



NOVA SOUTHEASTERN  
UNIVERSITY

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**Mailman Segal Center for  
Human Development**

## **2018-2019 Family Handbook**



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## **Nova Southeastern University**

### **NSU Vision 2020**

By 2020, through excellence and innovations in teaching, research, service, and learning, Nova Southeastern University will be recognized by accrediting agencies, the academic community, and the general public as a premier, private, not-for-profit university of quality and distinction that engages all students and produces alumni who serve with integrity in their lives, fields of study, and resulting careers.

### **NSU Mission**

The Mission of Nova Southeastern University, a private, not-for-profit institution, is to offer a diverse array of innovative academic programs that complement on-campus educational opportunities and resources with accessible distance learning programs to foster academic excellence, intellectual inquiry, leadership, research, and commitment to community through engagement of students and faculty members in a dynamic, life-long learning environment

## **Mailman Segal Center for Human Development**

### **Mission Statement**

The mission of the Mailman Segal Center for Human Development is to enhance the quality of life for children and families through multidisciplinary research, academics, professional development, and community service for a diverse and inclusive community of learners with a focus on innovative, evidence-based clinical services and educational programs in early childhood, autism, and family science.

### **Vision Statement**

Nova Southeastern University's Mailman Segal Center for Human Development will be recognized as a premier center for cutting-edge research, expanded academic collaborations, innovative clinical services, and remarkable educational programs in the fields of early childhood, autism, and family science and professional development for university-students as leaders committed to service and advocacy.

## **History of Nova Southeastern University and the Mailman Segal Center**

Nova Southeastern University (NSU) is a not-for-profit, independent university that is classified as a research university with "high research activity" by the Carnegie Foundation for the Advancement of Teaching, and is one of only 37 universities nationwide to also be awarded Carnegie's Community Engagement Classification. NSU has approximately 27,000 students, 162,000 alumni, a sprawling, 314-acre Fort Lauderdale-Davie campus and a presence throughout Florida, the U.S. and nine countries around the world. Through five decades of explosive growth, our reputation for academic excellence and innovation continues to flourish. The Mailman Segal Center is one of eighteen schools, centers, and colleges comprising NSU, the center draws on the collective knowledge and expertise of a major university and works to support researchers, teachers, and students interested in pursuing child development, applied behavior analysis and autism based educational opportunities.

The roots of the Mailman Segal Center can be traced to 1972 when Dr. Marilyn Mailman Segal was awarded a four-year, \$500,000 grant from the Federal Office of Human Development to produce a 9-part public television series titled, "To Reach a Child," focusing on the first year of life. Segal established a school for parents as part of the series, which later grew into the Center's Early Learning Programs.

The next ten years recorded tremendous growth in the Center's history. The Family Center, the precursor to the Mailman Segal Institute, was established in 1975; Dr. Wendy Masi founded the Parent/Child program in 1979; the Family Center Preschool was founded in 1980; the Mailman Family Center building opened its doors to the public in 1981; and the Ft. Lauderdale Oral School, the predecessor to the Baudhuin Preschool, was acquired by NSU in 1983 and moved to the Davie campus.

With the early establishment of programs complete, the next twenty years in the Center's history records groundbreaking work refining and bringing programs and ideas to the local, state, and national communities.

In 2002, the Family Center was renamed the "Mailman Segal Institute for Early Childhood Studies" after the Center's founder, Dr. Marilyn Mailman Segal. In 2003, the Jim & Jan Moran Family Center Village opened, the only demonstration and training facility of its kind in the nation. In 2010, the Center moved to a broader base inclusive of human development and autism across the lifespan through the establishment of three institutes: the Early Childhood Institute, the Autism Institute, and the Family Institute and was renamed the Mailman Segal Center for Human Development to reflect the expanded mission of the center.

## **The Mailman Segal Center's Early Learning Programs**

### **Program Philosophy**

We encourage children to develop socially, emotionally, and intellectually in a setting that fosters individuality, curiosity, and enthusiasm for learning. We provide each child with choices, challenges, and opportunities that nurture feelings of competence and promote growth in all areas of development. By respecting individual differences, we recognize that children develop at their own pace and with their own learning style.

### **Curriculum**

MSC's Family Center Preschool and Infant & Toddler Program utilize our trademarked "7C Curriculum Framework". The curriculum reflects the teachings of Montessori, Piaget, and Vygotsky. The 7C Curriculum provides a framework for planning activities and setting-up environments to increase children's competency in seven interrelated domains: critical thinking, creative expression, cooperation, concept development, communication, confidence, and community. Literacy, creative art, dramatic play, block play, science and discovery, math, problem solving, music, movement, and technology are an integral part of every child's early experience.

MSC uses a constructivist approach to implementing the 7C Curriculum Framework. In the constructivist classroom, children have opportunities to explore and create using a variety of open-ended but purposefully and intentionally introduced materials. The role of the teacher is to create an environment for learning. Teaching staff encourage children to think deeply and test theories as they coach, mediate, prompt and support children's emerging understanding of the world around them. They invite children to wonder about their world, ask questions, and reflect. Collaborative group work is valued for cognitive development and provides opportunities for children to learn from each other as they negotiate their world. The classroom environment is carefully crafted to support children's communication, relationships, and autonomy.

### **Staff**

We believe that to provide a quality program, we must hire exceptional teachers. All of our teachers hold a minimum of a bachelor's degree in early childhood education or a related field from an accredited university. Our teacher aides have or are working on completing the National Child Development Associate certificate and many are pursuing degree programs. Our entire staff participates in ongoing professional development classes, workshops, and activities. Teachers are supported by the MSC's multi-disciplinary professional team, including: behavioral analysts, psychologists, special education teachers, occupational therapists, and speech and language therapists.

Our experienced educators participate actively in the local and national early childhood communities by serving in leadership capacities, giving regular presentations, providing consulting to other programs, and partnering with high-quality programs to develop new avenues for early childhood professional development. MSC employees are hired and managed according to the Human Resource policies of Nova Southeastern University.

## Licensing

The Mailman Segal Center's Early Learning Programs (inclusive of the Family Center Preschool, Infant & Toddler Program, and Baudhuin Preschool) are licensed by Broward County Child Care Licensing and Enforcement (CCLE). CCLE is responsible for the implementation of the state-mandated licensing of all child care facilities and family child care homes in Broward County. CCLE monitors child care providers for compliance with health and safety standards as outlined in ordinance number 402.301.

## Accreditation and Membership

### ***The National Association for the Education of Young Children (NAEYC)***

The Family Center Preschool and Infant & Toddler Program is accredited by the National Association for the Education of Young Children (NAEYC), the nation's leading organization of early childhood professionals. NAEYC is focused on improving the well-being of young children, with particular emphasis on the quality of educational and developmental services for children from birth through age 8. To that end, NAEYC has created 10 national standards that measure the quality of early childhood programs. The standards were created by a blue-ribbon panel of early childhood experts and are based on the latest early childhood research. MSC is one of only approximately 8% of early childhood programs nationwide to receive this accreditation and the only university-based center in Broward County. Our current NAEYC accreditation is valid through August 2023. We complete annual reports each spring to document our continuous quality improvement.

