



University of West Alabama Campus School Parent Handbook

2024-2025

Julia S. Tutwiler College of Education

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PHILOSOPHY

At the University of West Alabama’s Campus School, a part of the Julia Tutwiler College of Education, we are dedicated to training competent teachers for Alabama's school systems and enhancing instructional programs within our service area. We believe that children are active, unique learners who progress at their own pace according to a developmental sequence. Our teachers act as facilitators, sensitive to the developmental and individual needs of children, and we ensure our curriculum addresses their social, emotional, cognitive, and physical needs.

Classroom management in our school emphasizes proper environmental organization, appropriate activities, clear expectations, and natural, logical consequences. We employ a positive approach, combining consistency with empathy. Recognizing the importance of practical, hands-on experience, we provide valuable training for teacher candidates, allowing them to assist with program implementation.

We foster an atmosphere of mutual support between parents and staff, ensuring parents are informed and involved in classroom activities. Serving students from 8 weeks to 4 years old, we uphold the highest standards of ethical behavior and integrity, creating a safe, inclusive, and nurturing environment. Our commitment to respect, honesty, and responsibility guides our interactions and management, emphasizing confidentiality, fairness, and respect for individual differences. By modeling these ethical principles, we instill values of kindness, empathy, and cooperation in our young learners, with dedicated staff acting in the best interest of our students to shape their minds and futures within our Campus School community.

WHO IS SERVED

Campus School services are primarily for the University of West Alabama faculty, staff, and students. Wait list priority is given to siblings of children enrolled at Campus School and/or children of Faculty/Students of UWA if the child's age is consistent with the vacancy. Enrollment from the surrounding community is allowed if spots are available.

DAYS AND HOURS OF OPERATION

The Campus School operates weekly from Monday through Friday with closures coinciding with University Holidays. Our hours of operation are 7:30 a.m. to 5:30 p.m. We request that all children be present by 9:00 AM.

FEES FOR SERVICE

We have moved to online only payments. Please visit <https://commerce.cashnet.com/UWACampusSchool>

Beginning August 1st, 2024, tuition is \$475.00 per student. A tuition discount of 10% is given to families who have multiple children enrolled in Campus School. This discount does not apply to fees. Tuition is due on the 1st of each month and a late fee of \$25.00 per student will be charged on the 11th day of the month. Late fees must be paid via cash or check in the Campus School payment drop box.

Instructional fees are due each semester. A 50.00 instructional fee is due in August and in January. A \$35.00 instructional fee is due in June.

For \$25.00 per month, UWACS can provide children with two lunches per week served from the Caf. This must be paid in full at the beginning of each month.

Non-compliance with tuition requirements will lead to the child's unenrollment. If tuition is not paid by the 11th of the following month, the child will be unenrolled from Campus School. For instance, if January tuition is unpaid, and both January and February tuition are not paid in full by February 11th, the child will be unenrolled.

KEY FOBS

The Campus School operates from 7:30 a.m. to 5:30 p.m. Key fobs are programmed for use only during these hours. Each family can request up to two key fobs. Additional fobs can be requested for a fee of \$25.00 each.

STAFFING

Minimally, the staff to child ration is 1:5 for 0-18 months, 1:7 for 18 months – 2.5 years, 1:11 for 2.5 years - 4 year olds, and 1:18 for 4 years and up, based on the Alabama Minimum Standards for Operating a Child Care Center.

ENROLLMENT

All forms must be completed prior to enrollment. Before your child can be considered for admission, you will need to complete the UWA Child's Preadmission Record. Children who are in the drop-off program must have the same forms completed prior to being dropped off. The enrollment package includes:

1. Pre-Admission Record with Emergency Authorization
2. Release Agreement (back of Pre-Admission record)
3. Immunization Records
4. \$50 Registration fee
5. School Supply Fee (\$50 per child in January and August and \$35 per child in June)
6. Picture I.D. on file
7. Handbook Signature Page

Once enrollment has been approved, you must bring a valid Certificate of Immunization, Certificate of Medical Exemption, or a valid Religious Exemption to the Campus School for your child. No child will be allowed to start without a completed enrollment package on file.

Immunization forms must stay current. It is the parents' responsibility to keep the immunization forms up to date.

