

TABLE OF CONTENTS

Welcome Letter.....	3
Philosophy.....	4
Goals and Objectives.....	4
Program Description.....	5
Enrollment Procedures and Requirements.....	6
Registration Forms	
Change of Registration Information	
Schedule Change	
Withdrawal/Refund	
Center Information.....	9
Hours of Operation	
Daily Schedule	
Calendar	
Fees Schedule	
Payment of Fees	
Reinstatement Policy	
Arrival and Departure Procedures	
Family Resource Room/Lending Library	
Health Policies.....	17
Immunization Table	
Health Evaluation	
Emergency Authorization	
Allergies	
Medication	
Illness	
Nutrition	
Program Information.....	21

Program Orientation	
First Day of School	
Adjustment Period	
Time for Infants	
Meal Time for Young Toddlers	
Snack Time	
Lunch Time	
Clothing	
Change of Clothing	
Diaper Changing	
Cubbies	
Nap/Rest Time	
Home Concerns	
Family/Teacher Conferences	
Monthly Family Meetings	
Open House	
Spring Tea	
Special Events.....	25

Show and Tell	
Field Trips	
Family Visits and Participation	
Seasonal Activities	
Discipline Policy.....	25

Time Out	
Center Policies.....	26

Child Abuse or Endangerment	
Child and Family Rights	
CPR Certification and First Aid	
Observation and Clinical Research	
Smoking	
Videotape	

Curricular Areas.....28

- Creative Art
- Blocks
- Cooking and Snack Preparation
- Math and Science
- Dramatic Play
- Computer
- Outdoor Play
- Curricular Areas for Toddlers
- P.M. Curricular Planning

Letter of Agreement.....38

Dear Family Members:

Welcome to the UNLV/SUN Preschool. The preschool is housed in the Lynn Bennett Early Childhood Education Center on the University of Nevada, Las Vegas campus. We feel fortunate to have your child in our program and look forward to enhancing his/her growth and development through new and exciting experiences.

It is our hope that this family handbook will help you to better understand our center's operating program, policies, philosophy, and goals and objectives. We urge you to read through the handbook to become familiar with it before your child begins. Please sign and return the Family Agreement form. You are invited to ask questions, and drop in to visit with the staff or participate in your child's class at any time.

Sincerely,

The Director and Center Staff

PHILOSOPHY

The UNLV/SUN Preschool recognizes the diverse needs, abilities, interests, and cultures in a setting where each child is valued and respected as a unique individual developing at his/her own rate.

We believe that each child's development is guided by a cooperative team of professionals through observation, interaction, and well-planned learning activities. Through promotion of a curriculum that provides age-appropriate and individually appropriate activities, equipment and materials, children have many opportunities to be actively engaged in the learning process. The curriculum will promote the development of the whole child-physically, socially, emotionally, and intellectually-through a balanced daily schedule of individual, small group and activity-based learning experiences. We recognize the importance of working closely with families and acknowledge family involvement as an essential and vital component of the total learning process. Families are encouraged to participate in all activities within the program.

GOALS AND OBJECTIVES

GOALS

The goals of the UNLV/SUN Preschool are:

- I. To provide a care and education program which will promote the physical, social, emotional, and intellectual growth of every child.
 - a. To enhance gross motor skills.
 - b. To enhance and refine fine motor skills.
 - c. To use all senses in learning.
 - d. To acquire learning and problem solving skills and to expand logical thinking skills.
 - e. To expand communication/language skills in a developmentally appropriate manner.
 - f. To develop beginning reading and writing skills in a developmentally appropriate manner.
 - g. To acquire concepts and information leading to a broader understanding of their world.
 - h. To experience a sense of self-esteem, develop positive self-identity, independence, trust and confidence.

- I. To demonstrate cooperative pro-social behavior.

- II. To structure a learning environment which allows children to explore, make decisions, and deal with problem solving experiences, using a variety of activities which are guided and extended by the teacher.

- III. To provide opportunities for families to learn more about the development of their children and early childhood education and to enhance parenting skills through participation in the Preschool and with family activities. To provide a link between home and school.
 - a. To establish a home/school relationship with all families.
 - b. To promote on-going written and verbal communication.
 - c. To provide family conferences.
 - d. To involve families in the classroom activities, program events and family meetings.

- IV. To provide opportunity for observation of children by students enrolled in child development, education, philosophy, nursing and other UNLV classes.
 - a. To develop an observation schedule with students.
 - b. To clarify observation purpose and objectives.
 - c. To maintain communication with students and their instructors.
 - d. To review written guidelines for practicum students and observers.
- V. To provide research for faculty, staff and graduate students interested in the development, social interactions, and characteristics of young children.
 - a. To establish a working relationship with those involved in research.
 - b. To review purpose of research.
 - c. To communicate with families regarding research done on-site.
 - d. To gain information from studies conducted to enhance program quality.

VI. To nurture staff through training, open communication and a commitment to professionalism.

a. To provide regular staff meetings.

b. To conduct monthly training based on staff needs.

c. To inform staff of local workshops, conferences and classes related to Early Childhood Education.

d. To participate in on-going team-building and motivational activities.

PROGRAM DESCRIPTION

The UNLV/CSUN Preschool is a developmental early childhood program which provides a safe and nurturing environment for infants and young children six weeks through 5 years of age. The program promotes the physical, social, emotional, and intellectual growth and language development of young children while responding to the needs of families. Our main focus is on the children enrolled in the Preschool. Therefore, the program is "child-centered". Each child is seen as an individual who takes an active role in his/her own learning by selecting activities from a variety of learning areas. Teachers provide the time and opportunities for children to explore equipment, materials, and the environment and to engage in the activities. By allowing the children to plan and carry out their own activities, they become imaginative, self-directed learners and problem solvers.

The staff encourages the development of a healthy self-concept by providing an accepting environment in which children are allowed to explore and make decisions, learn through spontaneous active play, in ways appropriate to each child's age and individual developmental needs with appropriate adaptations and accommodations. There is a block of time set aside each morning and afternoon for facilitating the preschool curriculum. During this time children are grouped according to chronological age. We encourage families to bring children for the entire Preschool block of time, either in the morning or afternoon block.

There are significant advantages to be gained from the balanced daily schedule and curriculum. Learning is augmented when the children are present for the sequence and progression of planned activities. There are increased opportunities for positive adult/child interactions and child/child interactions, therefore, facilitating social relationships. This schedule provides a consistent daily routine for the children. A balance of active and quiet, large and small group activities, as well as, individual; one to one time, promotes development and skill building in all learning areas.

A cooperative team of regular education teachers and special education teachers, support staff and program specialist's work together with families to effectively assess, plan, implement and evaluate individual, as well as, program goals. The preschool staff uses student portfolios to document the ongoing progress of each child's development. A student portfolio is a collection of student work that illustrates the student's interest, skills, and changes over time. The portfolios may contain family information, informal and formal assessment, IEP/IFSP, work samples, communications, anecdotal information, and an "I am growing" section that reflects the social development of the child.

The UNLV/CSUN Preschool program responds to the needs of families by providing a safe and healthy environment for children while families pursue their own learning and vocations. Our program offers opportunities for families to learn about the development of their children through on-going family-teacher interactions and family participation in the classroom, with family meetings, materials and human resources. Special events for families provide social interaction for adults, children, and their siblings.

ENROLLMENT PROCEDURES AND REQUIREMENTS

Children must be six weeks through 5 years of age. Enrollment will not be accepted for children 5 years of age on or before September 30, kindergarten age. A plan must be chosen and adhered to unless a Change of Schedule form is completed and on file. At the time of registration a \$25.00 registration fee plus a two-week (three weeks during summer I and five-weeks during summers II and III) advance tuition payment must be made in order to reserve a position in the Preschool. If registering for more than one summer session families are responsible for payment for the first summer session at the time of registration. Credit is given for any University declared academic breaks. Fees are considered tuition and like college tuition, are non-refundable due to holidays, illness or absence.

