, if space is available, community-based children may be enrolled.

Registration forms should be completed in full. An immunization record (form 121) is required on each child before the child attends. One shall complete an annual enrollment form. Upon receipt of the registration form, immunization form, and a registration fee of \$55, one's child/children will be provided care.

Any change in this policy is at the discretion of the Admission Committee.

IV. Hours of Operation

The ECEC will be open for operation when day classes are in session on this campus. The hours of operation are from 7:30 a.m. 4:30 p.m., Monday through Friday.

V. Arrival

Please bring your child into the center each morning and leave him or her in the care of the teacher. Please sign your child in each morning and out in the evening. Please sign your full last name each time. This request is for your child's protection. If someone other than the authorized persons will be picking up your child/children, a handwritten and signed note must be given to the office staff.

VI. Child Care Tuition

Monday-Friday	Half day (7:30 to 11:00 AM)
\$130 (Infants-2 years) * \$125 (3-4 years)	\$13/day (Infants-2 years)
Daily Rates	\$12.50/day (3-4 years)
\$26/day (Infants-2 years)	\$55 Annual Registration Fee
\$25/day (3-4 years)	

Childcare tuition should be paid in advance. Childcare tuition paid on a monthly basis is due by the 5th of each month. Childcare tuition paid weekly is due on Monday of each week.

Part-time childcare will be accepted only at the discretion of the director, provided space is available. We do not accept drop-ins.

Make all checks payable to HindsCC/ECEC. If tuition is not paid by Wednesdays weekly or by the 5th of the month, a late fee of \$5 will be charged to your account. If you have any questions concerning tuition, contact the director.

VI. Absence

If a child is absent from school for a period of two consecutive weeks without notifying the director as to the reason, the child will be automatically dropped from the school roll to make room for another student.

VIII. Discipline

1. Positive guidance and redirection are the two disciplinary responses shown to the children. Repeated praise for appropriate behavior will help maintain a harmonious classroom.
2. Children three and older may be put in 'time-out' for a brief period of time (one minute per year of age) if the child has lost control of his or her behavior. A child may miss a privilege because of misbehavior
3. We DO NOT use corporal punishment at this facility. No child is to be spanked, popped, or shaken by the teacher.
4. If the teacher has tried all approved methods, the child may be brought to the director and appropriate discipline worked out by the director, teacher, and parent.

IX. Field Trip

Field trips are an important part of preschool curriculum. When a field trip is scheduled, parents will be informed and will be asked to sign a permission slip. Parents are invited to help with field trips. The Hinds Community College van is used for field trips.

X. Birthday Celebrations

A birthday is a very special day. When a child has moved into the three-year class, you may participate in the following ways:

1. Please tell the teacher in advance of your plans.
2. You may supply special refreshments, cupcakes, cookies, etc., or whatever you like.

NOTE: Invitations to birthday parties held outside the center will be given by the center only if every child in the class is included.

XI. Food

Food and drinks cannot be brought into the center. The ECEC will provide for each child in attendance a mid-morning snack, lunch, and an afternoon snack. Menus will be posted weekly for parents to review.

XII. Clothing

You will need to provide a change of clothing for your child that will be left at the center. Please write your child's name on each piece of clothing. Also, be aware of your child's comfort and dress him/her appropriately for the season and for play. Boots and flip flops are not safe for playing or climbing steps.

XIII. Toys

The center will provide the children with age-appropriate toys, games, and equipment. Therefore, NO toys should be brought to the center. However, we encourage the children to bring books that correspond with the units of study. Nature items are always welcomed. Children may be requested to bring special items from home that relate to units of study.

XIV. Visitors

All visitors must stop by the office upon entering the building. Parents are welcome to the center any time. However, if anyone else is to drop by and see your child, we must be notified.