### ***Association of Independent Schools of Florida (AISF)***

The Family Center Preschool and Infant & Toddler Program are accredited by the Association of Independent Schools of Florida. The mission of the Association of Independent Schools of Florida is to maintain the highest educational, ethical and professional standards among member schools for the benefit of the children of Florida. AISF is recognized by the Florida Department of Education as an accrediting agency, this makes it possible for MSC's preschool teachers to obtain Florida Teacher Certification.

AISF accredits member schools according to strict standards and provides organizational and pedagogical services to schools and teachers – including workshops, training and participation on school evaluation teams, and an annual teaching & school leadership conference, as well as informational publications. They foster the objective that the best educational experiences should be available to all students and require that accredited member schools practice non-discrimination in all of their programs and activities on the basis of race, color, national origin, ethnic origin, and disability (if not exempt from Title III of the Americans with Disabilities Act), including their educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.”



***National Coalition for Campus Children’s Centers (N4C)***

The Mailman Segal Center is a member of the National Coalition for Campus Children’s Centers (N4C). N4C is a nonprofit educational membership organization supporting excellence in programs for young children in communities of higher learning by providing opportunities for leadership, professional development, research, networking, and advocacy. Organization members are faculty, directors, administrators, and teachers from centers with diverse organizational, funding, and program structures at university and college campuses from across the United States and Canada.

**Research**

Serving as a laboratory school on the campus of a research university enables our staff, children and families to participate in a range of research activities. We aim for excellence in all aspects of our research policy and practice as we seek to contribute in meaningful ways to the advancement of developmental and educational science. All research studies conducted at the Mailman Segal Center are approved by Nova Southeastern University’s Institutional Review Board as meeting the highest ethical standards. MSC program administration also reviews each study to ensure its consistency with the school philosophy and its potential to run smoothly without undue disruption to ongoing learning activities. Throughout the school year, we may invite you or your child to participate in research. We will always ask for your consent before involving your child in any research activity.

## School Policies and Procedures

### Absence

If your child is absent from school due to illness or other unavoidable circumstances, please notify your child's teacher. Any communicable diseases, i.e. chicken pox, fifth's disease, ringworm, head lice must be reported to the program director. Due to limited class size, **there are no make-ups for missed days.**

As per Broward County Child Care Licensing and Enforcement requirements, if your child does not arrive to the program or the agreed upon designated pick-up location, MSC must communicate as early as possible with you, typically within one hour of the child's scheduled arrival, if there was no prior communication of the child's absence. If MSC is unable to reach you, the emergency contacts you have listed on your enrollment or #1 form must be notified.

### Adventure Camp (Preschool)

Adventure Camp is a fun, safe environment for your child when school is not in session. Due to limited spaces, pre-registration is required. Please see tuition information for Adventure Camp fees and note there is no Adventure Camp available on university holidays. Please refer to your Preschool calendar to check the dates that are available for Adventure Camp.

### Allergies

Please note that we seek to maintain a peanut and tree nut free environment for the health and safety of the children and staff in our programs. Peanuts and tree nuts such as walnuts and pecans are among the most common allergy-causing foods for young children and allergies to these foods can be life-threatening. Accordingly, we ask that you do not send any food, drinks or snacks containing nuts. Snack items that will be shared with your child's classmates must be sent to school in their original packaging (no home-cooked products). Families can help ensure that our school stays peanut/tree nut free and our children with allergies are safe by carefully reading packaging labels. When reading the label look at not only the ingredients listed, but for statements such as, "may contain traces of peanuts." Also, as our priority is the well-being of all children, please remind your child not to share his/her lunch or personal snacks with other children at school. Speak with your child's teacher should you have any questions, or would like suggestions regarding appropriate foods or snacks that can be brought to school.

If your child has allergies, please be sure to notify both the school and your child's teacher **in writing**. We will make every effort to ensure their safety and well-being and, as such, ask that you give consent for posting information about your child's food allergy and a photograph of your child. If consent is given, we will post the information in the food preparation area and in the areas of the program that your child uses so it is a visual reminder to all those who interact with your child during the program day. The school will administer any necessary prescribed medications including an EpiPen with an appropriate physician's note. Please see the "medication" section in this handbook for specific instructions and required forms.

*DISCLAIMER: While MSC's Early Learning Programs make every effort to minimize the risk that children are exposed to nut allergens, we cannot guarantee in all circumstances that foods or other items in the program have not been in contact with peanuts or other nuts.*

## **Arrival and Departure**

Only parents of enrolled children have daily access to the classroom area behind the lobby. For security purposes, all other visitors must seek permission from a program administrator before entering the restricted area of the building. They must also sign in at the front desk, wear a 'visitor' badge, and be accompanied throughout their visit. There is no exception to this requirement.

Drop off and pick up takes place in your child's classroom. When arriving at school early, feel free to utilize our family living rooms before classes begin. If your child participates in before or aftercare programming, their classroom placements will be posted.

Each classroom has a sign-in and sign-out sheet as you enter the classroom. Please be sure to check, initial and indicate the time of drop off or pick up daily. Parents are responsible for transporting their child to and from our preschool and infant & toddler programs.

In the interest of safety, we require that parents do not drop their child off or pick their child up from the playground. If your child's class is on the playground during drop off or pick-up, contact the front desk and they will assist you.

Please notify the school if you are running late for pick-up. Children who are picked-up more than 15 minutes late will join our aftercare program and be charged accordingly. If you are delayed and will not be able to pick up your child by the close of the school day, please call us at (954) 262-6918 to advise us of the situation. Children picked up after 6:00 PM will be charged a \$20.00 late pickup charge for every extra 10 minutes.

Your child's safety is our first concern. Children will only be released to those persons listed on your child's "Child Information Form" (also known as the #1 form), who have photo identification, and know your designated password. Please understand, this policy is meant to ensure the safety and security of your child.

If your child is to be picked up from the school by anyone other than those listed, a written note or email from the parent/guardian must be provided. If an emergency situation arises requiring alternate pick-up after your child is already in school, please call the front desk and leave a message detailing the alternate plans. Photo identification and verification of the password will be required.

Please notify the director in writing and supply appropriate court documents if there is a guardian conflict. If we do not receive such notification, we will assume no conflict exists and the child will be released to either parent.

## **Before-School Care and Extended Day (Preschool)**

Before-School Care is available to children beginning at 7:15 am. Our "Lunch Bunch" program is available from 12:45pm to 3:00pm. Extended Care is available between the hours of 3:00pm and 6:00pm. See tuition information for fees.

## **Backpacks**

Due to both safety and storage considerations, backpacks are discouraged. Totes or other pliable carrying cases must be able to be folded and stored in classroom cubbies. The dimensions of cubbies are: 13" D x 11" W x 9.5" H.

