



**Parent
Handbook
2018 – 2019**

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EARLY LEARNING CENTER

History and Philosophy

Welcome to the AUM Early Learning Center, and congratulations on choosing a program that is accredited by the National Association for the Education of Young Children (NAEYC), the nations' largest organization of early childhood educators.

Dr. Kenneth C. Campbell, Professor Emeritus of Education, established the Early Learning Center in the 1970s. The on-campus program was established to serve as a laboratory setting for students taking course work in early childhood development. The ELC continues to provide faculty and students with opportunities for study and research related to preschool children.

Our program philosophy is based on a child-centered theory of instruction, which stresses active learning through play and exploration. The AUM Early Learning Center staff believes children learn best in a warm, supportive, nurturing, safe atmosphere in which individual and cultural differences are valued. We strive to provide a quality-learning environment, which takes advantage of the natural development of the child; respects the child's feelings, emotions, and uniqueness; and provides a multitude of concrete experiences that build on what the child already knows. We encourage the child to interact with the activities and materials provided and to investigate and discover solutions to problems at their own rate. Knowledge of typical development within the early childhood age span provides a framework from which teachers prepare the learning environment and plan developmentally appropriate experiences. A well-planned program is one that considers the three core considerations of developmentally appropriate practices: age appropriateness, individual appropriateness, and cultural appropriateness.

Our philosophy is based on the following principles, which are key components of developmentally appropriate practice:

- The education program must be inclusive and relationship-based since each child is a unique person with an individual personality, learning style, strengths, needs, interests and family background.
- Learning and development follow predictable patterns and sequences and children progress through them at their own rate.
- Skills in the social/emotional, language, physical and cognitive domains develop simultaneously, so the needs of the "whole child" must be addressed in the educational program, not just the child's academic preparation of readiness for elementary school.
- Children "learn by doing". This means they need many hands-on, concrete experiences with materials and phenomena, and the time to explore.

- Children gain new knowledge when they relate the things they already know to what they are trying to learn. This is meaningful learning.
- Children are motivated to learn when activities are related to topics of interest.
- Children are naturally curious about their physical world and social worlds. But curiosity alone is not enough for children to develop skills and promote their understandings. Careful adult planning and guidance is essential.
- Parents are important to the success of the program as they provide support and information that helps staff plan experiences that are meaningful, relevant, and respectful for their children and their families.
- Early learning experiences have profound effects on development and learning.
- Play is an important vehicle for developing self-regulation and promoting language, cognition, and social competence.
- Development and learning advance when children are challenged.
- Children's experiences shape their motivation and approaches to learning.

Objectives of the Early Learning Center

The Early Learning Center (ELC) is a laboratory school, which serves as an integral part of the teaching, research, and service mission of AUM and the School of Education. The main objectives of the school are as follows:

- Research: Faculty and students may conduct research related to child development and learning, family development, childcare and other related topics. Some projects are observational while others may be participatory.
- Teaching: Undergraduate students and interns are regularly placed at the ELC for teaching or practical experience related to their course of study. University students enrolled in child development or education courses may be assigned to observe children in conjunction with class assignments. Field placements and observations are scheduled through the course instructor and ELC director. All students must have a cleared background check before being assigned to the ELC.
- Model Program: The ELC integrates developmentally appropriate practices based on research to provide the highest quality care and education program possible.
- Family-Centered Program: Children's family relationships and culture are key parts of their mental and emotional health. Teachers develop partnerships with families to promote the child's development and also to create home-school partnerships by trying to develop consistent practices, developing and maintaining open two-way communication systems, and encouraging parent involvement.
- Inclusive programs: The ELC strives to create an atmosphere of acceptance and respect for diversity. We want children to appreciate that people are alike in many ways and different from each other too, and that differences are OK. This includes the language we speak, the size and composition of our family, our physical appearance, our abilities, our preferences, and our traditions. Teachers actively learn more about the traditions of individuals in the ELC community and incorporate them into the classroom, as much as possible.

Developmental Standards And Curriculum

The Alabama Developmental Standards for Preschool Children are designed to be collectively reflective of the standards and curricula used in various preschool settings throughout the state. The Developmental Standards serve as a natural progression to the kindergarten standards contained in the Alabama Courses of Study. The standards describe outcomes desired for all children at the end of their preschool experience as they enter kindergarten.

