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Mission & Purpose

As a university laboratory school, we aim to lead through excellence and innovation as we train undergraduate and graduate students in child development theory, research and its applications, while implementing national and state standards for quality toddler, preschool and kindergarten programs.

We provide resources to parents and community members in child development and strategies for meeting the needs of special populations, including dual language learners. We welcome all university majors to observe, participate and learn in a nurturing, diverse educational environment.

"Education is our passport to the future, for tomorrow belongs to the people who prepare for it today."

- Malcolm X
Philosophy

The Lab School believes in providing each individual child with appropriate tools, equipment and accommodations for enhancing their gross motor control, eye-hand coordination, speech/language development, socialization abilities, emotional development, and cognitive/intellectual skills. We believe in teaching children how to make choices and decisions, find solutions, share, respect, and interact with others harmoniously, and understand who they are as vibrant caring human beings and future contributors to society.

At the Lab School, young children are offered meaningful experiences to help them understand the World around them. Children explore and discover their environment through touch, sight, sound, work, and play. Their learning experiences include classroom centers of interest, outdoor expression, and freedom of creativity while also participating in planned field trips to enhance their ability to process new information.
Curriculum & Learning Centers

The Lab School supports the development of the whole child. We provide a child-centered environment with learning areas reflecting the theme of the lesson plan to promote the social, emotional, physical and intellectual development of each child. Children have the opportunity to explore each learning center daily. Teachers extend learning by asking open-ended questions and incorporating new concepts and vocabulary into their play.

<table>
<thead>
<tr>
<th>Area</th>
<th>Description</th>
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<tbody>
<tr>
<td>Art &amp; Writing</td>
<td>Promotes creativity, fine motor skills, freedom of expression, color, texture</td>
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<tr>
<td>Music &amp; Movement</td>
<td>Listening skills, fluency and flexibility with their mind and body. Tempo, tone and volume, rhyming</td>
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<tr>
<td>Blocks</td>
<td>Size, shape, sequence, length, spatial relationships, imagination, whole/part, position</td>
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<tr>
<td>Computer Center</td>
<td>Enhances cognitive and social abilities, problem solving, discovery learning, critical thinking</td>
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<td>Science &amp; Sensory</td>
<td>Function, measure, volume, eye-hand coordination, predicting, comparing, classifying, quantity, texture</td>
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<tr>
<td>Math &amp; Manipulatives</td>
<td>Numerical comparison, shape, order &amp; sequence, patterns, measurement, charting</td>
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<tr>
<td>Literacy &amp; Language (Library)</td>
<td>Book familiarity, names, letters, comprehension, listening, oral language skills vocabulary, making choices</td>
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<tr>
<td>Outdoor Play (Physical Health)</td>
<td>Following directions, climbing, jumping, swinging, throwing, body control, large muscle development</td>
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<tr>
<td>Dramatic Play</td>
<td>Processes, functions, language skills, classification, role playing</td>
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Classroom Management & Guidance

The Lab School promotes positive behavior management techniques to prevent challenging behaviors. We arrange the classrooms for active exploration and individual decision making opportunities. Clear age appropriate class rules and expectations are posted and reviewed daily. We use redirection, active listening, modeling and positive reinforcement to encourage positive behavior.

The staff is encouraged to give attention to and reward appropriate behavior. Inappropriate behavior is ignored. However, if the behavior cannot be ignored, the child is verbally reminded of the classroom rules and expectations. If the verbal appeals are unsuccessful, the child will be asked to move to a quiet area in the classroom away from the learning centers until he/she can behave appropriately. If the challenging behavior persists, a parent-teacher conference will be scheduled to determine strategies to improve age appropriate behaviors and consequences for inappropriate behaviors.

In an effort to solve problems in a productive manner, children are guided through a series of lessons providing techniques and language specified in the Interpersonal Cognitive Problem-Solving Program by Dr. Myrna B. Shure (ICPS) also known as “I Can Problem Solve.”
Enrollment

Classes are generally arranged by chronological age by August 31\textsuperscript{st} and developmental stage. The Lab School has a non-discriminatory admissions policy. Children are admitted in order of receipt of the “Request for Enrollment” form with payment of the non-refundable registration fee of $25.00.

