

# Lucy Brock Participation Manual

2019

## Table of Contents:

Logistics

Positive Guidance

Sanitation and Safety

Confidentiality

# Logistics:

## WELCOME TO LUCY BROCK CHILD DEVELOPMENT LAB PROGRAM

Welcome to Lucy Brock Child Development Lab School (LBCDLS), a university laboratory program that serves as a model and professional preparation site for individuals working with young children. The program is located within the Department of Family and Child Studies on the campus of Appalachian State University. As a university laboratory program, LBCDLS is quite different from child care centers. This manual will help outline these differences. Understanding and supporting the mission and goals of LBCDLS is essential for families to get the most from our program.

### Address, Phone Numbers, and Internet Access

The mailing address of the LBCDLS is Lucy Brock Child Development Lab School, Appalachian State University, 633 Howard Street, ASU Box 32167, Boone, NC 28608. The phone numbers are:

Lucy Brock Director's Office	828-262-3006
Infant/Toddler Classroom 1	828-262-8540
Infant/Toddler Classroom 2	828-262-8552
Preschool Classroom	828-262-8079
Parkway School	828-264-3032
Blowing Rock School	828-295-3204
Cove Creek School	828-291-2781
Fax	828-262-2951

The phone number for the Department of Family and Child Studies is 828-262-3120.

Lucy Brock website: [www.lucybrock.appstate.edu](http://www.lucybrock.appstate.edu)

Lucy Brock email: [LucyBrockCDC@appstate.edu](mailto:LucyBrockCDC@appstate.edu)

### Student Presence and Training

Just a few things to remember while you are on the Lucy Brock premises. Use appropriate language at all times. Your attire should be comfortable and modest. Please no political, religious, racial, or suggestive attire. Keep extra clothes on hand because you will need them. All backpacks are to be closed and stored in the conference room. Your focus should be on the children 100% of the time. Bring your own camera to document the children. The classroom camera's and computers are for teacher use only.

Please remember to remain professional and keep conversations brief. Refrain from sharing personal information and limit your exchanges to child-centered information sharing chats. Your role is to promote a positive image of each child to their family. It is the lead teacher's responsibility to discuss any issues such as potty time, accidents, injuries, food, etc. with the families.

Lucy Brock Child Development Lab School serves as a professional preparation site for the department of Family and Child Studies; however, other departments in the University also

use the facility. In addition to the ASU community, individuals from area child care centers, elementary and high schools, community colleges, and other community programs may visit the program. Students from the University participate at LBCDLS in a variety of ways. The most basic form of participation is through observation in the observation booths. These are located off of the main hallway. Students may observe both individual children and classroom practices. Students may also spend brief periods of time in the classroom to have an introduction to interacting with young children. Children are never forced to participate with students and these experiences are planned so that students' presence is consistent and predictable.

More advanced students may spend extensive time in the classroom and may get to know both children and families intimately. Again, these experiences are scheduled to be consistent for the children. Please keep in mind that while these students may begin to take on the appearance of polished professionals, these are still students. Please direct important conversations to the lead teachers so that conflicts of interest are not created for students.

### **The Observation Booth**

Observation booths are equipped with headphone sets that are connected to microphones in the classroom. **NO CONVERSATIONS IN THE CLASSROOM ARE PRIVATE.** At any time, students or other observers can hear conversations that are carried on in the classroom. Remember that LBCDLS can be a "fishbowl" where observation can happen at any time, so please be aware that any comments you make in the classroom may be heard by an unintended audience. Remember to discuss private, confidential matters outside the classroom.

### **Calendar and Hours of Operation**

Lucy Brock Child Development Lab School is a full-day program, open five days a week. The Center is open from 7:30 am to 5:30 pm. Children cannot be dropped off after 9:30, and begin to get picked up as early as 3:30. Please see a lead teacher in the classroom if you are having difficulty observing a particular child. The Center is closed on state-recognized holidays as designated by the university's Human Resource Services. The program is closed some additional times to allow for professional development of staff and staff vacation. All closings are announced in the annual calendar (if the information is available at publication). In addition, signs are posted in the entryway of the building for several days before any scheduled closing.

### **Closing Due to Weather or Other Emergency:**

Lucy Brock's closing and delayed opening policies are affected by our affiliation with ASU and Academic Affairs. To enhance child, parent and staff safety in the event of bad weather, we will be following the decisions made by Appalachian State regarding the university's classes.

- If classes are being held on time, Lucy Brock's schedule will be unaffected.
- If classes are delayed, Lucy Brock will open ½ hour before classes start.
- If classes are dismissed early, Lucy Brock will close ½ after dismissal of classes.

- If classes are cancelled for the day, Lucy Brock will be closed for the day.

Should the University decide to delay classes, or cancel classes, this information will be announced through the University's public information office, website, on local radio and television stations, and on <http://ncweatherclosings.com/>.