The complete document can be accessed at:

http://children.alabama.gov/uploadedFiles/File/Developmental_Standards_handbook.pdf

The Alabama Developmental Standards for Preschool Children are based on what is currently known about preschool children, including what they should know and be able to do along a continuum of development. The standards are grouped around nine areas of development:

- Approaches to Learning (AL)
- Language and Literacy (LL)
- Mathematics (M)
- Science (S)
- Creative Arts (CA)
- Technology (T)
- Social and Emotional Development (SE)
- Physical Development (PD)
- Health and Daily Living (HDL)

The teachers follow the Alabama Developmental Standards for Preschool Children for curriculum planning. Each semester we choose new themes of study that are of high interest to preschool children. Within the themes, children will practice content skills in Language and Literacy, Mathematics, Science, Social Sciences, Art, Music, Creative Dramatics and Motor Development. In providing instruction in these areas, the whole child is considered and each child's individual needs can be assessed and addressed.

Discovery – Math

“National standards in mathematics (NCTM, 2000) describe what children should learn in preschool. The key components of math include:”

- Number concepts
- Patterns and relationships
- Geometry and spatial sense
- Measurement
- Data collection, organization, and representation (graphing)
- Classifying and Comparing
- Ordering

Through this continuum, children:

- Develop the abilities to classify and order
- Develop logical mathematic thinking skills
- Develop the use and understanding of cardinal and ordinal numbers
- Develop the recognition and creation of patterns
- Develop skills in graphing, estimation, measurement, attributes, and counting

Discovery – Social Studies

We have organized the components of social studies for preschool children into the following categories:

- Homes & Families
- Neighborhoods and Communities
- People and Our World Around Us

Discovery – Science

Stimulate and foster curiosity by experimenting with:

- Sand, water, blocks and other building materials
- Materials for problem-solving tasks
- The use of all five senses in exploring the properties of objects
- Learning through discovery
- Learning through careful observation
- An awareness and an appreciation of the world in which we live
- An awareness and respect for living things

Motor Exploration

- Develop flexibility, coordination, sense of balance, and awareness of space
- Develop gross motor skills such as galloping, hopping, skipping, jumping, and running
- Develop fine motor skills such as lacing, tying, buttoning, zipping and snapping

Art Exploration

- Develop awareness of texture, color, and pattern through the active use of different materials
- Develop aesthetic appreciation
- Develop an appreciation of all kinds of music
- Explore creative movement and dance

Literacy

- Develop speaking and listening skills through conversations, songs, visual aids, language experiences, environmental print, finger plays, etc.
- Develop concepts of print through books, word games, writing, journals, puzzles, games, shared reading, story strips, etc.
- Develop vocabulary and comprehension skills
- Develop phonetic skills through recognition of language patterns in books, poetry, and words that rhyme
- Develop self-expression through creative dramatics
- Develop enthusiasm for the printed and spoken word
- Develop the ability to hear, identify, and manipulate individual sounds in spoken words

Schedule of Operation

Being a laboratory school, the ELC follows the AUM schedule of operation with classes available by semester for the fall, spring and summer. The hours of the program are from 7:30 until 5:30. The instructional day is 8:00 until 3:30. After school activities begin at 3:30.

Daily Schedule

Daily schedules may change from day to day depending on weather, AUM visitors, and various activities. Various departments at AUM often incorporate the ELC into their field experiences and provide additional enrichment and adult interaction with our children. We may have student nurses, physical education students and education students in the ELC throughout the semester.

Sample School Schedule

7:30 – 9:10	Arrival/Free Choice Centers
9:10 –10:00	Outside Free Play
10:00–10:30	Circle Time-Calendar/Thematic Learning/Read Aloud/Music & Movement
10:30-11:00	Activity Centers
11:00-11:45	Lunch/Outside Time
11:45 -12:00	Clean up/Bathroom
12:00-2:00	Read Aloud/Story Time/Nap
2:00-3:00	Free Choice Centers
3:00-3:30	Small Groups/Journal
3:30-5:30	After School Activities (snack/outside play/music/centers)

The Center closes at 5:30 p.m. All students need to be picked up no later than 5:20. **We need to lock the back door promptly at 5:30 pm in order for our AUM student teachers to arrive at their college classes on time.** You may pick your child up any time prior to that. A late fee of \$10.00 plus \$5.00 per minute will be charged for any child not picked up by 5:30 p.m.