## **Birthday Celebrations**

We welcome sharing in your family's celebrations such as your child's birthday which may be celebrated in school with a special snack or activity. To support our culture of wellness and to help children learn about and enjoy healthy foods, we ask that you **do not** bring cake, cupcakes, candy, or other sugary foods or drinks to school as a birthday treat. Healthy alternatives such as fruit salads, pancakes, smoothies, whole grain tortilla chips with salsa, bean dips with vegetables, or crackers with cheese cubes are some great ideas. We also strongly encourage you to celebrate your child with his/her classmates with special non-food focused activities. For example, your child can select a favorite book for you to read to the class; your child and class can plant something in our garden; or you and your child can participate in a fun class activity together to mark this special occasion. If you plan a private birthday celebration outside of school time, please email invitations directly to families rather than distributing them in children's cubbies. Birthday entertainment such as clowns, puppet shows, and petting zoos are not able to be accommodated in our program schedule and **due to choking hazard, latex balloons are not permitted in our programs (Mylar balloons are acceptable).**

## **Change of Clothing**

Accidents and spills will happen so please send a complete, labeled change of clothes in a labeled, zippered plastic bag to keep in the classroom. This includes shoes, socks, and underwear. Please remember to change this set of clothing as the seasons change and your child grows.

## **Changes in Program Options (Preschool)**

All program, day, and/or time changes are to be approved by the director of the preschool. Parents are permitted to add days of attendance if space permits.

## **Changes in Student Information**

Any changes in home or work addresses and telephone numbers, must be given to the business office or front desk as soon as possible. Please ask the business office for the appropriate forms to complete.

## **Child Abuse Policy**

In 1974, Congress passed the Child Abuse Prevention and Treatment Act (CAPTA), to provide federal standards and minimum state guidelines for child abuse investigation and protection. The Mailman Segal Center informs its employees about the indications of abuse, the state's laws regarding employees' status as mandatory reporters, and procedures for reporting to the school and to the state.

All school personnel are mandated reporters. They are required to report suspected child abuse or neglect immediately to the appropriate authorities. Reporters do not need absolute proof to make a report—the requirement is usually “reasonable cause or reasonable suspicion” based on their knowledge of the student personally, or from their experience with children. Employees will be required to record and report the evidence that caused them to make the report and any other facts that they know about the situation and other detailed information about the people involved. Once the report is made, local or state officials take over.

Teachers and administrators who have possible reason to suspect child abuse or neglect and *who willfully or knowingly do not report, stand in peril of fines, imprisonment, and civil action if they fail to report their suspicions in a timely fashion to the appropriate state authorities.* False reporting does not include cases where the report was made in good faith and with good reason.

### **Child Safety from Sexual Offenders and Predators**

According to the National Center for Missing and Exploited Children (NCMEC), sexual perpetrators are commonly people the parents/guardians or children know, and these people may be in a position of trust or responsibility to a child and family. Because of our concern for student safety, all employees, and those parents who volunteer for Family Center Preschool and Infant & Toddler Program activities are screened through the school’s criminal background process. Although the Family Center Preschool and Infant & Toddler Program performs such screenings, the school cannot attest to the background of the various parents, grandparents, or individuals on the authorized pickup lists whom their child may associate with away from school.

To keep their children as safe as possible, parents should talk openly to their children about safety issues. Parents should know their children’s friends and be clear with their children about the places and homes that their children visit. Children should be taught that they have the right to say no to any unwelcome, uncomfortable, or confusing touching or actions by others and to get out of those situations as quickly as possible.

Parents should regularly visit the public registry to review it for individuals who may have prior criminal records and sex offenses. Information concerning registered sex offenders and predators in Florida may be obtained by visiting <http://www.fdle.state.fl.us>, the Florida Department of Law Enforcement Sexual Offenders database. Information may also be obtained by contacting the FDLE’s toll free telephone number: 1-888-FL-PREDATOR (1-888-357-7332). To view a map of registered sex offenders living within a five mile radius of any given address, parents should visit <http://www.familywatchdog.us>. To learn about additional child safety tips and links to child and internet safety sites and searches, parents should visit the Florida Attorney General website at <http://myfloridalegal.com>.

### **Child Study – Student Referrals**

MSC’s Child Study multidisciplinary team of professionals works with teaching and support staff to identify children with potential areas of difficulty, to develop intervention techniques and to offer programmatic and clinical support. Children’s learning is supported in their natural class environment while providing opportunities for NSU students to participate in professional development experiences.

If this situation should arise, the program director will contact the parent in order to make a developmentally appropriate referral. MSC reserves the right to request the withdrawal of any child whose behavior is considered counter-intuitive to a positive classroom atmosphere and whose parents fail to follow up on suggested referrals within a timely manner.

### **Clinicians in Training**

Students from the doctoral level (Psy.D. and Ph.D.) programs in Clinical Psychology from Nova Southeastern University's the Center for Psychological Services have the opportunity to complete clinical rotations at the Mailman Segal Center for Human Development. As part of their clinical rotation, they are given training on early childhood development, behavior, social and emotional functioning, learning styles, autism spectrum disorder and other developmental disabilities, and intervention strategies. Weekly individual supervision, group supervision, hands-on training, and biweekly didactic seminars and case consultation is provided to properly train and educate the graduate students for their clinical rotations. Students complete rotations throughout the Mailman Segal Center for Human Development and carefully learn to apply the principles of psychology as appropriate to the development of our children and families under the supervision of our licensed psychologist.

Postdoctoral Psychology Residents, those who have completed a doctoral degree in psychology or related field, complete clinical training rotations at the Mailman Segal Center for Human Development as well. These advanced trainees are given weekly individual supervision, group supervision, and hands-on training throughout the center. Postdoctoral Psychology Residents complete rotations throughout the Mailman Segal Center for Human Development under the supervision of our licensed psychologist.

All graduate students and postdoctoral psychology residents at MSC are required to practice within the ethical code of the American Psychological Association and confidentiality laws of the State of Florida.

### **Comfort Toys**

Children may bring "cuddlies" (blankets, stuffed animals, and dolls) to comfort them. We ask that toys remain at home so that they do not get broken or lost. Note: Due to safe sleep practice, cuddlies will not be used in infant cribs.

### **Communication**

We understand that communication between home and school is essential for children's sense of consistency and stability. Frequent and open communication between our school and parents is a vital component of our program. This information can be conveyed verbally, in writing or, more typically, by email. Please feel free to suggest ways that we can strengthen our partnership with you as together we seek to provide a high-quality learning environment for everyone in our school community.

If you need to speak with your child's teacher, please call our main switchboard at (954) 262-6918 and leave a message for the teacher to return your call. The call will be returned within 24 hours. If you need to leave an emergency message, the office staff will record the message and deliver it to your child's teacher, immediately.

## **Conferences**

There are two formal conference days each school year in the fall and spring semesters. During conferences, discussions will focus on reviewing the progress of each child using portfolio artifacts and other evidence. A written narrative about children's development and learning will be shared and discussed during the conference. Parents will also be provided with the opportunity to address how well the program meets the specific needs of your child and family. In addition, any time a concern is present, teachers and parents may initiate a parent conference either in person or by phone. If an interpreter is needed for conferences, one will be provided whenever possible upon request.