## **Guidance (Discipline) Policy**

Many people consider "discipline" the word for responding to misbehavior. The preferred term, guidance, is used in the Center and refers to staff guiding children on the path toward a long-term goal of self-discipline. By learning to manage one's own actions, children become productive members of society who can behave appropriately. The Center does have rules and limits. Children who have no boundaries—or who have unclear boundaries—are likely to feel insecure and angry. The rules of the Center are basically that children respect and take care of themselves, the other people in the Center, and the materials in the environment. Until children are ready to do this independently, the staff will help these children. The environment and the staff facilitate appropriate behavior by creating an environment where children can explore freely and safely, where choices exist to prevent long waits, and space is sufficient to prevent accidental bumps or bruised egos. In other words, the teachers and staff work to prevent misbehavior rather than to correct misbehavior after the fact.

Because gaining self-control is a long process, children at times may do things that endanger themselves, others, or misuse the environment. The way in which those instances are handled will vary according to the age of the child and the child's capability of understanding the problem.

The staff does not use "time-out chairs," for a couple of reasons. Very young children often do not understand the reason for the time-out. While older children may reason that, once the time in the chair has elapsed, the behavior may be repeated. If serious behavior problems persist, the Director and primary classroom teachers will seek the help of parents in devising a way to approach this problem as a team. Under no circumstance is corporal punishment (hitting, slapping or spanking) used. In addition, discipline will not involve deprivation of rest, food or toileting.

No staff member will "tell" on children. The guidance techniques used in the Center help children manage their own behavior over time. The staff also understands that learning the rules for living within a group takes time, so mistakes are expected to occur. These mistakes are handled as described above. The policy of the Center is to not report each instance of misbehavior to parents on a day-to-day basis, because 1) the Center wants the reunion of the parent and child each day to be a joyful one, and 2) the Center wants the staff to build trusting relationships with children and to focus on the many positive things that happen during the course of a long day rather than letting a single instance of misbehavior color everyone's perception. By the time parents come in the late afternoon, young children are likely to have forgotten an event that occurred early in the day, so that being reprimanded at that point will be ineffective.

# Sanitation and Safety

Upon arrival please wash hands upon entering the classroom, and then make contact with a lead teacher.

## Major/Minor Accidents or Injuries

1. The **lead teacher in charge** will attend to the injured child and follow necessary emergency first aid procedures as appropriate.
2. The **lead teacher** will dial 911 to request assistance. The associate **lead teacher** will then dial the Director to let her know what is happening. The Director will contact the child's family. (If the Director is not available, the associate teacher will make these calls.)
3. **Remaining staff** will attend to the other children, please follow their lead.

## Emergencies

### **Fire:**

Fire drills are conducted and recorded each month, in accordance with state law and university policy. In each fire drill, the lead teacher checks to make sure no child is left behind and brings the attendance record to the designated meeting place. After determining that all children are accounted for, and the "all clear" signal is given, children and teachers will return to the classroom. Please follow the lead teacher in any emergency and stay calm.

### **Severe Weather:**

In severe weather, children "shelter in place" by either continued play inside their classroom or, depending on the nature of the severe weather, by going to an internal space inside their classroom/building.

### **Intruder Plan:**

In the event of an armed gunman on campus or an intruder, campus police will be contacted immediately. Staff will remove children from sight, i.e. removal from the playground and/or windows. LBCDLS will work with campus police to determine if the most effective strategy is to evacuate or remain at LBCDLS. Once this decision has been made, parents will be informed about location and arrangements for safe pick-up.

## Reporting Child Abuse and Neglect

North Carolina law requires child care professionals to report any instance of suspected child abuse or neglect to the department of social services. Such reports are not accusations, but rather requests that the appropriate agency check on a child. Please contact a lead teacher if you see or hear of any concerns.

## Confidentiality

Upon enrollment of a child in the program, parents grant permission for Appalachian students in Child Development or related fields to have access to the general information in a child's file. Students sign contracts stating that they will respect the confidentiality of information acquired. In some cases, particularly sensitive information about a child or family is kept in a "confidential" file, accessible only to professional staff. With the exception of cases of suspected child abuse or neglect, information about a child or family is not released to other agencies or individuals without the written consent from the parent(s), unless the Center is required by law to do so.

Also, families grant permission for use of video and audio taping, photography, and other evaluation tools necessary to enhance the program. Students use these materials to reflect on experiences in the lab. Teachers use these materials to revisit experiences with children, to plan curriculum, and to communicate with parents about activities/experiences in the program. University faculty uses these materials for educational or professional presentations and publications about the program and curriculum. The identity of individual children is always protected in such presentations and publications.

### **Safety of Child Information:**

Because LBCDLS is a Lab School, information regarding children's development is shared with students to help them better understand children and ways to meet their needs. Confidentiality, however, is very important. All staff and students who work with LBCDLS or have classroom experiences at LBCDLS are required to sign confidentiality agreements regarding the children and families whom we serve.

In addition, confidentiality of computer files is considered important. All children's files are only accessible through password protected files. Students do have access to files that contain documentation and pictures of children. However, unless indicated to parents, all other forms and/or records are accessible to LBCDLS staff only. Such information is not shared without parental permission.