Example: Late 10 minutes - \$10.00 for first minute and \$45.00 for 9 minutes late - \$55.00 total charge for being late 10 minutes. Late fees will be assessed and must be paid by **the end of the month.** Outstanding fees will result in dropping a child from enrollment from the Center.

Criteria for Admission/Registration

Age: AUM's Early Learning Center is open to all children between the ages of three to five, who are completely toilet trained. A child who is toilet trained can: go to the bathroom without

being reminded, takes care of cleaning him/herself, and can replace his/her clothing independently. Children who need “pull-ups” do not fit the criteria of being *toilet trained*.

Immunization: Immunization forms are due on or before the first day of school. Law requires that an up to date immunization form must be kept on file for each child.

NAEYC 5.A.01.h, requires documentation by a health professional for cases in which a child is under-immunized because of a medical condition or family’s beliefs.

The following forms, included with this handbook, are due before the first day of school. These forms help us to know your child and enable us to better meet your child’s needs. Please complete and return:

- Blue Immunization Form
- Background Information Form
- Emergency Contacts Form
- AUM Alert Form
- Parent Handbook Acknowledgment Form

Evaluations:

Dental, vision and hearing evaluations are not required, but are recommended prior to the beginning of school.

The ELC is open to AUM students, faculty, staff, and community members on a first-come, first-served basis, with preference given to AUM students, faculty and staff. Applications forth

General Information

The AUM Early Learning Center follows the National Association for the Education of Young Children guidelines and is accredited with NAEYC. Each full time staff member is a certified teacher and meets the criteria for highly qualified educators.

Each full time staff member has had an Alabama Bureau of Investigation and Federal Bureau of Investigation background check. Teaching staff members, substitute teachers, and AUM practicum students are Pediatric First Aid and CPR certified through the American Red Cross.

Arrival/Departure Procedure

Children may enter the center through the main hallway door of the College of Education building. The University Police Department will allow you to park your car by the loading ramp next to the Athletic Complex or you may park in the white painted parking spaces for no longer than fifteen minutes while you walk your child into the Center. Parents of ELC children will be provided with a parking pass to place in your front windshield.

Sign-In and Out

It is important for you to sign your child in and out each day. Additionally, you will need to inform us what your child's lunch plans are for the day. The form will be on a clipboard near the door. Please leave a phone number where you can be reached if it is different from the one on your emergency form.

Your child will be released only to those persons you authorize on the background form. If anyone else is to pick up your child, you must send a note giving us the name of the person you are authorizing to pick up your child. A picture ID will be requested before we release your child to someone other than yourself. Siblings are not permitted to sign out children.

Meals and Snacks

Breakfast is not served in the ELC. Children should eat breakfast before coming to the center. The school will provide snacks at least one time daily. Please let us know if your child has any food allergies.

Please do not send treats (candy, gum, etc.) with your child unless there is enough for all the children and teachers. The Early Learning Center strives to provide your child with nutritious snacks and requests your cooperation in limiting sweets in school.

Lunches

You may order lunch through the school or send lunch from home. Lunches purchased through the center will be catered from the AUM cafeteria and a monthly menu will be made available.

The cost of a purchased lunch is listed on the fee page of this handbook. **Lunch tickets may be purchased online or through the Early Learning Center office. We will not be able to heat "cold" lunches brought from home.**

We need to give the cafeteria staff sufficient advance notice in order for us to begin serving at 11:00. **It is our policy to notify the catering service by 9:30am of the lunch count for the day. If your child comes to school after 9:30am, please provide a lunch for him/her. Additionally, children will not be permitted to charge lunches.**

Illness

In order to provide all children with a healthy environment children should not be brought to the center if:

- a temperature has been present in the previous 24 hours
- vomiting has occurred within 24 hours
- an unexplainable rash occurs
- your doctor has not approved the returning to school after an illness or contagious disease

Seasonal allergies occur and many children are susceptible to them. Kleenexes are kept on hand in the Early Learning Center for children who have runny noses. The teachers will remind children to blow their nose when the need arises. However, any child who has a runny nose that is thick with mucus or discolored will be sent home. The child should be seen by the doctor and will not be permitted back at school without a doctor's release.