## **Confidentiality**

All information shared with and by parents is confidential. Information obtained through developmental screenings and/or assessments are confidential and are shared only with the child's family during scheduled conferences or in a timely manner such that appropriate programming, guidance and support (as well as assistive services and referrals) can be implemented for the benefit of the child. Written consent will be obtained from parents before information is shared with other relevant providers, agencies or programs. Children's records are kept in locked filing cabinets, accessible only to approved individuals. MSC complies with Nova Southeastern University's policies for record retention, destruction and archiving.

## **Dental Hygiene**

Toothbrushing at MSC is completely optional. If you would like your child to brush their teeth, please send an appropriate size toothbrush in a sanitary container in your child's lunchbox. Toothbrushes will be returned home daily. While many children love toothpaste we will leave that to you at home. Gum cleaning for infants is also available if requested and if gum wipes are provided. If you have any questions please contact your child's teacher for details.

## **Discipline**

Our Early Learning Programs use a positive approach to discipline. We believe in protecting the rights and privileges of the children while fostering a nurturing and warm environment. We use techniques such as redirection and reinforcing of positive behaviors with encouragement. We do not endorse or permit any physical, verbal or emotional abuse of any kind, nor is food or playground time ever withheld from children.

## **Dress**

Children's play is their work! Remember they may get messy, so please dress them appropriately. For safety reasons, children should wear closed-toed shoes and socks. Water shoes must be worn during time spent in our fountain. Neither flip-flops nor "cros" are appropriate for school activities.

## **Developmental Screenings and Assessments**

In order to ensure that children are achieving specific developmental milestones and to inform

planning for overall program improvements, we monitor progress in several ways:

- **Developmental checklists:** Classroom teachers complete the 5C Developmental Checklist on an ongoing basis and use this information to create activities that promote further development of individual children. Developmental Checklists are also shared during formal family conferences in fall and spring or during conferences requested by families or teachers to identify specific areas of growth.
- **Individual portfolios:** Teachers document children's progress through student portfolios. Portfolios contain work samples, quotes, anecdotal records and photographs. Portfolios are used to assess ongoing learning of individual children and to provide feedback to teachers and parents during formal conferences (fall and spring).
- **Ages and Stages Questionnaire 3 (ASQ-3):** The ASQ-3 is a set of questionnaires about children's development that looks at how children are progressing in areas such as speech, physical ability, social skills, and problem-solving skills. The ASQ-3 will be completed by parents in advance of the fall and spring formal conferences. A letter explaining the purpose of the ASQ-3 screening will be emailed to all families. Returned questionnaires are scored by classroom teachers and discussed during each child's conference.
- **PALS Pre-K Screening:** Students in the prekindergarten program will be screened during the fall and spring semesters using the PALS-PreK, a scientifically based phonological awareness and literacy screening that measures preschooler's developing knowledge of important literacy fundamentals. The PALS-PreK will provide essential information to teachers and inform strategic learning goals for each child. The outcome data will also help determine the effectiveness of the curriculum implemented at MSC. Note: screenings are typically conducted by Nova Southeastern University doctoral students under the direct supervision of a MSC senior program administrator. Prior to initiating the assessment process, the doctoral students will visit classrooms to get acquainted with the children. A screening will not take place unless parents sign the permission letter. Signed permission letters are retained in each child's confidential file.

Occasionally, staff and/or parents identify the need for additional screening and referral for professional diagnostic assessment. In those cases, staff and parents typically include an Administrator in the dialogue for the purpose of more precisely identifying the focus for screening/diagnosis and to review the resources available to children and families in our community,

Results of children's assessments are primarily used to shape the current year's program planning and to discuss individual children's developmental progress with parents so that we can work together to best support each child's growth. In addition, the group results impact the school's quality improvement process via each teaching team's annual evaluation and the whole school annual evaluation, both of which are conducted each May in preparation for enhancements implemented for the next school year

In addition to MSC developmental screenings, Nova Southeastern University also provides an array of therapeutic services for young children and their families. Children in the preschool are screened annually for hearing and speech. Not all children will participate in every screening, as



participation depends on age and the particular requirements of the screening protocol. Screenings are implemented using graduate students from relevant university departments (e.g. Psychology, Speech-Language, Optometry, etc.) under direct clinical supervision of their supervisors.

The screenings are a rapid, standardized means of identifying children who may be at risk for developmental challenges. Parents receive written notification of the results of the specific screening conducted. Children identified in the screenings will be referred to resources within NSU and the community for the more comprehensive evaluations needed to definitively determine whether such concerns are present. Several university-based resources as well as community contact telephone numbers are supplied.

See 'Confidentiality' policy for information on how screening and assessment results are retained at MSC.

## **Email**

Most communication with parents takes place via email. Newsletters from teachers, notification of school activities or closures, and invitations to special events are all distributed electronically. Please ensure that we are provided with a current email address.

## **Emergency Response Plan**

**Visitors who are in the building during an emergency must follow the directions of local police, NSU Campus Security and/or MSC personnel.**

### ***Emergency evacuation of the building.***

Emergency evacuations of the building are practiced monthly. Each classroom has a posted evacuation route, emergency procedures, smoke detectors and fire extinguishers. Please familiarize yourself with these on your classroom visit. Our procedures for emergency building evacuation include lining up or placing infants in evacuation cribs, walking quietly to the designated meeting place, taking roll and entertaining children until the "all clear" signal is given. Teachers also turn off the lights and close all doors. If there is a fire or other emergency, 911 will be called.

During an emergency evacuation of the building, classroom staff:

- Gather all classroom staff and students in a calm, orderly fashion.
- Take a head count and ensure that all children are accounted for.
- Place children who are not walking in an evacuation crib to be wheeled outside to the designated area.
- Take the attendance sheet, classroom walkie-talkie (be sure walkie-talkie is active), and emergency contact numbers for parents when exiting the building.
- Turn out all lights and close the doors to the classroom as the group exits.
- Proceed in an orderly, rapid fashion out the nearest appropriate exit following the emergency exit plan indicated on the classroom map.
- Have an alternate evacuation route in case the assigned path is blocked.
- Take attendance of the assembled group.
- Do not return to the building until an "all clear" is issued.
- Take attendance when back in the classroom.

- Do not release children to parents or family member during an emergency evacuation. Note: Parents must return to the building and sign their child out as required.

### ***Hurricane Preparedness***

- At the discretion of NSU administration, the Mailman Segal Center and the University may close in the case of a hurricane watch or warning. If a hurricane watch or warning is issued for Broward County, please check the NSU Emergency Hotline **800-256-5065**, the Mailman Segal Center Hotline **954-262-5656**, or the Nova Southeastern University website for notification as to school closings.
- The university has a dedicated website to offer detailed information on weather emergencies at <http://www.nova.edu/hurricane/index.html>
- Should the NSU web site ([www.nova.edu](http://www.nova.edu)) become unavailable due to a hurricane, an alternate informational web site will become available at <http://208.63.152.2>.