REGISTRATION FORMS

Preschool families must register on-line for each semester and for all three (3) summer sessions. Registration for fall semester and all three summer sessions for currently enrolled families is the first Monday in May; for new families' registration is the second Monday in May. Spring registration for currently enrolled families is the first Monday in December; for new families registration is the second Monday in December. On-line registration will only be available on the days listed above. The UNLV/CSUN on-line URL can be accessed from the preschool web site, *preschool.unlv.edu*.

INSTRUCTIONS FOR ON-LINE REGISTRATION:

1. 1. From your internet browser, type the URL address: preschool.unlv.edu
2. 2. From the Preschool home page click the "On-Line registration" link
3. 3. You will see 4 policy screens -**READ** – click "agree" (if you disagree with any of these policy screens, the system will not allow you to continue). Continue on.
4. 4. The next screen will be the "**Parent Registration Login**" **Steps 5 and 6 below**
5. 7. Once you click "complete forms for this child" and fill out all your forms you will end up at "Click Here to Print All Forms". Put your mouse on that language. All your forms will print. Registration Form/Preschool Policy screen will appear. Once your forms have printed click "close window". A message will come up in the middle of your screen that will ask you if your forms are printed correctly. Click yes if you want to fill out forms for another child and you will be taken back to the Print Forms screen. Click on language to print forms for another child, on the bottom left of the screen. Scroll down to locate the child you wish to print forms for and click "complete forms", if you are done, click Log out.

Remember, you don't have to complete your forms right away, you can back later to do that. The most important thing is to register you children and receive the Enrollment Confirmation.

REMEMBER TO BRING IN YOUR FORMS AND PAYMENT

PRE – REGISTRATION for currently enrolled children is two weeks prior to the currently enrolled registration date.

Currently enrolled registration is the first Monday in December (Spring Registration) and the first Monday in May (Summer and Fall Registration)

New Family Registration is the second Monday in December (Spring Registration) And the second Monday in May (Summer and Fall Registration)

Payment options are check, credit/debit card/money order – no cash

NOT COMPLETING THIS STEP MEANS BEING DELETED FROM THE SYSTEM AND YOUR POSITION WILL BE GIVEN TO THE NEXT PERSON.

NEW FAMILIES

1. As a new family you will need to register a login/password. Place your mouse on the red words “Registration Login Request Form”. Read and follow instructions. (Password is case sensitive and must be 6 or more characters). You will be redirected back to the Parent Registration Login in screen. **Log in.**
2. The next screen is to Select a desired semester. Select your first choice. Scroll down and put your mouse on Register a new child. Follow the directions, pick your plan, and click check availability. You will be given an enrollment confirmation; or if your desired plan is full, the opportunity to go on a Waiting List. **Before** clicking on Complete forms for this child, if you want to register for additional semesters, or register another child, click on the appropriate verbiage. Once you have registered for all semesters and for all children, then click on completer forms (one child at a time).

RETURNING FAMILIES

1. Read and follow instructions. If you do not remember your password come to the preschool immediately to reset your password before the actual morning of registration. **Log in. PLEASE REMEMBER** your login/password for future use.
2. The next screen is to Select a desired semester. Follow the directions, pick your plan, click check availability. You will be given an enrollment confirmation; or if your desired plan is full, the opportunity to go on a Waiting List. **Before** clicking on Complete forms for this child, if you want to register for additional semesters, or register another child, click on the appropriate verbiage. Once you have registered for all semesters and for all children, then click on completer forms (one child at a time).

Preschool registration and child information must be accurately completed at the time of admission. Student rates: the number of credit hours a family is enrolled may be verified by the UNLV Registrar's Office.

Child information and record forms containing parent or guardian names, authorized escort, physician's name, address and telephone numbers and other medical information and authorization must also be on file upon admission. The UNLV/CSUN Preschool cannot assume liability for injuries which any child may suffer as the result of a families' failure to authorize emergency medical referral and care. Accordingly, the UNLV/CSUN Preschool will not permit enrollment by any child for whom such authorization is not provided.

On or before the first day of school an up-to-date immunization record must be on file. A health evaluation signed by a health care provider must be on file with 30 days of initial enrollment.

CHANGE OF REGISTRATION INFORMATION

Please notify the Preschool staff immediately if there is a change of address, telephone numbers, family physicians, authorized escorts, schedule changes, credit hours, etc.

CHANGE OF SCHEDULE

A Change of Schedule form must be completed and on file if for any reason the original registration form schedule is no longer viable. Prior to approval of any change of schedule it must be determined if there is space available. Changes will be in affect at the beginning of a full week. Schedule changes will be assessed a \$7.00 change fee (schedule change forms must be time/date stamped by the front office).

WITHDRAWAL/REFUND

Notification must be filed on a Withdrawal Form. You will be responsible for tuition fees one month from the receipt of the withdrawal notice (withdrawal notice will be time/date stamped upon receipt in front office). Verbal notification to withdraw your child will not be honored. A withdrawal form must be completed. This policy will be enforced. If you choose to not return your child to Preschool because of delinquent fees you will continue to be charged fees for a 30 day period starting the day the late fee is imposed; after which an administrative withdrawal certified letter will be sent through the US Postal Service and will require a response within ten (10) working days after which time the account will be sent to collection through the Bursar's Office, University of Nevada, Las Vegas. Withdrawals made prior to the start of the semester/summer session(s) will receive a full refund of fees paid with the exception of the \$25.00 registration fee. The registration fee is non-refundable.

CENTER INFORMATION

HOURS OF OPERATION

The UNLV/CSUN Preschool is open from:

7:30 AM - 5:30 PM Monday – Friday or

7:30 AM – 6:00 PM with approved schedule change

In the morning preschool classes are from 9:00-11:45am. It is very important that children be present when Preschool begins. Those who arrive late often miss important and exciting events.

Center preschool activities in the afternoon are conducted from 1:00-4:00pm. The full day plan continues with an afternoon program from 4:00-5:30pm. (Subject to change).

DAILY SCHEDULE FOR PRESCHOOLERS

(Ladybugs, Butterflies, Bumble bees, Rainbows, & Sea Turtles)

(Please check with each classroom for individual schedule variations)

7:30-8:30am	Center opens. Arrival time, free choice of activities with teacher guidance.
8:30-9:30am	Outdoor activity.
9:30-11:30am	Preschool Curriculum.
9:30-9:45am	Circle time. Centers and activities available are reviewed and children plan where they want to go. Teachers lead a circle time where there are stories, finger plays, music and movement. Children transition to centers.
9:45-11:15am	Learning Centers. The children work in the area they selected during circle/planning time. The teacher encourages the children to complete their selected activities. Once the selected task is finished the child cleans up then may choose to go to another learning center. During the learning center time the teacher is facilitating the child's development in a variety of areas, guiding the child to complete the task, observe, explore, problem solve, create, communicate and discover. There is a balance of teacher directed and child directed activities. The learning centers that the children may choose from include blocks, art, dramatic play, manipulative, music and movement, writing, reading, math, science, computer, and snack.
11:15-11:30 am	Closing circle brings closure to the morning learning centers. Teachers lead a circle time where there are stories, finger plays, music and movement. Children are encouraged to talk about their experiences during morning learning centers.
11:30-12:00 pm	Outside time. Children may choose to play on the equipment, ride tricycles or interact with others in specific outdoor center organized by teachers. These centers may include a water table, painting, blowing bubbles, etc.
12:00-12:30 pm	Lunch
12:30-1:00 pm	Rest time. Resters either sleep or lie quietly with a book. Children who are enrolled for more than 5 hours a day must rest; resting time will vary depending upon age group. Non-resters will play quietly in the learning centers.
1:00-1:30 pm	Outdoor activities-Butterflies & Rainbows
1:30-2:00 pm	Outdoor activities-Ladybugs
2:00-2:30 pm	Outdoor activities-Hearts
1:30-3:30 pm	Learning Centers (times vary according to age group)
3:30-4:00 pm	Outdoor activities (times vary according to age group)
5:30 pm	Closing

DAILY SCHEDULE FOR YOUNGER TODDLERS

(Grasshoppers, Stars, Caterpillars, & Hearts)

Please check with each classroom for individual schedule variations. Accommodations will be made for children who need food or rest during nonscheduled time.