If your child develops a contagious illness, please notify the school. **If your child becomes ill at school we will call you and he/she must be picked up immediately from the Early Learning Center office, or somewhere in the center where he/she is confined away from the other children. The comfort and well-being of the child will be our top priority.**

Telephone

If you need to contact staff or teacher personnel you may do so by phoning the Early Learning Center office at 334-244-3441, between the hours of 8:00am-5:00pm Monday-Friday.

Medication

If your child requires medication at school, you must send medicine in the original prescription bottle with the doctor's instructions and a medicine spoon accompanied by a written note. Please ask the Director or Lead Teacher for this form whenever your child requires medication. This must be signed by the parent and dated. **All medication should be given to a staff member when you arrive. Practicum students will NEVER GIVE MEDICATION TO A CHILD. Early Learning Center Lead Teacher or Director only administers medication.**

We will initial the note to verify that the medication has been administered and the time. The Center will not provide medicines. According to NAEYC 5.A.07.c, and DHR, insect repellent containing Deet may be administered only once a day by staff only. Staff will administer sunscreen when provided by parents. However, the outdoor play area is shaded the majority of the day. Written parental permission must be given to our staff to administer any or all of these products.

NAEYC 5.A.11.c requires that teaching staff administering a medical procedure to a child be able to demonstrate to a health professional that they are competent in the procedure and are guided in writing about how to perform the procedure by the prescribing health care provider.

Naptime

All children will go to the nap room at naptime. You must provide a nap roll for your child to rest on. The center provides cots to keep the children off the ground during rest time. If you would like, you may purchase a nap roll in the Center office (see nap roll on the fee page of this handbook for cost). You may also send a favorite soft sleeping toy from home. Nap rolls will be sent home at the end of the week to be washed and returned at the

beginning of the next week. If nap rolls are not returned and we must use one from the Center's unused supply, you will be charged the fee to purchase the nap roll.

We encourage parents not to bring your child to or check him/her out from school between 12:00 noon and 2:00 pm during Nap Time.

Severe Weather Plan

The center is equipped with a state approved tornado shelter. In the event of a weather emergency, all children will be moved to the shelter until the emergency is over. Tornado and fire drills will be held on a regular basis to help your child become comfortable with the procedures. University Police personnel, center director, lead teacher and all AUM practicum students are trained in Pediatric CPR and first-aid in the event that emergency first-aid is needed. When conditions have cleared sufficiently, you may pick up your child.

If severe weather alerts have been issued before 7:30 a.m., the Early Learning Center will follow the university's schedule. For example, if the university is closed, the Early Learning Center will be closed also. If the university is on a delayed opening, the Early Learning Center will be on a delayed opening as well.

Bad Weather and AUM Alert System

In case of bad weather (snow, icing conditions, etc.) the Early Learning Center will be closed only if the university is closed. If it is announced the University is closed, AUM Alert System will call, text and e-mail you. Please pick up your child **as soon as you are safely able**. Be sure all phone numbers, e-mail addresses and contact information is up-to-date.

PLEASE NOTE: Auburn Montgomery Early Learning Center Parents must register for the Emergency Notification System!

In an effort to improve campus safety in the event of an emergency, Auburn Montgomery has launched **AUM ALERT** – a personalized voice and text messaging **system** that will provide critical information should a need arise.

Campus safety officials urge all Early Learning Center parents to sign up for emergency notifications by completing the form in the handbook. **AUM ALERT** enables officials to schedule, send and track personalized voice messages to as many as four phone numbers and two e-mail addresses per person. In response to emergencies affecting the university community, people who have registered will be provided information and instructions through cell phones, home phones, e-mail, work numbers or other text-receiving devices. University officials will use the **system** only in emergency situations.

If you receive an AUM Alert notification, you should monitor calls and messages for further updates.

Specific instructions to parents and guardians will come from the ELC. You should not enter campus to pick up your child unless instructed to do so by ELC staff.

Accidents

Every possible precaution will be taken by the staff to prevent accidents. University police officers, the Director, Lead Teacher and all AUM practicum students are certified by the Red Cross to give emergency first-aid and pediatric CPR.

In the event that your child is seriously injured at school, emergency first-aid treatment will be given until you or your family physician can be reached. If neither you nor your family physician can be reached, your child will be taken to Baptist East Medical Center, 400 Taylor Road, Montgomery, AL. 36117. **In this event, parents will be responsible for any medical fees incurred.** If your child has a minor accident (i.e. scrapes, bumps, etc.) the Early Learning Center will fill out a minor accident report. You will be given one copy of this report and one will remain on file in the Early Learning Center office.