### ***Lockdown Procedures***

In the case of a Lockdown, teaching staff:

- Remain in classroom or office, or return to nearest classroom or office in a calm but swift manner.
- Lock the classroom door using the intruder/lockdown key.
- Pull shades/blinds.
- Turn off lights.
- Conduct a head count and take attendance.
- Place young infants in evacuation cribs.
- Move children to a designated "safe zone."
- Remain as quiet as possible.
- Monitor walkie-talkies and intercom.
- DO NOT open doors for anyone except First Responders.
- Wait for official notification for next steps.

Visitors in hallways during a lockdown should seek shelter in the nearest safe location.

### ***Medical Emergencies***

A "Life Threatening Medical Emergency" means that a person requires immediate medical intervention to stabilize and prevent the medical condition from deteriorating.

Person finding injured or ill person:

- Remains calm.
- Calls 911 for emergency medical services and report the incident or request that someone else call (use an intercom or walkie-talkie to notify front office). Stay on line with the dispatcher and provide information as requested.
- Completes Incident/Accident form.

The classroom teacher or program director:

- Reports the incident to NSU Public Safety, or call 911 if they have not already been called.
- Notifies parents or legal guardian.

- Assigns an individual to meet the emergency medical personnel to guide them to the location. (All other staff and students remain in their classrooms and hallways are to be left clear until an “all clear” announcement is made.)
- Pulls the #1 or medical release form of the injured from the files and provides it to the emergency medical personnel upon arrival.
- Assigns a staff member to accompany the patient to the hospital if necessary.
- Brings the student's emergency card with his/her physician's telephone number and other pertinent information to the hospital if s/he is accompanied by a staff member.
- Insures that the appropriate paperwork is completed (Accident/Incident report).
- Maintains communication with staff member assigned to stay with the patient for progress reports.

### ***Severe Weather Alerts: Tornado, Severe Thunderstorms***

Following an announcement on the address systems including intercoms and walkie-talkies classroom teaching staff:

- Immediately collect their group and walk to the “T” zone of the preschools.
- Bring classroom walkie-talkie and student contact information with them.
- Position children sitting with their faces towards the walls, their heads down and hands over head in a “take cover position.”
- Take cover in the safest internal room they can immediately access (pantries, bathrooms) if they cannot make it to the “T” zone.
- Avoid rooms with windows.
- Take a walkie-talkie, cell phone and student emergency contact information with the group.
- Make sure all children are accounted for immediately following emergency.
- Listen for further instructions to be announced via walkie-talkies and intercom after weather event has ended.
- Report missing or injured persons to the Administration or Emergency Response Team.

### **Enrichment Programs**

Enrichment classes are offered to provide our 2 ½ to 5 year-olds with the opportunity to explore a particular area of interest. See the current Parenting Place® brochure ([www.nova.edu/parenting](http://www.nova.edu/parenting)) for a complete list of *Just for Kids* class offerings. *Just for Kids* enrichment classes are specifically designed for children ready to attend on their own.

Parenting Place staff accompanies children to and from their enrichment classes. For safety purposes, parents must pick up their child in their preschool classroom.

For more information on enrichment, Positive Discipline and other please class options, please call (954) 262-7127.

### **Enrollment and Tuition**

All business transactions are handled directly through our Business Office located on the second floor of the Jim & Jan Moran Family Center’s building 100. Tuition payments and required documentation should be mailed or delivered directly to our office. If you have any questions regarding registration, class availability or tuition, please call our Director of Admissions, at 954-262-6914. All fees must be paid on time for your child to remain in school.

Note: We do not provide refunds (or prorate) for any absences your child may have while school is in session. If for any reason a family has an extended leave from the Preschool or Infant & Toddler program during the regular school year (August 20, 2018 thru June 6, 2019) and wants to guarantee the child's spot in the classroom, the family must pay the full tuition amount for the leave time.

## **FERPA (Family Educational Rights & Privacy Act)**

The Family Educational Rights and Privacy Act of 1974, as amended (also sometimes referred to as the Buckley Amendment), is a federal law regarding the privacy of student records and the obligations of the institution, primarily in the areas of release of the records and the access provided to these records.

## **Finance Questions**

If you have any finance-related questions, please contact our Bursar, Sharon Chin, in the Business Office at (954) 262-7130.

## **First Aid and Emergencies**

First Aid and CPR certified persons are on site at the Center. If an injury is minor, soap and water will be used and the parent will be called. In the event of a dental emergency, the parent will be notified to contact their dental professional. In an emergency situation, 911 will also be called in addition to the parent. It is vital that we are able to reach you. Please make sure that the school has updated contact phone numbers for you, as well as the people listed as your emergency contacts.

## **Forms**

Prior to the child's first day of school, all parents are **required by law** to submit and keep current forms. You will receive notification regarding the type of forms you must submit for your child. Forms include, but are not limited to:

- Child Enrollment Information Form documenting emergency contacts and confidential passwords (#1 Form)
- Nutrition Agreement
- Discipline Policy
- Authorization for Emergency Medical Treatment
- SWIM Central Water Safety Education Questionnaire
- Emergency Weather Release
- Physician issued Health and Medical forms (formerly called 'blue' and 'yellow' health forms)
- Participation in Food-Related Activities Agreement

Medical forms must be kept updated throughout the year.

All enrollment forms can be accessed online at <https://msc.nova.edu/current-parents/index.html>

**Please note that children may not attend school without current, up-to-date forms.**

## **Hand Hygiene Policy**

Each classroom is equipped with soap, water and an instant hand sanitizer dispenser. Please be sure to wash your hands, as well as your child's upon entering the classroom. Also remember to wash your hands prior to and after snack preparation.

The following hand washing procedures are used throughout our program:

1. Use warm water
2. Wet hands
3. Apply liquid soap and wash thoroughly at least 20 seconds (back of hands, in between fingers, nail beds)
4. Rinse well
5. Dry with paper towel
6. Use paper towel to turn off water
7. Discard paper towel in hand's free trash receptacle

## **Health Assessments/Immunization/Medical Forms**

Prior to the child's first day of school, parents of newly enrolled children are required to submit a current health assessment of the child, including proof of the recommended immunizations. If a child is under-immunized due to a medical condition, supporting documentation must be provided by a licensed health professional. If a child is under-immunized\* or non-immunized\* due to family beliefs a signed statement indicating that the family has objections to immunization must be provided.

Note: If a vaccine-preventable communicable disease to which children are susceptible occurs in the Family Center Preschool and/or Infant and Toddler Program, under-immunized and non-immunized children may be promptly excluded from the Family Center Preschool and Infant and Toddler Program to prevent contracting and/or spreading disease.

All parents must insure that medical forms remain current throughout the school year.

**Children without current medical forms will NOT be allowed to attend school.**

\*Under-immunized or non-immunized refers to a child who has not received the recommended number or types of vaccines for his or her age, according to the current national and local immunization schedules.

## **Holiday Celebrations**

The Family Center Early Learning Programs are non-sectarian learning environments that recognize the spirit of the holidays at various times during the year. The center curriculum offers multifaceted opportunities for children to experience the multi-cultural diversity of our community. Decorations, songs, and the holiday flavor will be demonstrated throughout the school year and will reflect a variety of traditions. The many holidays which occur throughout the school year present a wonderful learning opportunity for our children.