7:30-9:00am	Indoors: Free choice of centers
9:00-9:30am	Outdoor activities
9:30-9:40am	Circle time - large group, morning greeting song, book reading
9:40-10:10am	Centers and diaper changing
10:10-10:30am	Snack
10:30-11:30am	Center activities and diaper changing
11:30-12:00pm	Prepare for lunch/outside time
12:00-12:30pm	Lunch
12:30-2:30pm	Face cleaning, diaper changing, rest time
2:30-3:10pm	Clean up from rest time Center activities and diaper changing 3
10-3:30pm	Snack
3:30-4:00pm	Outside time
5:30 pm	Goodbyes

DAILY SCHEDULE FOR INFANTS

(Sweet Peas & Tadpoles)

7:30-8:00 AM	Greeting / Instruction from families / Quiet Activities
8:00-8:30 AM	Breakfast and morning group time*
8:30-9:00 AM	Routine Care and free play
9:00-9:30 AM	Physical activities (outdoor / buggy ride)
9:30-11:00AM	Children involved in: Group learning activities Sensory and Creative Activities Language, Music and Movement Interest areas Playing with toys Imitating and pretending Enjoying stories and books
11:00-11:30AM	Routine Care / nap (non-nappers involved in activities such as games, sensory and stories)
11:30-12:00PM	Conversation / language / clean up*
12:00-2:00PM	Nap Time (quiet activities for non-nappers*)
2:00-2:30PM	Routine Care
2:30 – 3:00 PM	Snack and clean up*
3:00 – 3:30 PM	Music, songs, finger play
3:30-4:00 PM	Outdoor activities
5:30 PM	Goodbyes

The Preschool is open in accordance with the UNLV Academic Calendar for fall, spring and summer semesters. Families will not be academic recesses (holidays excluded) and bi-weekly fees will be adjusted accordingly. The Preschool will close at 5:30 PM the day prior to weekday holidays (Monday excluded). During the fall semester the preschool will close at noon on Friday of finals. However, during the spring semester the preschool will close the last Friday of the semester in preparation of the summer sessions. The following holidays will be observed:

January	Martin Luther King Day
February	President's Day
March	Spring Break
May	Memorial Day

September	Labor Day
October	Nevada Day
November	Veteran's Day Thanksgiving recess
December	Winter recess

FEE SCHEDULE

A non-refundable registration fee of \$25.00 per semester, including each summer session, is required for each child.

You will be charged for all reserved hours whether or not they are used. Fees are considered tuition and like college tuition, are non-refundable due to holidays, illness or absence.

Fee Schedule for Employees

Full time professional and classified employees of the UNLV/CSUN Preschool qualify for a 50% discount on tuition rates as determined by their faculty/staff status. This discount does not apply to the registration fee, overtime hours or schedule change fees.

PAYMENT OF FEES

Tuition and registration fees for the first two weeks of the Fall and Spring semesters must be paid at registration. Prepayment at the time of registration is three weeks for Summer Session I and five weeks for Summer Sessions II and III. During the semester, fees must be paid two weeks in advance. Balances can be accessed on the Procure touch pad at all times. Checks or money orders must be made payable to the Board of Regents. Credit card payments are accepted from 7:30 AM until 5:30 PM. **NO CASH WILL BE ACCEPTED.** Preschool tuition fees are due two weeks (or three weeks for summer I and five weeks for summer II/III) in advance at the time of registration. Notice of tuition due is posted on the Procure touch pads. Tuition schedules are available by the drop boxes in the Family Resource Room/Lending Library and the Administration Office Bursar's Office, University of Nevada, Las Vegas.

LATE PAYMENT POLICY

Tuition payment is due by 5:00 pm on the first day of each pay period as per Tuition Payment Schedule Posted at each drop box.

1. A late fee of \$10.00 will be imposed at 5:01 pm the following day.
2. A first notice will be dated and mailed at the end of the first week that payment is due.
3. If payment in full is not made by the end of the current pay period a second notice will be dated and mailed.
4. If by the next due date, current and past tuition fees are not paid in full a certified letter will be mailed. A certified letter will allow a 10 working day response, after which your account will be turned over to collection through the UNLV controller's Office and your child will be administratively withdrawn.
5. If you child is administratively withdrawn and you wish to reenroll them, all outstanding fees must be paid and you will be required to register your child as a new student, pay a registration fee of \$25.00 plus two weeks tuition. Enrollment will be dependent upon space availability.
6. If you respond to the certified letter within the 10 day period, and wish to arrange a payment schedule for delinquent fees you will be required to maintain current payment fees while making payments to late fees. If payments are not made according to the agreement, the UNLV/CSUN Preschool reserved the right to withdraw your child and your account will be immediately turned over to collection.

University of Nevada, Las Vegas UNLV/CSUN Preschool

SPRING SEMESTER 2008

TUITION PAYMENT SCHEDULE

University of Nevada, Las Vegas
UNLV/CSUN Preschool

SPRING SEMESTER 2008

TUITION PAYMENT SCHEDULE

January 21 – February 1	Paid at Registration
February 4 – February 15	Due February 4, @ 5:00 pm
February 18 – February 29	Due February 18, @ 5:00 pm
March 3 – March 14	Due March 3, @ 5:00pm
March 17 – March 21	Spring Break
March 24 – April 4	Due March 24, @ 5:00 pm
April 7 – April 18	Due April 7, @ 5:00 pm
April 21 – May 2	Due April 21, @ 5:00 pm
May 5 – May 16	Due May 5, @ 5:00 pm

- Tuition is due on dates listed above.
- Late fee is imposed at 5:01 pm the same date if not paid.
- Balance may be accessed on Procare Touch Pad by pressing Options Key.
- Note: credit is not given for holidays. See Calendar.

REINSTATEMENT POLICY

To reinstate your child you must pay any delinquent fees, a re-registration fee of \$25.00 and two weeks advanced tuition fees (three weeks for summer I and five weeks for summer II/III) There is a waiting list for each class therefore there must be space available in order to reenroll.

ARRIVAL AND DEPARTURE POLICY

Signing In/Out Policy You must sign your child in/out using the Procure touch pads when bringing your child to and from the Preschool. Families are required to notify staff when they bring their child to school and when picking them up.

WHY DO WE HAVE ID CODES?

ID codes are a way for us to track who is dropping off and picking up your child. EACH INDIVIDUAL PERSON MUST HAVE THEIR OWN ID CODE – ID CODES SHOULD NEVER BE SHARED OR GIVEN TO ANOTHER PERSON TO USE!!! ID Codes are deactivated if a child is not enrolled in the Preschool.

WHAT IF SOMEBODY ELSE IS PICKING UP MY CHILD?

If you are having someone else pick up your child, you **must first make sure that they are listed as an Authorized Escort on your Record Form.** Before they will be allowed to pick up your child for the first time they will need to go to the Administration office, show photo ID, and pick out a code. Please remind all of your Authorized Escorts that they must have photo ID with them in order to pick up your child and they MUST SIGN THE CHILD IN/OUT, both in the classroom and on the touchpad.

WHAT IS THE CORRECT WAY TO CHECK MY CHILD IN & OUT?

When dropping your child off, you will need to log-in using the touchpad at the front desk. Upon arriving at your child's classroom you will then sign-in on the pink sign-in/out form located in the classroom. When picking your child up, you will first need to go and pick them up from the classroom. You will then sign them out on the pink sign-in/out form in the classroom and then log them out on the touchpad located at the front desk on your way out. Note: These procedures are set by licensing requirements.

WHY MUST WE SIGN IN AT THE FRONT DESK AND THE CLASSROOMS?

This is a State of Nevada licensing requirement.

WHY MUST I SHOW PHOTO ID TO PICK UP MY CHILD EVEN AFTER THEY HAVE BEEN ATTENDING HERE FOR AWHILE?

We use photo ID's as a way to make sure that the person entering our facility and picking up your child is indeed who they say they are. Even though your child may have been attending the preschool for awhile, we occasionally will have staff and workers who may not be familiar with you or your child. By asking to see your ID before releasing the child to you, we are ensuring that the correct person is actually picking your child up thereby keeping your child safe. CARRYING PHOTO ID WITH YOU AT ALL TIMES IS ADVISED AS YOU MAY BE ASKED TO SHOW IT AT ANY TIME WHILE IN THE PRESCHOOL.