When enrollment space is available:

1) Parents are notified,

2) The Enrollment packet is completed with emergency contact form, medical/health information, permission form, CACFP income eligibility form, “Parents Right to Know” acknowledgement, parental agreement for tuition and business office account set up.

3) Accommodation requests permitted based on identified disabilities, dual language learners, and/or food exemptions due to allergies or intolerances.

4) Child is enrolled and may begin attending the Lab School. An updated physical and immunization is required within the first 30 days of enrollment.
Tuition & Payment

All accounts must be set up in the cashier’s office and will receive a CDL account number. The person responsible for the account must use their social security number on the Business Office Form. An annual non-refundable registration fee of $25.00 is required at the time of registration. The tuition for attendance in DSU’s Early Childhood Laboratory School is income-based from September-June. There is a $50 monthly discount for additional siblings enrolled in the Lab School.

Payment can be made by credit card, money order, cash or check in the Administration Building 1st floor Cashier’s Office 9:00 am-4:00 pm M-F or online through QuikPay NelNet Website.

The University accepts self-arranged Purchase of Care through the Division of Social Services- Delaware Health and Social Services. Parents/guardians are responsible for paying the University for services rendered and completing and returning all documentation before receiving a reimbursement from DSS.

A late fee of $35.00 will be placed on accounts the Monday after payments are due. Your child will not be permitted to return to school without a receipt of payment.

In the unfortunate event that you choose to withdraw your child, you must provide a 2-week notice. If your CDL account has an outstanding balance, the account will go to collections after 90 days.
Operating Hours
The Lab School operates from late August/early September through the 2\textsuperscript{nd}-3\textsuperscript{rd} week in June, Monday – Friday 7:30 am-4:30 pm with extended care until 5:30 pm at no additional charge. Late pick up fees will be assessed after 5:31 pm at $1.00 per minute. The school calendar reflects the holidays and events of Delaware State University. In addition, there will be no school on “Staff Development” days for the teaching staff to plan individual lessons, address educational outcomes for children, and engage in professional and staff development so teachers can remain current with best practices.

Weather Alerts
In the event of inclement weather the following radio stations (WDOV 1410 AM, WDSD 92.9 FM) and television station WBOC channel 47 will advise of delayed openings, closings and early dismissals for Capital School District [http://schoolclosings.delaware.gov/](http://schoolclosings.delaware.gov/) and Delaware State University. You may also call 857-SNOW.

Parent Involvement
The Lab School believes that a partnership between home and school is essential in every child’s ability to reach their maximum growth and development. It is our goal to assist parents/guardians in becoming advocates and active participants in their children’s education. Throughout the year we have scheduled various parent/guardian events, beginning with a “meet and greet” and ending with a family end of the year trip. Parents are always welcome as observers and participants in the classroom.
Parent Committee

Parent volunteers and interested members of the University are invited to assist the Director and Staff in planning for program enhancement, parent activities, workshops and fund-raising. It is our goal to provide a model of excellence through collaboration with various local and statewide organizations and school districts in the pursuit of best practice for young children and their families. The Parent Committee will meet monthly at the discretion of the Parent Committee Board.

Parent/Teacher Conferences

Individualized instructional methods are utilized to raise the achievement levels of students after an assessment of their development. Atypical development/behavior will be referred for evaluation. Written progress reports are issued twice a year following formal observations of each child. Parent-Teacher conferences are scheduled to provide a time to discuss individual development and plan for the mastery of a child’s goal, as well as plan for transitions.
Safety & Welfare of Children

The Laboratory School will not share or discuss information regarding a child, his/her family without written permission from the child's parent/guardian. Addresses and telephone numbers are confidential.

The School will only release a child to those persons authorized by the parent/guardian. Sign in/out sheets are maintained daily. Legal documentation excluding a birth parent from visiting or picking up their child must be on file. An adult with photo ID (18 years old and over) must bring and pick up the child from the Lab School.

Release of Information

Information pertaining to a child's education, evaluations, observations and progress reports will only be released upon written request from the child's parent/guardian. Records are retained for (1) one year after the child has left the Lab School.