Insurance

Since AUM is a state institution, we are not allowed to carry insurance to cover accidents occurring to your child. We encourage you to be sure your child is covered under your family plan.

Transportation

The AUM Early Learning Center does not furnish transportation to and from school.

Clothing

Children should wear comfortable, washable clothing and shoes. Please label all removable clothing such as coats, raincoats, shoes and socks with your child's name so that lost articles can be returned to the owner.

Children are **NOT PERMITTED TO WEAR** flip-flops or shoes that do not have straps that secure the shoe to the foot. Sandals should have straps at the heel of the shoe.

Each child should have a change of clothing kept in his cubby in the event they are needed. We have a small supply of extra clothing that should fit children of all sizes in case it is needed. If your child wears clothes home that belong to the center, please wash and return them as soon as possible.

We will take the children outside unless the weather is very severe. Fresh, circulating air is essential in providing a healthy environment. According to NAEYC 5.A.07.a, children must wear clothing that is dry and layered for warmth in cold weather.

Responsibilities

We provide a cubby space for your child's belongings. It is the child's responsibility to place personal possessions in their cubby and hang their jackets.

ELC Communication

All communication such as weekly newsletters, menus, receipts, and work samples will be placed by the sign-in sheets at the door. Please check **daily** before leaving for any communication.

Field Trips and Transportation

Field trips may be planned in line with our thematic study each semester. Written permission will be required from each parent for all field trips.

We reserve the University Bus for field trips. The bus provides seating for children, staff and AUM practicum students. **Parents and siblings are welcome** to join us on field trips but must provide their own transportation. You may either follow the AUM bus or meet us at the field trip destination.

Holidays

Because the center has representatives of a variety of religious and ethnic groups, celebration of holidays will be kept to a minimum. Activities concerning holidays may be available, but will be strictly voluntary on the part of the children, as other activities will also be available.

Visitation

We are proud of our center and invite you to visit anytime. Please contact the teacher or director for a convenient time. There is an observation room available or you may spend time in the center itself. Parents and grandparents are always welcome to visit the center. Children enjoy sharing their school. We ask that you observe quietly, so that our teachers can continue to work with the children. Please remember children do not participate in the same way with their teachers or friends when a parent is in the center. **We have found it is best that parents give their child time to adjust to school before visiting.** If you have questions, the center staff will be happy to help you. If you have younger children who are with you please watch them carefully - the university liability insurance states that we cannot be responsible for children who are not enrolled in the center.

Classroom Guidance Strategies and Policies

One of the goals of the ELC is to help children develop positive social-emotional skills. Children are encouraged to be self-directed and to exhibit self-control. Promoting positive social-emotional development is embedded in daily teaching practices. Three important preschool social skills that are promoted are: self-control, empathy and verbal communication. The process of learning how to get along with others includes learning about cooperation, sharing and emotional self-control. The emotional development is the foundation to other developmental domains and positive relationships with peers and adults are key to children's social-emotional

development. We strive to promote positive social-emotional development through positive and consistent relationships among the teachers and children.

Social-emotional skills we promote in our daily teaching practices include:

- Interacting competently and cooperatively with other children and developing friendships with peers
- Showing a developing understanding of other people's behavior, feelings, thoughts and individual characteristics
- Showing an increasing understanding of the needs of other children and the ability to consider alternatives and to negotiate constructively
- Developing strategies for regulating feelings and behavior based on adult guidance
- Persisting in understanding and mastering a self-selected activity, even if it is challenging or difficult
- Developing skills in acting as a responsible group member and behaving in a fair and socially acceptable manner, regulating behavior according to classroom rules and expectations
- Developing expressive and receptive language skills to promote social-emotional competence

To keep children constructively involved with satisfying and challenging learning activities, positive guidance strategies are used in the ELC. Adults provide children with clear and positive expectation. Guidance directives are stated positively to teach replacement behaviors instead of negatively. Examples are: Walk indoors; Use your words to tell him/her you're angry; Chairs are for sitting; Ask your friend if you can play with the toy when they are finished. Teachers focus on the positive behaviors of the children and reinforce those behaviors as often as possible. Teachers help each child develop self-control by helping them to recognize, talk and express their emotions appropriately. Teachers sometimes need to enforce guidance limits either by planned ignoring, redirection, removing materials, or removing children from the situation.