REGISTRATION/WAIT LIST

Registration forms can be obtained from <https://www.uwa.edu/campus-school/> and returned to Campus School. Applications will not be taken by telephone. Any parent or legal guardian may complete a registration form for a child regardless of race, color, creed, or socioeconomic status. Upon receipt of a registration form, the child is placed on the waiting list in order of date of application. Throughout the year, as vacancies occur, an evaluation of Campus School's current enrollment will take place. Children already enrolled may be moved to the next classroom. Parents/guardians of the next eligible child on the waiting list will then be contacted via email or phone. Priority is given to siblings of children enrolled at Campus School and/or children of Faculty/Students of UWA if the child's age is consistent with the vacancy. If Campus School tries to contact a family at least three times and they are unreachable, their child will be removed from the waiting list.

WITHDRAWAL

Parents are required to provide the UWA Campus School with a two-week notice before withdrawing a child from the program. If no notice is given, one month's tuition will be due.

AUTHORIZED RELEASE AGREEMENT

A child will not be released to an unauthorized individual. Parents or guardians must designate who is authorized to pick up their child on the written release agreement. Children will only be released to individuals authorized by the custodial guardian. When an unfamiliar person arrives to pick up a child, picture identification is required. A copy of the picture identification may be requested to be kept on file for future verification.

We reserve the right to prevent a child's departure with a person who appears to be under the influence of drugs and/or alcohol or who appears to be unreasonably agitated. Child endangerment will be reported to the proper authorities.

CONFIDENTIALITY

The Campus School is committed to maintaining the highest level of confidentiality regarding the records and information of the children under our care. This encompasses medical records, anecdotal notes, assessments, and screening results, which are accessible to external parties solely through the express written consent of the child's parents or guardians. Access to children's files is restricted to Campus School employees who have a direct working relationship with the child and the school's assistant to the director and director who have a legitimate need to access the records.

MEALS

At Campus School, we are pleased to offer meal services through Aramark on Tuesdays and Thursdays for a fee of 25.00 monthly.

To participate in the meal service, students must be able to feed themselves without assistance. This ensures that all children can enjoy their meals comfortably and independently.

For those that choose not to participate, lunch will need to be sent from home, in addition to snacks.

- **BREAKFAST**
 - Breakfast is the most important meal of the day! Please see that your child eats at home.
- **SNACKS**
 - Two Snacks per Day: Snacks should be brought from home, with at least one healthy option for the morning snack. UWACS will only provide water to drink. If you prefer your child to have milk or juice, please send it in a single-serving, appropriately labeled cup.
- **LUNCH**
 - All children should bring their lunch from home. Please include milk or juice in a single serving, appropriately labeled cup, and nutritional finger foods in easily opened containers. Ensure all items are labeled with your child's name. It is advisable to limit the amount of sweets.
- **GENERAL MEAL POLICIES**
 - Caffeinated drinks are not allowed. Birthday celebrations are encouraged. Parents wishing to celebrate their child's birthday at the Campus School should arrange it with the teacher. The celebration can be scheduled during the afternoon snack time, with items provided by the parent serving as the afternoon snack on these occasions.

- **INFANTS**

- Parents must provide formula, nursery water, bottles (to be taken home and washed daily), and baby food. All items should be clearly labeled with your child's name.

DIAPERING

Parents of children in diapers will need to provide an ample supply of diapers, wipes, and diaper cream (if used).

CLOTHING/ SHOES

All extra clothing should be marked plainly with your child's name and placed in a bag with their name on it. Campus School is not responsible for lost or misplaced items that are not labeled. We encourage you to dress your child comfortably as well as sensibly. Do not send your child to school in costume unless we are having a special event and have asked for children to dress up that day.

All students should wear closed-toe shoes to prevent injuries and to maintain safety in the event of an emergency. Children are not allowed to wear hard-soled boots such as cowboy/cowgirl style boots. We ask that children who wear dresses and skirts have shorts/bloomers underneath.

Each child will need to have at least 3 full sets of clothes and 1 pair of shoes to keep in his/her cubby. All soiled clothing will be sent home. A replacement set of clothes will need to be sent to place in your child's cubby. All items must be labeled with your child's name.