REMEMBER – Although some of the above procedures may seem repetitive and bothersome at times (especially when you are running late or in a hurry), please just remember that they are in place to ensure the safety of your child. If you have any questions regarding these procedures, please see a staff member or Catherine Lyons. Thank You!

TOUCH PAD SIGN IN/OUT PROCEDURES

PRESS YOUR 4-DIGIT NUMBER WAIT TILL YOUR CHILD'S NAME APPEARS In/Out will be encased in a bracket PUSH LIT BUTTON ON UPPER RIGHT Bracket will change to an arrow pointing to In/Out PUSH FINISH PUSH FINISH ACCOUNT BALANCE / MESSAGES

GO THROUGH ABOVE STEPS - STOP BEFORE THE LAST FINISH BUTTON PUSH
OPTIONS READ MESSAGE AND/OR BALANCE PUSH FINISH

Children will not be released to anyone other than the parent/legal guardian or individuals listed as an authorized escort on your child's record form. If someone else is picking up your child, written authorization by the parent/legal guardian is required. Proper identification will be required and no child will be released to unauthorized individuals. In familial situations where your child's custody has been determined by a court, the Preschool requires that legal documentation be provided at the time of registration that states the relationship of the parent(s) or guardian(s) to the child.

CLOSING PROCEDURES

1. Please sign your child out after you have picked them up from their classroom.
2. Please pick up your child at the end of their registered block of time unless other arrangements have been made.
3. Please telephone if you are delayed and will be late picking up your child.
4. Before leaving, check your child's cubbies for newsletters, artwork, notes from teachers, etc.
5. A child who is left more than thirty minutes past closing will be taken to the office of the UNLV Public Safety. Children whose parents cannot be reached by the campus police will be placed in the custody of :

**Juvenile Court, 3401 E. Bonanza,
Building B. (Telephone 455-5450).**
6. A child will not be released to an individual who, in the opinion of the Preschool Staff, is impaired by alcohol or other substance and is not able to safely operate a If another individual authorized to pick up the child does not pick up the child by thirty minutes past closing, the Preschool will have Public Safety personnel place the child in the custody of the Juvenile Courts.

ADDITIONAL TIME (OVERTIME)

Additional time may be requested for registered children. You must come in or telephone the office in advance to determine whether space is available. Do not assume that space is available. You may not substitute additional hours for unused registered hours. Additional time is considered overtime and will be charged at a rate of \$10.00 per hour (or any part thereof). Additional time after designated closing hours (5:30 or 7:00 PM) will be charged at a rate of \$10.00 for the first 15 minutes/\$1.00 per minute thereafter. Your account will be pre-charged based on the hour arrangement you are requesting. Be sure to sign out

on Procure when you pick up your child. If you use less than the prearranged time come to the office and based on your sign-out time your account will be adjusted. Refer to Fee Schedule for additional time charges (subject to change).

FAMILY RESOURCE ROOM/LENDING LIBRARY

CIRCULATION GUIDELINES

1. All UNLV Preschool families may check out materials for a one (1) week period- no renewals.
2. Checkout is limited to three (3) items per family at any one time.
3. Materials must be returned by close of business on their due date.
4. Late Charges: Fines are .25 cents per item/day, up to \$5.00/item.
5. If an item becomes more than 20 days overdue, it will be declared lost and your preschool account will be billed for the replacement cost plus a nonrefundable \$10.00 processing fee.
6. Families with outstanding charges or overdue books will have their Lending Library privileges suspended until the charges are cleared.

LENDING LIBRARY MATERIALS

- a. Board and picture books
- b. Music CD's from around the world
- c. Educational videos for parents/guardians
- d. Student made books
- e. Puzzles
- f. Take-Home Backpacks for Toddlers/Preschoolers
- g. Activity Take-Home Packs for Infants
- h. Little Explorer computers
- i. Rainbow reading area
- j. Magazines
- k. Educational books for parents/guardians
- l. Fun activity books for families
- m. Games

HEALTH POLICIES

Please make sure that your child's immunization record is up to date. We are required by law to have **a copy of the immunization record signed by a doctor or nurse, a copy of the child's birth certificate, and a copy of the families health insurance card** before we can allow your child to attend the Preschool. No child will be admitted without it.

There are exemptions for medical conditions and religious beliefs. If an exemption is sought on the basis of a medical condition, a written statement of this fact signed by a licensed physician, as defined in NRS 0.040(1), shall be provided. A statement signed by a chiropractic physician is not acceptable.

If an examination is sought on the basis of a religious belief, a written statement of this fact signed by the parents or guardian and notarized shall be provided.

For children entering the Preschool, the following shots are required (record must be on file with the Preschool Office on or before the 1st day of preschool). Use this table to evaluate each child's immunization status: *Must be six months after the third dose / ** Given in two doses six months apart *Children receiving DT must have a medical exemption to pertussis vaccine on file. Chart taken from State of Nevada, Regulations and Standards for Child Care Facilities, Department of Human Resources, Division of Child and Family Services, Bureau of Services for Child Care, Appendage C 432A-79

Recommended Childhood and Adolescent Immunization Schedule UNITED STATES • 2005

Vaccine ▼	Age ▶	Birth	1 month	2 months	4 months	6 months	12 months	15 months	18 months	24 months	4-6 years	11-12 years	13-18 years
Hepatitis B ¹		HepB #1	HepB #2		HepB #3			HepB Series					
Diphtheria, Tetanus, Pertussis ²			DTaP	DTaP	DTaP		DTaP			DTaP	Td	Td	
<i>Haemophilus influenzae</i> type b ¹			Hib	Hib	Hib	Hib							
Inactivated Poliovirus			IPV	IPV	IPV					IPV			
Measles, Mumps, Rubella ⁴						MMR #1				MMR #2	MMR #2		
Varicella ⁵						Varicella				Varicella			
Pneumococcal ⁶			PCV	PCV	PCV	PCV				PCV	PPV		
Influenza ⁷						Influenza (Yearly)				Influenza (Yearly)			
Hepatitis A ⁸										Hepatitis A Series			

This schedule indicates the recommended ages for routine administration of currently licensed childhood vaccines, as of December 1, 2004, for children through age 18 years. Any dose not administered at the recommended age should be administered at any subsequent visit when indicated and feasible.

Indicates age groups that warrant special effort to administer those vaccines not previously administered. Additional vaccines may be licensed and recommended during the year. Licensed combination vaccines may be used whenever any components of the combination are indicated and other components of the vaccine

are not contraindicated. Providers should consult the manufacturers' package inserts for detailed recommendations. Clinically significant adverse events that follow immunization should be reported to the Vaccine Adverse Event Reporting System (VAERS). Guidance about how to obtain and complete a VAERS form are available at www.vaers.org or by telephone, 800-822-7967.

Range of recommended ages Only if mother HBsAg(-)
 Preadolescent assessment Catch-up immunization



DEPARTMENT OF HEALTH AND HUMAN SERVICES
CENTERS FOR DISEASE CONTROL AND PREVENTION



The Childhood and Adolescent Immunization Schedule is approved by:
 Advisory Committee on Immunization Practices www.cdc.gov/nip/acip
 American Academy of Pediatrics www.aap.org
 American Academy of Family Physicians www.aafp.org

HEALTH EVALUATION

Children who have not had a physical examination within the last year must have one. The physical may be done by a doctor or registered nurse. Evidence of this examination must be in the child's file within 30 days after initial admission.

EMERGENCY AUTHORIZATION

The UNLV/CSUN Preschool must have on file for each child the signed permission authorizing first aid and/or emergency care at a local hospital if necessary (refer to Child's Record Form).

ALLERGIES AND OTHER HEALTH PROBLEMS

We will have food experiences and snacks, and new foods will be introduced to some of the children. We also serve 2% milk (whole milk for toddlers) at snack. If your child is allergic to any food or drink, notify us. If there are any other health problems, notify the director and classroom teacher.

MEDICATIONS

Whereas the State of Nevada, pursuant to NAC 432A.376, authorizes licensed preschools to administer medications to its students under controlled conditions and that this authorization is in the best interests of the operation of the preschool, the following medication policy for the UNLV preschool is approved.