Discipline Procedures for Disruptive Behavior and Termination of Enrollment

Preschool services may be discontinued if the Director determines that a child's behavior:

1. Poses a safety risk to Center staff or other children.
2. Repeatedly disrupts normal classroom activities despite efforts by teachers to redirect the behavior. If the disruptive or inappropriate behavior endangers the safety and well being of the Center children, staff, or visitors, the Director may take all actions necessary to **immediately** protect Center children, staff, and visitors.

If a child is regularly displaying disruptive or inappropriate behaviors, the following process will be followed in an attempt to remedy the behavior problem(s):

1. The Director and Lead Teacher will meet with the parent/guardian to provide a description of the inappropriate behavior and how the Center staff handled it. A written record of inappropriate behavior will be shared with the parent and a copy will be kept on file in the Center office.
2. The Director and Lead Teacher will hold a conference with the parents and collaboratively address strategies through an action plan for how to correct those behaviors in the future including but not limited to modification in daily attendance.

3. The child's parents will receive a letter of probation from the Director describing the inappropriate behavior and the possibility of their child's termination from the Center if the behavior persists.
4. If inappropriate or negative behavior persists, the child's enrollment in the AUM Early Learning Center will be terminated.

Termination of Enrollment

If a child's behavior becomes harmful to themselves, other children, and staff, or is disrupting the classroom instruction or environment and a resolution cannot be found, we reserve the right to terminate preschool services on a temporary or permanent basis. Termination may be immediate depending upon the severity and nature of a behavior problem. Every effort will be made to resolve any situation; termination of services will be a last resort.

AUM Early Learning Center reserves the right to refuse continued enrollment in the program for the following:

- Aggression, violent behavior including property destruction.
- Undisclosed information regarding dismissal from another preschool program.
- Verbal and/or physical abuse or aggressiveness on the part of a parent/guardian with the child or towards a staff member.
- Exhibiting behavior that is deemed detrimental to himself/herself, other children or staff.
- Failure to satisfy the immunization requirement.
- Excessive absences without notification of illness.
- Failure to pay tuition by the due date, lunch or any late fees.
- Other situations/behaviors that interfere with the learning environment upon the discretion of the Director.

Every effort will be made to meet the needs of each child enrolled at the Auburn University Montgomery Early Learning Center.

Termination of Enrollment Due to Absence

Attendance is vital to your child's success; therefore, we encourage parents to bring their child to the center each day. We also understand that occasionally, family vacations do not coincide with our university calendar. If you know that your child will not be attending the center for a period of more than one week, please notify the Director or the office manager. We will make arrangements for your child's spot to be reserved until you return. Parents are still responsible for tuition for any days the center is open, regardless if your child is in attendance or not. However, if you are gone longer than one week without notification and/or payment, your child's spot in the Early Learning Center may be given to another family waiting to enroll. To return your child to a current enrollment status will require your child being on the waiting list and waiting for a spot as one becomes available.

Parents as Partners

Contributions

We encourage parents to share their experiences, talents, and hobbies with the children. This greatly enriches our program. Please feel free to join your child and share your experiences with the center. Let us know what and when you can share with us – music, slides, videos, art, hobbies, carpentry, cultural foods, etc.

Specific Tips for Parents

- Provide your child with opportunities to play with peers
- Play with your children
- Provide choices when possible
- Only ask your child if they want to do something if saying “No” is an acceptable option
- Talk to your child about social relationships and values
- Promote consistency and structure
- Prepare your child in advance regarding changes in routines
- Take a problem-solving approach to help solve problems
- Model the polite use of language and interactions with others
- Encourage empathetic thinking with questions such as, “Why do you think he is crying?”
- Promote confidence and development of new skills by engaging in problem solving
- Promote confidence by giving your child age-appropriate chores
- Read to your child and let them tell you about the story and pictures
- Play games
- Provide periods of undivided attention without distractions of the TV or phone
- Reflect a positive, resilient attitude toward social setbacks
- Intervene when necessary, but let older preschoolers work out problems for themselves when possible
- Let your child see you enjoy reading books
- Accept the same emotions in your child you accept in yourself
- Take your child with you to the store, zoo, etc.
- Provide supplies for cutting, pasting, drawing, painting, coloring
- Encourage your child to gain independence dressing, putting away toys, etc.
- Help child prepare simple recipes with you
- Provide boundaries and expectations
- Hug your child and let them know your love is unconditional

Conferences

Formal conferences will be scheduled when parents or teachers feel they are needed. Children should not attend the initial conferences, but may be included in subsequent conferences at the discretion of the parents or teachers. Conferences may be scheduled during the office hours of the Director, or Lead Teacher

Informal conferences will occur as you bring your child in or pick him/her up. If the conversation with the staff becomes lengthy or involved we will schedule a time for you to talk to us when the staff member is not supervising children.