EMERGENCY RELEASE AUTHORIZATION

In situations requiring emergency medical treatment, staff will seek the appropriate emergency care while attempting to contact the parent. An Emergency Release Authorization is a part of the enrollment package. Follow-up reports will be forwarded to all appropriate University departments and kept on file.

The director should be notified immediately of any changes in contact information.

ILLNESS POLICY

In the event that a student is diagnosed with a contagious illness, they will not be permitted to return to school until they show no signs of the illness.

Readmissions following illness

This policy will be strictly enforced to minimize the spread of any illness. Children may return to Campus School with a doctor's note (indicated below) or if the child is well enough to participate in usual daily activities and the following conditions exist:

- Fever has been absent for 24 hours without the use of fever-reducing medication
- Nausea, vomiting or diarrhea has subsided for 24 hours
- Chickenpox lesions are crusted, usually five to six days from onset
- Scabies are under treatment
- Lice are under treatment and show no evidence of nits or live lice (doctor's note required)
- Pinworms have been under treatment for 24 hours
- Ringworm lesions are healed or covered
- Lesions from impetigo are no longer weeping
- Conjunctivitis (pink eye) has diminished to the point where there is no longer a discharge from the eyes, must be under treatment for 48 hours
- The child has completed the contagious stages of the illness
- The child does not require additional staff to care for him/her
- If the child has a rash, the child will remain excluded until a physician has determined that it is not a communicable disease, or the rash is completely gone.
- Any child on antibiotics must have been on the medication for at least 24 hours before returning to the center. (24 hours = one full day of exclusion from programming) Note: Timeframes (i.e. 24 hours) start at the time the child is picked up from care.

Parents will be notified of a highly communicable illness in their child's classroom as soon as possible. Parents are reminded to report the contraction of any communicable diseases to the staff immediately.

Children will be sent home as soon as possible if any of the following is experienced: an illness that prevents the child from participating comfortably in activities (as determined by the teacher and director); an illness results in a greater need for care than the teacher and childcare professional can reasonably provide without compromising the health or safety of other children in the classroom; or a child is experiencing any of the following conditions:

- Fever of 100.4 or greater, until 24 hours' symptom free without fever reducing medication
- Signs/symptoms of severe illness, including lethargy, uncontrolled coughing, inexplicable irritability or persistent crying, difficulty breathing, and/or wheezing
- Diarrhea: Two instances not associated with diet changes or medications. The child may not return until diarrhea stops for 24 hours or the continued diarrhea is deemed not be infectious by a licensed health care professional.
- Blood in stools not explainable by dietary change, medication, or hard stools
- Vomiting: One instance not associated with diet changes or medications. The child can return after vomiting has stopped for 24 hours or until a health care provider determines the cause for vomiting is not contagious and the child is not in danger of dehydration.
- Persistent abdominal pain that continues for more than 2 hours or intermittent pain associated with fever or other signs/symptoms of illness.
- Mouth sores with drooling, unless a health care provider determines the sores are not contagious.
- Rash until a physician determines that these symptoms do not indicate a communicable disease.
- Pink eye (conjunctivitis) until after treatment has been initiated for 24 hours.

- Head lice, 24 hours after the first treatment and a consecutive head-check. Subsequent treatments may be needed to completely clear the head of nits and adult lice.
- Scabies until after treatment has been completed.
- Tuberculosis until a health care provider states that the child is on appropriate therapy and can attend childcare.
- Impetigo, until 24 hours after treatment has been initiated.
- Hand Foot and Mouth: The child cannot return to school until they have had no new blisters/sores for 24 hours, all blisters/sore are in the healing stage (scabbed over and dried up), and the child is fever free (without fever reducing medications) for at least 24 hours.
- Strep throat, until 24 hours after initial antibiotic treatment and cessation of fever.
- Chicken pox, until all sores have dried and crusted (usually 6 days).
- Pertussis, until 5 days of appropriate antibiotic treatment has been completed.
- Mumps, until 9 days after onset of symptoms.
- Hepatitis A virus, until 1 week after onset of illness.
- Measles, until 4 days after onset of rash.
- RSV, any signs of this illness, not exclusively with fever: wet cough, headache, nausea, vomiting, and lethargy: 5 day minimum and child cannot return if he/she has had fever in the last 48-hours of the 5-day period, no fever-reducing medications within that 48-hour period.
- Rubella, until 6 days after onset of rash.
- Unspecified respiratory tract illness accompanied by another illness which requires exclusion.
- Herpes simplex, with uncontrollable drooling.