Note: MSC's meal/snack/nutrition policy applies to holiday celebrations.

## Hours of Operation

### Infant & Toddler:

- Monday through Friday from 7:15am until 6:00pm.

### Preschool:

- Morning Program 8:30 am – 12:45 pm
- Full Day Program 8:30 am – 3:00 pm
- Extended Day Program 7:15 am – 6:00pm

### Additional Options for Preschool Parents

- Early Care 7:15 am – 8:30 am
- Lunch & Nap (Lunch Bunch) 12:45 pm – 3:00 pm
- Afternoon Care 3:00 pm – 6:00 pm

Your child's agreement will detail your child's scheduled school hours.  
*Please refer to the school calendar for dates of school closings.*

## Illness/Wellness Policy

The health and well-being of your child and all the children and staff at the Early Learning Program is important to us. In order to ensure that a healthy environment is created and maintained, we need your help. If your child has a rash, diarrhea, fever, is sneezing, coughing, and/or is vomiting, please do not send him/her to school. A persistent, green, runny nose may indicate infection and may require a doctor's note to return to class. On occasion we may need to send your child home (for example, if he or she has a temperature of 100°F or more). If your child is sent home, we require that you keep him or her home for 24 hours. If you present the Director with a doctor's note stating that the child is well enough to attend school and is not contagious, an exception may be made.

Note: As mandated by Broward County Child Care Licensing and Enforcement Ordinance, MSC cannot admit an ill child for care if one or more of the following exists:

1. An illness that prevents the child from participating comfortably in center activities including outdoor play.
2. An illness that results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of other children in care.
3. The child has a temperature of 100° degrees or greater;
4. Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill; or
5. A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.
6. An infectious disease (chicken pox, measles, strep throat, etc.; readmission is based on Broward County Department of Health guidelines);
  - a. Croup (until symptoms subside)
  - b. Lice (may return after shampoo treatment and removal of nits);

- c. Any unexplained rash (until a doctor has released the child to return to the center and/or determination of childcare staff);
7. Any skin infection- boils, ringworm, impetigo or open sores (may return 24 hours after treatment and the infection is covered);
8. Pink eye or other eye infections (may return 24 hours after treatment and the symptoms are gone).

Please notify the teacher immediately if your child has been exposed to any contagious disease. Families will be notified if the child has been exposed to a contagious illness.

Readmission of any child recovering from a communicable disease or illness shall be based on the recommendations of the Broward County Department of Health or the American Academy of Pediatrics. Each teacher has a copy of the Center's full health policies. These include a stipulation that children must be free of fever, diarrhea, and vomiting for 24 hours before returning to the Center. **MSC reserves the right to refuse care for a child even with a doctor's note.**

For our part, the Early Learning Program will also ensure the wellness of all children and staff by instituting proper hand washing procedures throughout the day, by sanitizing toys and equipment on a regular basis, and by providing children with opportunities to engage in healthy physical activities such as outdoor play. Curriculum activities designed to teach children about a healthy lifestyle will also be implemented during the school year.

Keeping children and staff healthy and well takes the determined effort of us all. If you have suggestions for improving our program, please do not hesitate to share.

### **Infant and Toddler Care**

Infants' daily schedules are individualized according to their own needs for eating and sleeping. The more details you can share about your baby, the more quickly the caregivers will learn to read your baby's signals and respond in a way that satisfies him/her.

#### ***Infant Feeding***

Parents must provide all food, formula (or expressed breast milk). MSC's Infant and Toddler Program supports breastfeeding by accepting, storing, and serving expressed human milk for feedings. Expressed milk must be received in ready-to-feed sanitary containers labeled with the infant's full name, the date, and the time the milk was expressed. The bottles or containers must immediately be stored in the classroom refrigerator on arrival. Expressed milk can be stored in a refrigerator at 39 degrees Fahrenheit for five days.

If formula is served, staff will serve only formula that is pre-prepared according to the manufacturer's instructions. MSC Infant and Toddler teaching staff will not mix formula. Bottle feedings must not contain solid foods unless the child's health care provider supplies written instructions and a medical reason for this practice.

To ensure infants have adequate food during an extended emergency situation such as a lock-down or a shelter-in-place situation (when parents may not be permitted access to

the building), we request that the classroom is provided with a 24-48 hour supply of expressed milk or formula.

Additionally, as per recommended best practice:

- Staff will discard after one hour any formula or human milk that is served but not completely consumed or is not refrigerated.
- If staff warm formula or human milk, the milk will be warmed in water at no more than 120 degrees Fahrenheit for no more than five minutes.
- Staff will not offer solid foods to infants younger than 4 months, unless that practice is approved by families and/or a health care provider.
- Sweetened beverages will not be served. If juice (only 100% fruit juice is recommended) is served, it is served only to infants 12 months and older, and the amount is limited to no more than four ounces per child daily.
- The program will not feed cow's milk to infants younger than 12 months.
- Staff will not offer infants or toddlers these foods: hot dogs, whole or sliced into rounds; whole grapes; nuts; popcorn; raw peas; hard pretzels; spoonfuls of peanut butter; or chunks of raw carrots or meat larger than can be swallowed whole.
- Staff will cut foods into pieces no larger than ¼-inch square for infants and ½-inch square for toddlers and twos, according to each child's chewing and swallowing capability.
- If solid food is served, parents will bring solid food prepared at home for use by their child.
- Teaching staff will offer children fluids from a cup as soon as the families and teachers decide together that a child is developmentally ready to use a cup
- All baby bottles must be plastic or other unbreakable material. Bottles must be labeled with the child's name and the date prominently displayed.

### ***Infant Safe Sleep and Sudden Infant Death Syndrome***

To reduce the risk of sudden infant death syndrome (SIDS), MSC follows the recommended best sleep practice of the American Academy of Pediatrics and the National Association for the Education of Young Children:

- Infants, unless otherwise ordered by a physician and documentation provided, are placed on their backs to sleep on a firm surface manufactured for sale as infant sleeping equipment that meets the standards of the United States Consumer Product Safety Commission.
- Pillows, quilts, comforters, sheepskins, stuffed toys, and other soft items are not allowed in cribs or rest equipment for infants younger than 12 months.
- Blankets are not allowed in cribs or rest equipment for infants younger than 12 months.
- Infants are observed for items that could potentially cause choking/suffocation. Bibs, necklaces, and infant garments with hoods or ties, or other items that could potentially cause choking/suffocation are removed every time infants are placed to sleep.
- Infants' heads will remain uncovered during sleep.
- Sleep positioner devices intended to keep an infant in a desired position while sleeping will not be used unless ordered by a physician and documentation provided.
- Swaddling will not be used.



- If an infant arrives at the program asleep, or falls asleep, in equipment not specifically designed for infant sleep such as a car safety seat, stroller, swing or infant chair, the infant will be promptly removed and placed in their designated crib.
- After being placed down for sleep on their backs, infants may then be allowed to assume any comfortable sleep position when they can easily turn themselves from the back position.