AUM Early Learning Center Confidentiality Policy

The AUM Early Learning Center administration and teachers understand the importance of a child and family's rights of confidentiality. Children's records are considered confidential. All files are maintained in the Early Learning Center office.

Individuals who may have access to children's files include the director, teachers, practicum students, interns and/or other AUM staff and are required to sign a confidentiality policy.

Birthday Parties

Birthdays are celebrated during afternoon snack time. Cupcakes, cookies and/or cups of ice cream may be brought to the school on your child's birthday. According to the National Association for Young Children (NAEYC) standards, "Food that comes from home for sharing among the children must be either whole fruits or commercially prepared packaged foods in factory/store sealed containers". We encourage you to provide small portions; the children will eat smaller cupcakes, cookies and muffins. Please check to make sure you are providing one item for each child. NO PARTY FAVORS PLEASE! Contact the school a few days in advance if you plan to bring refreshments.

We ask that no invitations be sent to school for distribution for private home birthday parties. we ask that you not plan to pick up a group of children for parties during the day. Each parent must pick up their children and take them to the party.

Parent Checklist and Parent Handbook Acknowledgement

___ I have read the Parent Handbook and understand that I am responsible for adhering to all policies and procedures as outlined by the AUM Parent Handbook.

I have completed and turned in the following forms:

- ___ Information Form
- ___ Authorization for Emergency Medical Care Form
- ___ Health/Emergency Record
- ___ AUM ALERT Form
- ___ Emergency Contact Form & Authorized Pickup Form

___ I have obtained the blue immunization form and turned it in to the Center office.

___ I have labeled all my child's belongings.

___ I have turned in a set of extra clothes.

Parent/ Guardian Signature

Date

Tuition and Fees

Tuition is calculated by semester and includes holidays and closings. Tuition payments must be made at the beginning of each month of the semester in order for your child to remain enrolled in the Early Learning Center. If you choose to make payments by the week, payments must be made on Monday of each week or will be considered to be overdue.

***There is no reduction in these amounts for days missed due to vacation, illness or other absences as facilities and staff must be available during that time.**

Application Fee-New Students \$ 50.00
(Non-refundable)

Tuition-Summer 2018

- Non-AUM Student/Employee- (\$670 per month) \$1,340.00
- AUM Student/ Employee - (\$565 per month) \$1,130.00

Tuition- Fall 2018- thru Spring 2019

- Non AUM Student/Employee- (\$670 per month) \$2,680.00
- AUM Student/Employee- (\$565 per month) \$2,260.00

Other Fees:

Nap Roll \$26.00
(If needed, this is a one-time fee)

Lunch Tickets-(per meal) \$3.30

AUM Early Learning Center Late Pick-Up Fee Chart

- \$10.00 Starting At 5:30 pm
- \$ 5.00 every minute after 5:30 pm
- 5 minutes = \$35.00
- 6 minutes = \$40.00
- 7 minutes = \$45.00
- 8 minutes = \$50.00
- 9 minutes = \$55.00
- 10 minutes = \$60.00 etc.

Fees are assessed at the end of each week. Please remember that our teachers are students and they have night classes. Many AUM professors take points away when a student is late for class.

Method of Payment

All tuition, lunch tickets and fees must be paid online by clicking the link below.

[Early Learning Center Online Payment System](https://secure.touchnet.net/C20390_ustores/web/store_main.jsp?STOREID=4)

(URL: https://secure.touchnet.net/C20390_ustores/web/store_main.jsp?STOREID=4)

The Early Learning Center Online Payment Systems accepts
Visa, MasterCard and Discover Cards

For additional concerns or information, please call

The AUM Learning Center Office

(334) 244-3441

For questions regarding online payments, please call:

(334) 244-3879