1. The medications administered by the preschool must be plainly labeled (with pharmacy label) and contain the name of the child to whom it is to be administered as well as instructions from a physician regarding administration and dosages to be given;
2. The medication shall be stored in locked cabinets inaccessible to students or children. Upon the discontinuance of use of a prescribed medication, the UNLV/CSUN preschool shall destroy or return to the child's parent all unused medication;
3. The Director of the UNLV/CSUN Preschool or their designee shall be charged with administering the medications pursuant to the orders written by the physician;
4. A permission and medication request form must be filled out by the parent or guardian of the child prior to the preschool administering any medication to any child under their supervision. This written permission shall be renewed on a weekly basis;
5. The UNLV/CSUN Preschool shall keep all logs and records required under NAC 432A.376; and,
6. Copies of medication records shall be stored in both the UNLV/CSUN Preschool office as well as in the child's file to which the medication was administered.

ATTENTION FAMILIES IMPORTANT INFORMATION – PLEASE READ PRESCRIPTION DRUGS AND OVER THE COUNTER MEDICATIONS

Classroom staff may not accept medications from families. All prescription and over the counter medications must be brought to the main office by the family. Prescription medications and over the counter medications may not be stored in the classrooms (including children's cubbies, backpacks, etc.) One exception to this rule is diaper creams. However, diaper creams must be dropped off at the main preschool office – the office staff will return it to the child's classroom. Diaper creams will be stored in a locked cabinet in the classroom. **Diaper creams must have a doctor's note and medication request before preschool staff can administer.**

Over the counter medications:

Must

- . • Be on physician letterhead or prescription pad
- . • State a beginning and ending date of application
- . • State how and when to be administered (specific times needed)
- . • Be signed and dated by the physician
- . • Families must fill out a medication request form before the preschool staff will administer **any** over the counter medications

Prescription medications:

- . • Must have a pharmacy label on the prescription item.
- . • Must be picked up daily
- . • Families must fill out a medication request form weekly on all prescription medications in order for the preschool staff to administer

Per state licensing all medications must be picked up daily

The UNLV/CSUN Preschool and its employees accepts no liability for administration of the above prescribed medication. By my signature, I am authorizing the UNLV/CSUN preschool to administer the above to my child. I hold the Board of Regents of the University and Community College System of Nevada on behalf of the UNLV/CSUN Preschool harmless if any adverse reactions occur pursuant to my request above.

ILLNESS

We request that your child remain at home if he/she has a red throat, severe runny nose, unusual rash or diarrhea, is experiencing pain or tiredness that prohibits them from participating in their school day or fever that requires constant medication to keep in check. If your child contracts a contagious childhood disease, please let us know so that we may communicate this to other families and our regulatory agency. Please notify the Preschool by phone if your child will be absent. Otherwise, after **2** consecutive absences, the teaching staff will contact the family as to the health of their child. If a child becomes ill while at school, he/she will be placed in an isolated area until the family can be notified and the parent/legal guardian or authorized person arrives to take the child home. UNLV/CSUN Preschool is not a sick child care program. Sick children may not return to school until they have been on an antibiotic for at least 24/48 hours (as per doctor's note) and the family must have a doctor's note stating that the child is well enough to return to school. This policy explanation is meant to clarify for all families in our program the strategy for use of medication at school. It is intended to promote the safety and well being of all children and staff within our program.

NUTRITION

Healthful food choices plus regular activity equals growth and long term health. Malnutrition is common in young children. Food intolerances and food allergies need to be specifically identified so nutrient deficiencies do not occur. Children's behaviors are shaped both at home and at school. Balanced meals are important to provide adequate nutrients.

Use of the Food Guide Pyramid "5-d-Day" Campaign Eating behaviors at home and at school should have adequate time, be a pleasant experience, and be devoid of conflict. Honoring children's preferences is important.

Hot topics include:

Energy -demands for growth phenomenal especially calcium, Vitamin D for bone health
Hyperactivity - sugar - not substantiated Coffee - more likely Obesity - inactivity,
correlated with hours of TV watching, Over consumption of snack foods; simple sugars,
Sodium, saturated fats Dental care - simple sugars; fluoridation Breakfast -
hypoglycemia - academic performance Dietary supplements - very little knowledge for
children beyond multiple vitamin and mineral supplementation Susan Meacham, Ph.D.,
Department of Nursing, College of Health Sciences

PROGRAM INFORMATION

PROGRAM ORIENTATION

You are encouraged to bring your child into the Preschool prior to them beginning of school. Arrangements can be made for a pre-enrollment visit by calling the Preschool Office. A family member must accompany the child at this time. This allows you and your child time to get acquainted with our staff and facility and helps to alleviate "first day" anxiety for you and your child. A family orientation meeting is held each semester one week prior to the start of school.

FIRST DAY OF SCHOOL

You may stay with your child for a few minutes initially, but prolonged good-byes are not encouraged. Tell your child when you will be back, give them a kiss and/or hug, then leave. Infants and young children adjust quite readily when the family is no longer present. The Center teachers are prepared to help your child adjust and develop a sense of belonging.

ADJUSTMENT PERIOD

There is always a period of adjustment for children coming to the Center. If at any time after enrollment, the family or Center staff find a child who is not adjusting or benefiting from a group situation, a family/teacher conference will be scheduled. Continued enrollment will be based on child and family needs and the Center's ability to meet those needs.

FEEDING TIMES FOR INFANTS

We respond to the child's individual needs. Some families may prefer their infant be on a specific schedule. However, this may not always be possible due to an infant's changing needs. It is the families responsibility to prepare bottles for the day's feeding (label with your infant's name and date, then place in the refrigerator). Please NO glass bottles. Please label baby food and cereal if your child is eating food.

MEAL TIME FOR YOUNG TODDLERS

A feeding plan for each child younger than 18 months will be developed. The plan is to include instructions on feeding, schedule for feeding, whether the child will be fed breast milk, formula, or solid foods and when to begin feeding solid foods. How much the child eats will be recorded on a daily report given to families. A child who uses a bottle will be held by a caretaker while being fed.

SNACK TIME

Snack time is part of the Preschool curriculum, therefore is offered twice daily. A snack menu is planned and part of the weekly lesson plan. If your child has any food/drink allergies, please let the teacher know.

LUNCH TIME

Lunch is enjoyed from 12:00 to 12:30 (may vary slightly, check classroom schedule). Lunch is prepared from home with a drink in a lunch box with your child's name on the outside. There are refrigerators in each classroom for cold storage. Children are encouraged but not forced to eat. Unopened food will be returned to the lunch boxes so that families can monitor the child's appetite and food preferences. When finished eating, all lunch boxes will be returned to the refrigerators and the children will clean their area with a wet sponge before leaving their space. Families, please reference toddler feeding guidelines (posted in classroom).

CLOTHING

Please dress your child in washable play clothes easily handled by them, especially during toileting. Tennis shoes or closed toe shoes are preferable because they provide more support for playground activity. Shoes with slick soles, thongs, and long skirts are discouraged as they interfere with running and climbing. Since outdoor play is included in the daily schedule, your child should have a warm coat during the winter months and a sweater on cool days. Please label all clothes with the child's first and last name.

CHANGE OF CLOTHING

Please bring a complete change of clothing for your child labeled with first and last name for use in case of accidents. Change of clothing will be kept in your child's cubby. Check the Lost and Found box in each classroom for lost items. Families, please reference toddler toileting guidelines (posted in classroom).

INFANT ROOM SUPPLY REQUEST

On your infant's first day of school, please bring the following:

1. three complete changes of clothing, including socks*,
2. a blanket and/or familiar toy*,
3. pacifier or teething items, if used by your child*,
4. diapers (enough for one week, but you may bring more)*,
5. two containers of infant wipes*,
6. diaper ointment, if needed (also requires a doctor's note)*,
7. six or more bibs to remain at the preschool*,
8. four or more burp clothes to remain at the preschool*,
9. four Diaper Genie refills for infant diapers (these will be used throughout the semester)
10. a family photo. *Please check daily, replenish as needed, and label all belongings with your child's first name and last initial.