XV. Weather

Our teachers have been trained to evacuate your children in the most efficient manner should there be bad weather or a fire emergency. The decision to close the center due to hazardous weather will be determined by the President of the college. Please listen to local radio stations to hear the status of HindsCC Rankin Campus. If the Rankin Campus is closed, the center will be closed as well.

XVI. Illness

Please do not bring your child to the center if he or she has shown any signs of a contagious illness. If your child has experienced fever, vomiting, diarrhea, earache, or has a sudden unexplained rash, he or she will need to remain home until the illness is gone. Please understand that our concern is for your child as well as the other children at the center. If we determine that your child has a temperature of 101 degrees or higher, he or she will be sent home and cannot return to the center until the fever is clear for 24 hours.

XVII. Medicine

MEDICINE WILL NOT BE GIVEN AT THE CENTER.

XVIII. Emergency Medical Treatment

A form giving permission for treatment of your child in case of a medical emergency, when the parent cannot be reached, must be signed and given to the center. The form provides a place for parents to give the name of a doctor to call or hospital emergency room to be used.

Parents are responsible for providing primary insurance coverage on all accidents involving their children while attending HindsCC/ECEC.

XIX. Drills

In case of a tornado alert, the children will be taken into the hall way for safety. The center has a weather alert radio which gives us warning of bad weather. Fire, tornado, and earthquake drills are conducted on a regular basis. Each room also has a posted policy regarding disaster drills.

In case of an intruder, classroom doors are closed and lights are turned off. Blinds are closed as well. Children are placed to the right of the door out of view.

XX. Outdoor Play

The Department of Health Regulations requires that children receive a minimum of two hours daily of outside play, weather permitting. The children here in the center receive an hour in the morning and an hour in the afternoon of outside play, weather permitting. Please provide sunscreen for your child during the summer months, and see that he or she has adequate clothing.

XXI. Rest Time

The State Department of Health regulations require that each child receive a minimum of two hours of rest. The rest hours are after lunch.

XXII. Holidays

Holidays will be posted in the ECEC office. The center will observe the following holidays:

January	New Year's Day/Heritage Day
April	Good Friday/Following Monday
July	Independence Day
September	Labor Day
November	Thanksgiving <i>(To be announced)</i>
December	Christmas <i>(To be announced)</i>

(Other days as determined by the official calendar of HindsCC)

**The parent is not responsible for tuition for the days the center is closed.

XXIII. Withdrawals

If a parent withdraws a child, the parent should provide the center with a notice. A minimum two-week notice upon withdrawal is required.

XXIV. How Parents Can Help

1. Read this handbook carefully to help you understand the policies and procedures of the center.
2. See that your child gets a good night's sleep each night.
3. Encourage your child's good eating habits.
4. Get involved with the activities here at the center.
5. Feel free to call or come to see the teacher or director about anything that you do not understand or that will help your child.
6. Send a change of clothing to be left at the center. Label all clothing.
7. Spend time alone with your child reading and sharing other happy times.

XXV. Ways You Can Help Build Character In Children

1. Encourage and motivate children to make responsible choices by acknowledging and praising them when they engage in positive behaviors.
2. Show them affection. Hug or pat them on the back, as you praise them.
3. Motivate children to monitor their own behaviors by maintaining a strong bond with them. Playing and talking to them about what they are interested in are two of the most effective ways to bond with children.
4. Teach them about empathy, sensitivity, and compassion through positive role modeling.
5. Be an inspiring parent by being an expressive person, especially if you want to teach your child about coping with his feelings appropriately.
6. Allow children to see themselves in a positive light and let them know that you expect great things from them. Set them up for success.
7. Set boundaries but give them freedom as much as possible to make their own choices. Children can learn from their choices, whether negative or positive, if you follow through consistently with natural or logical consequences.

8. Read to your child stories about different virtues,
9. Praise other children in your child's presence when they display these virtues.
10. Talk about these virtues directly with your children. Define the words for them and give them examples of each virtue. Let them know that it's good to develop these virtues. Yet, most importantly, model these qualities for them.