Grievance Procedure

If a parent/guardian has a complaint against any staff member or a concern regarding a child enrolled in the Lab School, please notify the Director at 857-6731; steps will be taken to remedy the situation.

If there is a complaint against the Lab School or in the event that an issue is unresolved, please contact the Dean of Education, Health & Public Policy 857-6811/6700.
Dressing for School

We believe young children learn best when they are free to explore their environment and fully engaged with the materials. Children may get messy. Please do not dress your child in clothing you do not want to get dirty. We will also take the children outside everyday if the temperature and wind chill are above 32°F. Please bring hats, gloves and warm coats during the colder seasons. Safe and comfortable shoes are best for physical activity. No open toed shoes, please.

Illness

All contagious diseases must be reported to the child’s Teacher or Director. If the child has any of these symptoms, he/she should remain at home. If your child develops these symptoms, you or an emergency contact person will be called to pick up your child.

Communicable diseases require a note from a Physician stating when the child may return to school. Please notify the Director if your child will be absent for two or more days.

Symptoms include; sore throat, bad cough, an elevated temperature, upset stomach, and/or diarrhea, a persistent runny nose characterized by green or yellow discharge, unidentified rash, bumps or blisters, and head lice.
A child may not return:

1) within the first 24 hours after medication has begun for a contagious disease;
2) within 24 hours after being sent home with a temperature;
3) within 48 hours after medicine has begun for strep throat.

When you need a certified staff member to administer medication, we must have written authorization. Please complete the Lab School Medication Log found on the front shelf. The medication must be in the original container, and you must provide the dosage and times for the medication to be administered. Any medication with an expired date on the container will not be administered and returned to the parent/guardian. Please do not leave medication in backpacks. All medication shall be given to the child's Teacher or Director to be secured.

**Nutrition**

We provide nutritionally balanced snacks and meals daily. Menus are posted monthly at the entrance of the Kitchen. Meals are eaten family style with a relaxed atmosphere and conversation. If a special diet is required for religious or medical reasons, the Director must have a written statement regarding the exemption. All benefits of the Child and Adult Care Food program are available to Lab School participants without regard to race, color, national origin, sex, disability and/or age.

Breakfast 9:00-9:30 am
Lunch 11:30 am - 12:30 pm
Snack 3:00 pm
Emergencies & Injuries

If a child is injured and needs immediate treatment, The Lab School will call the parent to meet the child and staff member at BayHealth (Kent General Hospital). The University’s insurance plan will be used first, followed by the parent/guardian’s coverage. For minor injuries, the Director or designee will inform the parent and record the incident on the Injury Report Form and place a copy of the report for the parent in the child’s cubby.

Fire/Bomb Threats

We conduct monthly fire drills during which children are evacuated in accordance with our fire exit plan. These plans are posted in each room of the Lab School. We also practice bomb threat evacuation once per semester.

Child Abuse & Neglect

Child abuse/neglect is a serious problem that requires the involvement of all citizens and professionals in the community for the purpose of prevention, identification, and treatment. In Delaware the child abuse/neglect law requires anyone who suspects a child has been mistreated must report the matter to the Division of Social Services. When there is suspicion of child abuse or neglect of a child enrolled in the Lab School, the staff will inform the Director of the report to the Division of Social Services. Report child abuse or neglect by calling 1-800-292-9582
Special Events

- Birthdays are very important events in the lives of children. We celebrate this milestone with cake and ice cream on the last Friday of each month.

- Professional school photos are taken each October and May. The photographer determines the cost for photos packages.

- Campus excursions and field trips are considered an extension of the classroom. They are planned in conjunction with the curriculum and theme. Family members and guardians are welcome to join us. An end-of-the-year family trip is planned for a Saturday in June.

- Cultural awareness months are celebrated throughout the school year (See calendar)

- The Stepping Up Program is held on the last day of school in June. The preschoolers and kindergarten children are recognized for their accomplishments as they proceed to the next level.

"The potential possibilities of any child are the most intriguing and stimulating in all creation."
- Ray L. Wilbur