DIAPER CHANGING

Staff follows a daily diaper change schedule for those children who are using diapers. Type of elimination (bowel or urination) is recorded and available to families by daily report.

LOST AND FOUND

Please ask your child's teacher for the location of the lost and found in their classroom. At the end of each week classroom teachers will bring all lost and found items to the Family Resource Room/Lending Library. The Family Resource Room/Lending Library will keep the lost and found items on hand until the end of the month. The first of each month the Family Resource Room/Lending Library will donate the contents of lost and found to a local children's charity.

CUBBIES

Each child in the Center has an assigned cubby with their name on it. Please check your child's cubby daily for such reports, art project, newsletters, notes from the teacher, notices regarding special events such as field trips, program visits, etc.

REST TIME

State of Nevada regulations require that every child in a facility more than 5 hours per day must have a rest period during the day. The Center provides cribs, mats or cots for children who rest. Please discuss this requirement with your child in advance. Your child may bring a favorite blanket or stuffed toy to rest with during this time.

HOME CONCERNS

If something out of the ordinary is happening at home (new sibling, illness, moving, etc.), please let us know. Children react to even minor changes and we may be able to help your child through our knowledge and understanding of the situation.

FAMILY/TEACHER CONFERENCES

Family/teacher conferences are held in November and April. A spring tea is offered as an option to families for the April conference. Conferences are held more often upon family or teacher request. However, daily communication is welcomed and encouraged especially during difficult transition and home concerns such as divorce, death in the family, etc.

MONTHLY FAMILY MEETINGS

Family meetings are held monthly. Free child care is offered so that families may relax and enjoy guest speakers on various topics (literacy, nutrition, guiding children's behavior, etc.)

OPEN HOUSE

Twice annually at the start of each semester families, relatives and friends are invited to open house for an evening of fun. This is a time for your child to show off their classroom.

SPRING TEA

Each April the Preschool will host its Spring Tea. At that time you will have the opportunity to visit the classroom your child will be part of in the Fall Semester and meet the head teacher. The purpose of the Spring Tea is to be a transitional vehicle to allow for a smooth flow from one classroom to the other. For example, if your child is in the Stars classroom this spring you will visit the Caterpillar classroom and meet the head teacher. If your child is currently in the Rainbow or Bumble Bee classroom and will be attending kindergarten in the public schools in the fall, a CCSD kindergarten teacher will be available to answer any questions you may have.

SPECIAL EVENTS

SHARING

Children may bring personal items to share on scheduled days. These days vary from classroom to classroom. If there is an especially unique item that your child would like to share, such as an animal, special visitor, etc. please notify the teacher first. Items will be kept in your child's cubbies before and after showing.

FIELD TRIPS

Field trips to various sites on campus are included as part of our curriculum. Notices will be posted in advance on the Family Board in your child's classroom or in their individual cubbies. Parent/guardian permission is required in advance before children may participate on field trips. (See Preschool Registration Form) FAMILY VISITS AND

PARTICIPATION

Families are welcome to visit and observe in the Center at any time. If you have questions concerning your child or the program, please schedule a time to discuss them with the director and/or your child's teacher. A Recommendation Box is mounted on the wall inside the Preschool Administration Office. Please share your thoughts and ideas about the program. At least once a year families are asked to evaluate how well the program is meeting their child's needs.

SEASONAL ACTIVITIES

Seasonal events are celebrated with special activities, visitors, family involvement, songs and games, and with discussion and exploration of their cultural origins. We do not exchange gifts on any of these occasions. We will be incorporating holidays in a low-key child-centered manner. It is important that all activities remain age and culturally appropriate.

DISCIPLINE POLICY

The Preschool believes in taking a positive approach to discipline. We set the stage in order to guide the children. Rules and limits are few but they are consistently enforced. Through adult guidance and association with his/her playmates, the child is being prepared for self-control/self-discipline. We want the child to become aware of his/her own worth while learning to respect the rights of others. The approaches to positive guidance include:

- Separate disruptive children in a quiet manner so that the activity continues without interference.
- Model the desired behavior: attentiveness, respect, friendliness, cooperation, willingness to share, acceptance, and polite manners.

- Ignore inappropriate behavior as much as possible.
- Encourage desired behavior by redirecting undesired behavior and praising specific accomplishments.
- Be consistent in methods of managing behavior; staff must discuss, agree, and adopt uniform methods.
- Speak once. If a child does not follow verbal suggestion, then you may have to guide the child in complying with a request.
- Generally the only punishment used is removal from a desired activity.
- Redirection is usually effective.
- Physical punishment or psychological abuse will not be tolerated and will result in immediate termination of employment.
- Careful planning to avoid long waiting periods between activities can help eliminate many potential behavior problems.

TIME OUT

Time-out is a consequence to be used only after:

1. A child is physically aggressive (hits, kicks, bites) towards another child or adult, then the child may be put in time-out for 1 minute or for every year of age or until the child is calmed and the adult and child can discuss the inappropriate behavior. A preschool employee is not to keep a child in time-out for an extended amount of time (more than 5 minutes).
2. Children under age 3 are offered distraction or redirection rather than time-out.

CENTER POLICIES

CHILD ABUSE OR ENDANGERMENT Should the Center staff suspect possible child abuse, neglect, or any other endangerment to a preschool child, the staff member will inform the director, or the person in charge at the time, who, in turn, will assist in notifying and reporting to Child Protective Services or proper authorities (Public Safety, Bureau of Child Care Licensing).

CHILD AND FAMILY RIGHTS

In familial situations where the child's custody is a concern, the Center requires that legal documentation be provided at the time of registration that states the relationship of the parent(s) or guardian(s) to the child and the custody rights of those parents or guardians. This will insure that safe and proper release and visitation procedures are implemented appropriately.

CPR/FIRST AID CERTIFICATION

A notice is posted in the facility indicating the staff members who are CPR and first aid certified.

OBSERVATION AND CLINICAL RESEARCH

Your child may be observed and asked to participate in research conducted by students and faculty of UNLV. Individuals who wish to observe or conduct research must be approved by the director before observing or conducting research. The permission information form provides you with the option to give or deny permission for such observation and research involving your child.

SMOKING

In accordance with the Nevada Revised Statutes, no smoking is permitted in the COE/CSUN Preschool facility, on the playground or at family meetings.

VIDEOTAPES

The use of videotapes is limited to developmentally appropriate programming for preschoolers. Videotapes are only used on a special occasion (e.g. weather) with prior approval from the director. Prior to their use, videotapes

1. are previewed by adults;
 2. another option for activity is always available ;
 3. no child is required to view the program; and
 4. teachers discuss what is viewed with children to develop critical viewing skills.
- Videotapes are not shown to infants and toddlers.

CURRICULAR AREAS

CREATIVE ART

MATERIALS: Easels, paints, crayons, collage materials, magazines, scissors, clay, paste, paper, pencils, stencils, play dough, popsicle sticks, cookie cutters, tissue paper, beans.

LEARNING VALUES: Eye-hand coordination, visual discrimination, creative expression, language development, and social skills.

EASEL PAINTING

1. Children must wear paint shirts while painting.
2. The child's name should be written before they begin painting, ask the child where they would like to write their name or ask if you need to write it for them.
3. Put paint brushes in the respective paint pans so paint colors are not mixed.
4. Show the children how to wipe the excess paint off of their brush before painting.
5. Have children wash their hands and arms before removing their paint shirts.
6. Allow the children to paint as many pictures as they wish, unless other children are waiting.
7. Place dry paintings in children's cubbies.
8. Don't ask, "What is it?" If it looks like a child has been trying to draw an object

- you may say, "Tell me about your picture." Do not press the child if they don't answer immediately.
9. Praise all the children for their paintings, even if it is a dab or two of paint. We want the children to feel good about painting and are not concerned about the final product.

FINGER PAINTING

1. Encourage the child to stand while painting rather than sit if sitting restricts movement.
2. Children must wear paint shirts.
3. Talk about the colors the children are using as they paint, including what color combined colors make.
4. Assure children the paint will wash off their hands and fingers.
5. Discuss the texture and feel of the paint.