***Infant ‘Shoe-Free’ Policy***

With infants commonly on the floor, we want to provide a clean, safe, and healthy environment in the Infant Room. We practice a “shoe-free” policy in this room. We ask that adults entering the infant classroom please remove their shoes or slip a pair of shoe covers over their shoes. We take this action to prevent outside contaminants from being brought into the room and spread onto the carpet; particularly during the cold weather. The infants spend much of their time exploring on the floor, so it is best that these areas be kept as clean as possible.

**Meals/Snack/Nutrition**

In accordance with the Broward County Child Care Licensing and Enforcement Ordinance and the U.S. Department of Agriculture (USDA) child nutrition guidelines, parents and the childcare facility are urged to work cooperatively to assure that children are provided with nutritious snacks and meals. Please note that we are a “nut free” center (see Allergies section of Handbook). Many food allergies can be life-threatening and because our priority is to keep our children safe, we ask that you do not send food or snacks containing these nuts. Items intended for the classroom group should be sent into school in their original packaging (no home cooked products). This will assist us in determining any possible allergy complications.

The following are suggestions regarding appropriate foods or snacks:

***Fruit***

- Apple Sauce
- Apples
- Bananas (cut lengthwise)
- Berries
- Melons
- Grapes (cut lengthwise – ¼ inch)
- Plums
- Peaches

***Vegetables***

- Avocado
- Celery
- Cucumber Sticks
- Cherry Tomatoes (halved)
- Cooked Carrots
- Cooked Broccoli
- Salsa
- Sweet Potatoes

***Grains***

- Breads/Mini Bagels/Croissants
- Crackers
- Cereals/Cereal Bars
- Muffins/Mini Muffins
- Rice Cakes
- Cereal Bars

***Dairy***

- Milk
- Yogurt/Dips
- Cheese/Cheese Sticks
- Cream Cheese
- Sun Butter
- Tofu

***Miscellaneous***

- Pirate Booty
- Turkey

**According to the American Academy of Pediatrics the following items are the top choking hazards for young children and will not be served in our program:**

Hot dogs*	Raw Peas
Whole Grapes**	Nuts, Seeds, Peanuts
Popcorn	Chunks of Raw Carrots**
Raisins and other Dried fruit	Ice Cubes
Large Chunks of Meat or Cheese**	Hard Pretzels

\*Note: Hot dogs will not be permitted even if cut.

\*\*These food items will be permitted if cut into small pieces – no larger than ¼ inch for under 3s and no larger than ½ inch for children older than 3 years.

### **Medication (including over-the-counter medication)**

Children who have a doctor's prescription for medication may have it administered by staff, providing parents submit a written "Authorization for Medication # 5" form. Forms may be obtained from your child's teacher. This form must be updated with each change of medication.

#### ***Prescription Medication***

Prescription medication must be in the original container and must have a label stating the name of the physician, child's name, name of the medication, and medication directions. Prescription medication will be dispensed only according to the written directions on the prescription label or printed manufacturer's label.

#### ***Non-Prescription Medication***

The dispensing of non-prescription over-the-counter medicines must be accompanied by a physician's note along with the correct dosage. **Note: Over-the-counter medications will not be given to children unless accompanied by a physician's prescription.** A physician's order with specific medication directions is required for staff to administer as needed medication. Non-prescription medicines should not be placed in your child's backpacks or school bags and brought to the center.

Note: All medication is stored in a secure cabinet or refrigerator in a program administrator's office – medication should never be left in the classroom. Please ask the front desk for the location of the medication storage cabinet. Medication will not be used beyond the date of expiration. Unused medications will be returned to parents for disposal. In the event medication cannot be returned to a child's parent, or if a parent fails to collect the medication in a timely manner, it will be disposed of by NSU's risk management department.

Please remember that a #5 form is required for the application of sunscreen and diaper cream to your child.

### **Newsletters**

Parents will receive regular updates regarding their child's activities in school. The newsletter will contain information regarding current happenings, upcoming events, curriculum, current themes, activities and songs to share with your child, as well as suggestions for learning opportunities at home.

## **Parents Teacher Organization (PTO)**

We encourage parents to be active and involved in our program. The Parent Teacher Organization (PTO) offers parents an opportunity to extend their involvement by participating in voluntary school-wide activities such as fundraising, special family events, teacher appreciation, playground gardening days or other service projects. MSC's PTO parents are friendly and welcoming, and we highly encourage new families to attend meetings and get involved.

## **Parent Participation**

The Mailman Segal Center has an open door policy. Parents are always welcome in our center, and when appropriate, are invited into their children's classrooms. The teacher and administration will advise best practices regarding separation, visits and classroom participation.

Parents are encouraged to volunteer in their child's classroom. A sign-up sheet is posted in each classroom. Before a parent may volunteer, s/he is asked to participate in a parent volunteer workshop designed to prepare parents for the experiences that they will encounter in our classrooms. All parents will be asked to complete and notarize an Affidavit of Good Moral Character in addition to a signed volunteer agreement.

Parent volunteers will be assigned specific tasks by the teacher. Please note that in order to ensure the safety and well-being of our children, parent volunteers will not be left alone in the presence of any child other than their own.

Parents are encouraged to supply a healthy nutritious smart snack once a month for the entire class. Your child's teacher can give you suggestions for nutritious and well-liked snacks. For safety purposes, please make arrangements for the care of older and younger siblings. Infants are welcome when carried in a baby "sling".

## **Parent Grievance Procedure**

MSC seeks to provide a quality-learning environment for all children and families. We recognize that issues may arise that require attention. If you have a question, problem or concern with any aspect of your family's experience at MSC, we encourage you to talk directly with the appropriate staff member on an informal, person-to-person basis. Our staff are trained to welcome feedback and to make their best effort to deal with concerns in a fair, reasonable and respectful manner.

If a meeting does not resolve the situation or if you would like to seek further review of the matter, a formal conference with the staff member and/or program senior administrator can be requested. After all necessary information has been gathered, the senior administrator, including the Center Dean if warranted, shall determine what, if any, action should be taken. MSC is committed to addressing all grievances in a timely manner.

## **Parent Responsibilities**

Licensing regulations require us to maintain our files by keeping them accurate and up to date. Please be sure that all required forms for your child are properly submitted and maintained. Failure to comply will force us to prohibit your child's attendance until all records are complete.

Please read the newsletters and flyers your child brings home or which are emailed to you. They will inform you of classroom activities, items your child will need for school, and provide you with information that you and your child can talk about.

## **Parking**

At the Mailman Segal Center, we are committed to providing a safe and healthy environment for all our children and families. When navigating the parking lot, parents are requested to:

- Observe traffic laws:

- The speed limit in our parking lots is 5 mph. Please drive slowly.
- The access road located on the south side of MSC is always one-way, flowing east to west. Please do not drive against the traffic.
- Laws are in full effect for handicapped spaces. Violators are subject to a \$250 fine by the Davie Police Department.
- Come to a complete stop at stop signs and yield to traffic with right-of-way.
- Access to our buildings by emergency services is critical. Never park cars directly in front of the entrance to either building, even for a short time. This is strictly a no parking zone.
- Please do not park in the parking spaces that are reserved.