A child who becomes ill while at school must be removed from the classroom to limit exposure of other children to communicable disease. An ill child will be sent to the office to wait for his/her parent to arrive.

Campus School reserves the right to make the final determination of exclusion due to illness. Any exceptions to our illness policy will require a written note from a licensed health care professional stating that the child is not contagious.

ADMINISTRATION OF MEDICATION

If a child requires medication while in our care, staff can administer prescription or over-the-counter medication only if the following conditions are met:

1. Medication Authorization Form: The parent completes a medication authorization form, available at the office, that includes specific instructions for the teacher to administer the medication.
2. Nonprescription Medications: Nonprescription medications will only be administered according to the parent's directive when the dosage matches the label recommendations for a child of that age. These medications must be administered according to the label directions. If the

over-the-counter medication does not specify the child's dosage, a written prescription from the pediatrician will be required, detailing the dosage and schedule of administration. Open-ended directives (e.g., "give as needed") are not permitted.

3. Original Container: The medication must be in its original container and labeled with the child's name, the name of the drug, and the directions for administration.

4. Duration of Administration: Unless otherwise specified by the physician, medication can be administered for a period not exceeding two weeks.

5. Expiration: The medication must not be expired.

ALLERGIES AND SPECIAL MEDICAL CONDITIONS

If a child has allergies or other more serious medical conditions which would require action by the staff, an allergy action plan or medical condition information sheet must be filled out and put on file.

QUIET/NAP TIME

Nap/rest periods are included in the daily schedule for all children. In the infant room, children will sleep according to a schedule given by the parent, or cues given by the child. Infants have cribs, which are assigned individually so that they are only used by one child.

Toddlers and preschoolers are assigned cots labeled for individual use. All nap materials are sent home for laundering on Fridays and must be returned each Monday. It is expected that children who do not nap will spend the time quietly looking at books or playing at their cot and not disturbing other children. You can assist us by encouraging this quiet time for your child.

While nap time may vary by class, children may not be dropped off during nap time. Nap time is between the hours of 11:30 A.M. to 2:30 P.M.

PLAYGROUND SAFETY

Weather permitting, children will spend time outdoors each day. Please provide appropriate layered clothing, and if desired, sunscreen and bug spray for your child.

SAFETY DRILLS

Fire drills are held monthly, and severe weather drills are held once every quarter. Evacuation plans are posted in each classroom and in the main hallway. Basic safety practices are incorporated throughout the regular program with the children.

TRANSPORTATION

Transportation of children to and from the Campus School is the responsibility of the parents. In the case of a medical emergency, transportation will be arranged through emergency medical services.

For off-campus field trips, special consent agreement forms must be completed by the parents.

MANDATORY REPORTING REQUIREMENTS

According to the Alabama Minimum Standards regulations, staff are required by law to report known or suspected child abuse or neglect (Code of Alabama 1975, Sections 26-14-1 through 26-14-13, see appendix R, page 116, for details) to the county Department of Human Resources (DHR) or the local chief of police/county sheriff. The report shall be made immediately by telephone or direct oral communication followed by a written report containing all known information. Any person making a report in good faith is immune from civil liability. All investigative reports and certain other records of child abuse or neglect are considered confidential under penalty of law.

TOYS/OBJECTS FROM HOME

Children are not allowed to bring toys from home. Children may bring a soft toy or blanket for nap time, provided it is kept in their backpack until nap and taken home weekly for washing.

CURRICULUM

The Campus School's curriculum is guided by the Alabama Department of Early Childhood Education. Using a thematic approach, the curriculum is developed to promote growth in all areas of development: social/emotional, language, cognitive and physical. The core of the program uses well-planned learning centers that provide children with opportunities for choice and self-directed play. There are constant changes to the environment to reflect emerging interests. This approach guides the children through experiences that promote optimum growth and development. The Campus School follows the curriculum guidelines set forth by the state of Alabama's Department of Early Childhood Education, the Office of School Readiness, and the Alabama Course of Study for kindergarten.