CLAY/PLAY DOUGH

1. Clay/play dough is to remain on the table and at the designated clay table.
2. Children are to use the utensils kept with the clay/play dough (cookie cutters, Popsicle sticks, etc.) not items from the sandbox or housekeeping.
3. Place clay/play dough in a plastic bag or bowl when the children have finished playing with it.
4. If a child comes to the table and all the clay/play dough is being used, take a little clay/play dough from each child to be shared. (Please tell children that they are going to share and allow them to pull their own piece to share.)
5. Encourage the children to use their imagination to create with the clay/play dough.

COLORING, CUTTING, PASTING, COLLAGE

1. Help a child to learn to paste and glue by giving general instructions for its use. Explain that only a small amount is needed. (Children need to be reminded of this often.)
2. Print the child's name on the back of all papers and place them in the child's cubby when completed.
3. Encourage the child to put away crayons, scissors, and scraps, etc, when finished.
4. Do not draw objects for the children. They can never draw as well as an adult and It may discourage their attempts.
5. Do not try to confine children's coloring (except to the paper). Most of them are unable to color within the lines.
6. Encourage creativity. Don't suggest definite activities or ways to complete pictures.
7. Scissors are to be used only to cut paper or other art supplies.
8. If the child is unable to cut with scissors, use "helping scissors" with the child rather than cutting the objects yourself.

9. Art materials are to be kept in their designated areas.

BLOCKS

MATERIALS: Large blocks, small unit blocks, cubes, bristle blocks, waffle blocks, legos, cars, trucks, people, animals.

LEARNING VALUES: Eye-hand coordination, language development, cognitive development, social skills, creative and dramatic play, gross motor skills.

1. Children may need to be shown how to keep the blocks stable while they build with them.
2. Blocks should be built no higher than children's eye level.
3. Blocks, boards, cars, animals, etc. are never to be thrown.
4. Discourage children from knocking the large blocks down deliberately since they may hit other children. Small unit blocks may be knocked down.
5. Small blocks and animals may be moved throughout the block area in trucks but should always be returned to shelves.
6. Stimulate creative and dramatic play by providing accessory materials for building projects (animals, cars, trucks, people, etc.)
7. Encourage building of familiar objects such as boats, trains, garages, etc.; in order to stimulate creative play.
8. Encourage children to dismantle their own buildings carefully from the top down. They sometimes need help in beginning to stack them correctly, but first let them problem solve on their own. Most children will willingly bring the blocks to an adult stacking them and this is usually the most effective method of putting blocks away.
10. Blocks should be put away when they are not in use.
11. The block area requires close supervision and should never be unsupervised while children are playing.
12. Talk with the children about their block structures. Choose statements that describe what the child has done; ask open-ended questions that encourage children to talk about their work. For example: "You found out that two of these blocks make one long block." or "All the blocks in your road are the same size."

COOKING AND SNACK PREPARATION

MATERIALS: Standard kitchen pots, pans, and utensils.

LEARNING VALUES: Math and science concepts, language development, social skills, eye-hand coordination.

1. Children and adults should always wash hands before working with food.
2. Children working with food require close supervision and at least one adult must remain with the children at all times.
3. Although it is always easier for the adults to "do the job themselves", these activities are most beneficial when the children do as much as possible themselves.
4. Adults supervising the use of knives or peelers should not try to supervise more

- than one child at a time using these sharp utensils.
5. Talk about the food as it is being prepared (texture, color, smell, taste, where it came from, what it will look like when it's finished cooking, etc.).
 6. Children should be reminded to turn their heads when coughing or sneezing.
 7. Allow the children to follow through with the entire cooking procedure whenever possible.
 8. Involve the children in all clean up activities.

MATH AND SCIENCE

MATERIALS: Puzzles, peg boards, parquetry blocks, beads, dominoes, numbers and lacing shoes and cards, sorting games, small blocks and cubes, plants, magnifying glasses, scales, magnets, animals, plants, sand, water.

LEARNING VALUES: Literacy skills, math skills, language skills, discovery, problem solving, observation, comparing and classifying, color, form and size discrimination, and creative expression.

1. Let children explore creative, non-destructive ways of working with materials.
2. Encourage children to return materials to the shelves before getting out new materials.
3. Provide only as much assistance to children as necessary (explain or demonstrate how to do things and then allow children to complete tasks by themselves.)
4. Encourage children to select materials appropriate to their level. If a child selects a puzzle, which is too difficult, suggest another puzzle without saying it is too hard). Example: "Maybe this one would be better (or more fun)."
5. Encourage children to keep manipulative materials in the table area.
6. Talk to children about color, shape, size, number, etc., of the materials they are using. Speak in complete sentences and encourage children to respond in complete sentences. For example, "How many blue circles are there?" or "What will you do with all the blocks?" If a child does not respond immediately to a question, he may not know the answer. If this happens, answer the question yourself. For example, "You have five blue circles." or "you could build a boat with these blocks."
7. Praise the children when they are successful, but avoid indicating failure. Avoid saying things as "that's not right", "that's wrong", etc. Instead say things that are more positive, such as, "Let's try it another way."
8. Praise children for attempting as well as completing tasks. For example, "You really worked hard to put that puzzle together."
9. Encourage sharing of materials when there is enough for more than one child. For example, "Show David which blocks he can play with." or "Show Mary how to use the scale."

DRAMATIC PLAY

MATERIALS: Furniture, dolls, Male/female dress up clothes, play food, dishes, cash register, play store, buggy, etc. Add prop boxes to expand dramatic play and imitate other settings and roles.

LEARNING VALUES: Language development, social studies, social skills, math readiness, dramatic play.

1. Encourage children to return kitchen materials to the proper place as much as possible rather than throwing everything in the refrigerator and cupboards.
2. From time to time try to interest the children in helping you arrange everything where it belongs.
3. Dress up clothes can be used at any time. It is normal for boys to want to dress in women's clothes and this should not be discouraged.
4. Discourage children from putting play food in their mouths. Demonstrate how to pretend to eat by holding the food in front of, but not in, the mouth.
5. Encourage both boys and girls to play in the housekeeping area by suggesting that boys be daddy, uncle, grandpa, brother, or even female family figures if they want.
6. Show the children how to open the cash register by holding the drawer so the money is not thrown out.
7. If a group playing in the housekeeping area rejects a newcomer, suggest, "Mary is a guest for dinner" or "Here comes grandpa to visit the children" or some other way to integrate the rejected child.
8. Treat the differences between the boy and girl dolls as casually as possible but do not be afraid to point out the differences in appropriate situations.

- Keep the puzzles, small blocks, beads, crayons, etc. out of the housekeeping area.

COMPUTER

MATERIALS: Computer, keyboard, mouse, developmentally appropriate software

(previewed by head staff) LEARNING VALUES: Eye hand coordination, visual discrimination, social skills, language and cognitive development, creative expression, fine motor skills.

OBJECTIVES:

1. Work cooperatively with others (working in pairs at the computer).
2. Take responsibility for one's own work (directing the flow of a program).
3. Develop perseverance (seeing a program or task through to completion).
4. Take pride in one's accomplishments (making a printout of completed work).
5. Identify and sort objects by attributes such as color, shape, and size (using programs that develop classification skills).
6. Learn sequencing and order (using programs that focus on size and patterning).
7. Develop early reading skills (relating word labels to graphics).
8. Understand cause and effect (seeing what happens when keys are pressed and feedback is given during a program).
9. Extend creativity (using programs that encourage free explorations or simple graphics-creation programs).
10. Develop small muscle skills (putting a disk in the disk drive, clicking a computer mouse, using the keyboard).
11. Refine eye and hand coordination (moving the cursor to a desired place on the screen).
12. Improve visual skills (tracking movement on the screen).

OUTDOOR PLAY

MATERIALS: Slide, swings, sand box, playhouse, pirate ship, seesaw, tricycles, climbing structures, balls, sand utensils. **LEARNING VALUES:** Large muscle development and coordination, dramatic play, social skills, eye-hand coordination.

SLIDE

1. Children must come down the slide feet first.
2. Make sure that the child just finishing a turn is out of the way before the next child starts down. (Teach the child who is coming down to wait, and the one who has just come down to get up quickly and move away from the slide.)
3. Toys (balls, buckets, trucks, etc.) are not allowed on the slide.
4. Children are to go down the slide one at a time.
5. Children are to use the steps or ladder to get up the slide. They are not to climb up the slide.