In an effort to further increase and maintain safety:

- **Do not use your cell phone or other devices when driving in our parking lot.**
- Respect the one-way traffic flow in operation during peak drop off and pick up times. This system has been implemented to prevent long lines of traffic from extending onto SW 36th Street as drivers wait to enter parking spots.
- Limit parent parking to the available spots in front of both buildings and the large lot that extends south in front of the Family Center Preschool. The parking lot west of the divider wall is reserved for the NSU Mail Center Receiving, patients visiting the Hearing and Balance Clinic, and MSC employees only.
- Pay close attention to pedestrians and remember that young children can be very unpredictable and run into the path of traffic.
- Keep a close watch on your child as you unload your car and always hold your child's hand when walking through the parking lot.
- Do not move your vehicle for the duration of a building evacuation. During an evacuation everyone must leave the building and walk through the parking lot to designated assembly points. It is therefore **very** important that vehicles remain static during this time. Do not move your vehicle until all children and adults have safely returned to the building. Your car should remain in park. You must also follow directives from Public Safety or MSC personnel until the "all clear" signal has been given.
- *Never leave children or valuables unattended in your vehicle, even for short periods of time.*

Note: to maintain a healthy outdoor environment, if avoidable please do not leave your vehicle idling in the parking area.

Parking in front of the east entrance (Building 200) is restricted to Baudhuin Preschool families during the hours of 7:30am-8:30am and 1:30pm-2:30pm on school days.

### **Participation in Food –Related Activities**

To comply with Child Care Licensing and Enforcement Ordinance 65C-22.005(1)(c)2, parents and legal guardians of children attending the Family Center Preschool and Infant & Toddler Program must be advised in advance that children may participate in food-related activities during the school year. Parent consent to participate in special occasion food events such as group snack provided by a parent, birthday celebrations and/or similar events where food will be served, must be obtained in writing. Consent must also be obtained for children to participate in learning activities where food may be consumed, such as classroom cooking activities. Signed consent forms are available at [www.nova.edu/preschooland](http://www.nova.edu/preschooland) will be maintained in each child's file (one consent form must be completed for each child enrolled in the program).

## **Positive Discipline**

Positive Discipline is an informative and important program that addresses child development, positive discipline, and the challenges of parenting. Classes meet for two hours each week for 4-6 weeks and are offered several times throughout the school year.

Each family enrolled in the Early Learning Program is encouraged to participate in a Positive Discipline class.

## **Program Evaluations**

Each parent will be asked to complete a formal program evaluation annually. Please use this form as an additional means to share your feedback and suggestions. Parents will receive relevant feedback, once it is reviewed and interpreted. However, we also welcome your feedback at any time.

## **Research**

As a laboratory school on the campus of a research university enables our staff, children and families to participate in a range of research activities. We aim for excellence in all aspects of our research policy and practice as we seek to contribute in meaningful ways to the advancement of developmental and educational science. All research studies conducted at the Mailman Segal Center are approved by Nova Southeastern University's Institutional Review Board as meeting the highest ethical standards. MSC program administration also reviews each study to ensure its consistency with the school philosophy and its potential to run smoothly without undue disruption to ongoing learning activities. Throughout the school year, we may invite you or your child to participate in research. We will always ask for your consent before involving your child in any research activity.

## **Safe Items from Home**

The Mailman Segal Center's Early Learning Programs strive to keep children safe and healthy at all times. We constantly monitor our classrooms to make sure that the toys, materials, and equipment available are appropriate for young children. To maintain this high standard of care, we appreciate your support in ensuring that all items brought from home are safe for use with young children. No small items which can cause a choking hazard should be sent to school. If you are uncertain about any particular item, you can check with an administrator to see if it conforms to safety standards.

## **School Closings**

In case of a natural emergency, listen to your local radio station(s) for information regarding the closing of school. The Mailman Segal Center will follow decisions regarding closings made by the President of Nova Southeastern University. If possible, notification of school closings will be made by e-mail or telephone. NSU will post updates to regarding weather emergencies to the NSU website at [www.nova.edu](http://www.nova.edu). Should the website become unavailable, an alternate site will be activated at <http://208.63.152.2>

In addition, MSC will post updates to the MSC Hotline at 954-262-5656.

## **Shadows**

Shadows are defined as trained staff providing individualized support for a specific child requiring assistance to benefit from the daily activities of the learning environment. The use of shadows will be determined on an individual basis.

## **Transitions**

The Mailman Segal Center's Infant and Toddler Program practices ***Continuity of Care***. Continuity of care occurs when children and their caregivers/teachers remain together for extended periods of time. At MSC we practice Continuity of Care by having children and their caregivers/teachers remain together from infancy until at least two years of age. When children transition to preschool, they then remain with the same peers and teachers until they go onto kindergarten. This practice supports the formation of close, nurturing relationships between caregivers, young children and their families, and builds trust, the foundation of further development. These quality relationships then support children's further growth, development and learning.

Parents are invited to visit their child's classroom prior to their first day in the Infant and Toddler Program. Parents can also stay with or visit their infant any time throughout the day. Infant and Toddler teaching staff will invite you to describe your child's feeding and sleeping routines, temperament and preferences, and accommodations will be made whenever agreed. Prior to end-of-school-year transition from the Infant and Toddler Program to the Family Center Preschool, or from one preschool age group to another, families will be invited to an Open House where teachers describe typical routines and experiences and where you will have the opportunity to ask questions and visit classrooms.

At the beginning of the new school year, an orientation will be hosted for new families transitioning to MSC. The administrative team will provide an introduction to the program and you will meet your child's classroom teacher. To help children transition to their new classroom placement, a 'Get Acquainted Day' is also provided. Children and parents will explore the classroom environment, participate in fun activities, and meet the teaching team. Note that it is MSC's philosophy that children typically transition to new classrooms with their familiar peers.

Transitioning to kindergarten is a big step for most families. Our goal is to be supportive throughout this process. During the spring semester, the prekindergarten teaching team will present a 'Transition to Kindergarten' meeting to share information about what to expect and how to support children's successful transition to the elementary school.

## **Violence-Free Environment**

MSC's early learning programs strive to make our classrooms a place where children feel safe and secure. While we support an environment where children have opportunities to develop their potential through imaginative play, we discourage war or weapon play using media-sponsored toys or materials. To help us create an environment free from representations of violence, please do not send play or printed materials (books, invitations, stickers, etc.) that promote war and superhero scenarios to school.

**Withdrawal**

Parents will be responsible for all earned tuition to the date of termination, plus any additional charges, which may have occurred. Calculations of earned tuition will be based on the number of full months the child attends class in the specified year.

**IMPORTANT NUMBERS:**

Main Number: 954-262-6918

Emergency Hotline: 954-262-5656



If you have questions or suggestions regarding your child's experience, please contact the director of the program or your child's teacher.

*Family Center Preschool and Infant & Toddler Program*

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*Baudhuin Preschool*

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*The Academy at the Mailman Segal Center*

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