GUIDANCE AND DISCIPLINE

The Campus School utilizes developmentally appropriate behavior management practices. Our goal is to solve behavioral concerns by using modeling, redirection of behavior, and positive reinforcement through attention and praise. Positive classroom rules, structure and reinforcement help children understand expectations of behavior. Disciplinary procedures utilized do not include corporal punishment. Our guidance techniques provide a socially and emotionally secure environment for growth and development. These guidance techniques include:

- Provide developmentally appropriate activities in which children can actively be involved
- Respect the needs of each individual
- Use opportunities to develop positive self-esteem in each child
- Maintain a positive atmosphere through frequent positive interactions and praise
- Establish a predictable and consistent approach to dealing with problems that arise

Natural and logical consequences are used when dealing with behavior problems. Discipline is viewed as a teaching opportunity that encourages growth and responsibility in the child.

At Campus School, we sometimes use "time away from the group" as a strategy to support positive behavior. If a child is having difficulty managing their behavior, they may be temporarily moved a short distance from the group while remaining in full view. This allows the teacher to help the child understand and express their needs and develop self-control. In cases of extreme behavior, parents will be notified promptly.

EXCLUSIONARY CLAUSE

Campus School seeks to provide quality care for children with typical and atypical development. To the fullest extent possible, all resources will be utilized in providing services to meet the needs of families attending Campus School. In the event that there is a question of the goodness of fit between a child and placement at Campus School, the Director will work in conjunction with the classroom teacher, the faculty liaison, and the Dean of the College of Education to determine if exclusion from care is in the best interest of all parties. The following steps will be implemented:

- The classroom teacher will collaborate with the parent of the child and other classroom teachers of Campus School to implement a behavioral modification plan. The plan will be implemented, and data collected for at least two weeks.
- The classroom teacher will collaborate with the Director and the Faculty liaison/Coordinator to determine additional measures of behavioral modifications. The plan will be implemented, and data collected for at least two weeks.
- After two weeks, or a period determined by the Director, all stakeholders (family of the child involved, classroom teachers, center director, faculty liaison/coordinator, agency representatives) will meet to determine if exclusion is in the best interests of all involved. If a decision is made, a two-week notice will be given to the family to allow for provision for alternative care.

BITING

Although Campus School recognizes that biting (any occurrence whereby a child sinks his/her teeth into any part of someone else's body) is developmentally appropriate for children ages 13 to 24 months, we also recognize the emotional connection for the bitten and his/her family. We recognize that children who bite usually do so because they are frustrated or angry and lack the language skills to say what they want or need.

On the extremely rare occasion that the biting continues and becomes unsafe for the other children in care, we may contact the family for pick up and/or consultation. After Campus School has exercised all options to support the child, the situation may lead to a family being asked to make other care arrangements for their child, arrangements that will better meet the child's needs.

GRIEVANCES

Whenever possible, grievances should be addressed within the Campus School. If this is not feasible, follow the University's grievance procedures.

1. First, consult the teacher about any classroom-related complaints. For other concerns, contact the Campus School Director.
2. If a parent is not satisfied with the outcome of the parent-teacher consultation, the complaint should be escalated to the Director.
3. Unresolved complaints should be submitted in writing to the Campus School Liaison, who will investigate the matter. The Campus School Liaison's decision is final.

COMMUNICATIONS

Important information is shared on a regular basis. Families are expected to read bulletin boards, email communications, communication app notifications, and newsletters.

ITEMS TO BRING FROM HOME

Infants:

A full pack of diapers and wipes

Any diapering ointment

Breastmilk or formula in labeled bottles

Purees (if age appropriate)

3 changes of clothes

Toddlers:

Pack of wipes

Pull-ups (if not potty trained)

3 changes of clothes including underwear and socks

Nap mat

Labeled water bottle

Snacks and lunch



Parent Handbook Agreement

I have read the UWA Campus School Handbook and agree to abide by the policies stated in the handbook. I understand that failure to comply with the policies set forth will lead to the dismissal of my child from the Campus School.

Child Name #1 _____

Child Name #2 _____

Child Name #3 _____

Parent's Signature #1 _____

Parent's Signature #2 _____

Date _____