SANDBOX

1. Sand is never to be thrown or poured on other children.
2. Water may be added to the sand to help create various consistencies.
3. Sand is to stay in the sand box. It should not be dumped on the grass or poured down a drain.
4. Encourage creativity in the sand area. For example: Suggest that the children make roads, tunnels, castles, etc.

TRICYCLES

1. All tricycles are to go in the same direction on the path. Park bikes on the grass and off of the path.
2. Children are not to "crash" their tricycles into the Preschool building, shed, or other tricycles.

WATER TABLE

1. If children are at the water table indoors, they must wear plastic water shirts or aprons.
2. Children who splash water on other children should be given one warning and then removed from the water table if that behavior continues.
3. Dolls from the dramatic play area are not to be washed without teacher permission. Cloth dolls are never washed by the children.
4. Dishes and pots and pans can be washed with teacher permission.
5. Wooden articles are never to be put in the water table.
6. Children should not drink water from the water table at any time.

- Encourage the children to talk about the names of different items used in the water table. Discuss which objects sink and float, etc.

CURRICULAR AREAS FOR TODDLERS

TOYS

MATERIALS: Mirrors, dolls, stuffed toys, grasping toys, balls, puzzles, activity toy, push and pull toy, transportation toys, and blocks.

LEARNING VALUE: Cause and effect, movement, eye and hand coordination, independence, and concepts such as shape, size, and color.

PROMOTING PLAY WITH TODDLERS

Place a few toys out at a time. Allow toddlers to explore toys on their own. Encourage physical movement with toys. Ask questions regarding the toys to encourage thinking skills. Promote social interaction between children. Encourage make-believe play. Give positive feedback to develop confidence.

CREATIVE ART

MATERIALS: Toddlers: Paint, brushes and other painting tools, variety of paper, markers, crayons, play dough, basic props for play dough. **LEARNING VALUE:** Sensory exploration, eye and hand coordination, cause and effect, creative expression, self-esteem, and spatial relations. **FINGER AND WATER PAINTING** Toddlers: Use brushes with stubby handles or other painting tools (squeeze bottles, rollers, toothbrushes, feathers, leaves, and eyedroppers). Use large pieces of paper (about 24 by 36 inches or larger). Use a variety of colored and textured paper (poster, tissue, crepe, cardboard, newspaper, wet and butcher paper). Use paints, whipped cream, or nontoxic shaving cream. Change textures of paint by adding flour, sand, and Epsom salt, liquid soap). Color at the table or on the floor.

Children must wear paint smocks while painting. Avoid telling a child what to paint. Do not finish the child's work to make it better. Encourage children to help clean up as much as possible. Have children wash their hands and arms before removing their Paint smocks. Praise all the children for their paintings. Place dry paintings in children's cubbies.

DRAWING

Toddlers: Use crayons, chalk, or markers. Use a variety of colored and textured paper (poster, tissue, Crepe, cardboard, newspaper, wet, and butcher paper). Do not tell a child what to draw. Encourage creativity as much as possible. Do not finish a child's work to make it better. Encourage children to help clean up as much as

possible. **MOLDING Toddlers:** Use play dough of many colors. Offer basic tools such as wooden mallets, tongue depressors, and potato masher. Play dough play is to remain on a designated table. Place play dough in a plastic bag or container when the children have finished playing with it. Encourage the children to use their imagination to create with the play dough. Do not tell the child what to make.

PRINTING

Toddlers: Printing tools are to remain on the designated table. Close ink pads when children have finished playing with them. Encourage the children to use their imagination to create with the printing tools. Offer a variety of printing tools such as rubber stamps, butter molds, sponges, dominoes, corks, golf balls, old puzzle pieces, and colored ink pads. Have children print on tissue paper, butcher paper, newsprint, and a variety of colored and textured papers.

STORIES

MATERIALS: cloth, vinyl, or laminated books with large clear, colorful illustrations. **Toddlers:** Use stories with simple plots about children and animals whose daily lives are similar to their own. **LEARNING VALUE:** language development, listening skills, and social interaction. **READING STORIES Toddlers:** Show the cover and discuss what you see. Encourage children to use the illustrations to describe what is going on. Pause in the reading and allow children time to anticipate the next words. Relate the story to the children's own lives. Follow-up on the reading experience. Connect books to other activities such as dramatic play and songs.

TASTING AND SNACK PREPARATION

MATERIALS: food, utensils that children can use on their own (wooden spoon, plastic bowl, measuring cups, vegetable brushes, potato masher), other necessary utensils, smocks, cleaning supplies. **LEARNING VALUE:** Sensory exploration, sequencing tasks, eye-hand coordination, and self confidence.

PREPARING SNACK AND TASTING ACTIVITIES

Check children's allergies and food restrictions. Children and adults should wash hands before working with food. Limit the number of children to 3 or 4. Have all the ingredients and utensils assembled ahead of time. Keep waiting time as brief as possible. Use child-

sized table and chairs or highchairs. Use utensils that children can use on their own.
Toddlers:

Plan activities that involve spreading, pouring, slicing, whisking, squeezing, and garnishing. For example, using a plastic knife to spread apple butter, stirring ingredients for play dough, dipping bread slices in beaten eggs, scrubbing potatoes, using cookie cutters, making bread, squeezing fruit for juice, arranging foods decoratively on a plate. Ask them questions regarding the preparation process. Ask families for food preparation ideas.

SAND AND WATER

MATERIALS: Toddlers: water table and/or tubs of water, sterilized Fine-grained sand, rice, cornmeal, beans, macaroni, whisks, plastic cookie cutters, slotted spoons, squeeze bottles, ladles, muffin tins, straws, large shells.

LEARNING VALUE: Sensory exploration, calming, cause and effect, fine motor skills, self-confidence.

SAND AND WATER ACTIVITIES

Choose an indoor space that is easy to clean (e.g., non-carpeted). Children must wash hands before and after using the sand and water table. Have children wear smocks. Keep group size small. Keep cleaning supplies near by (e.g., paper towels, brooms and mops). Discourage children from drinking water or eating sand.

Toddlers: Point out cause and effect relationships. Encourage children to solve problems. Challenge children to make predictions. Support pretend play. Use a magnifying glass outside.

Gross Motor Play

Use a blanket on the grass for young toddlers. Have mobile toddler hold onto fence or bench Provide safe things for the children to climb (no higher than 18 inches off the ground). Provide wheel toys (e.g., riding toys, and wagons, doll carriages). Play follow the leader. Have children chase bubbles. Create balancing games (e.g., walking on a line).

Fine Motor Play

Collect small natural objects (e.g., leaves, pine cones, maple seeds, small sticks). Sand play for toddlers. Water play for toddlers. Add natural items to play dough. Pretend play (e.g., use plastic people, animals, and vehicles).

PM CURRICULAR PLANNING

Curriculum planning is done weekly as P.M. supervisors meet with the P.M. coordinator. Curricular planning is done with developmental milestones as a backdrop to the weekly

focus. For example, Brown Bear, Brown Bear may be focusing on color recognition as its cognitive milestone.

The supervisors work very hard at presenting a curriculum that is supplemental to the core program's approach while offering its own unique presentation. Children at this time of day function differently and require fresh, creative activities, not repeated projects from morning programs.

Curricular plans are posted on the P.M. boards located at strategic areas outside of each program section (toddlers and preschoolers). This allows families of P.M. children to review and offer comments or express concerns on a weekly basis. This has proven to be an effective, motivating style of communication between parent and child as they review their child's evening with our program.

LETTER OF AGREEMENT

I have received a copy of the UNLV/CSUN Preschool Handbook and I am familiar with the Preschool's philosophy, goals and objectives, operating program, policies and procedures.

I accept and agree to abide by the policies and procedures set forth in the handbook. I understand that failure to do so may result in the dismissal of my child from the Preschool's program.

Parent Signature _____

(Print Name) _____

Child's Name _____

Date _____

(This must be returned to the Preschool on the child's first day of school.)