Dear Families,

Table of Contents

Welcome letter 3
Mission 4
Staff 5-8
Family Partners 9
Guiding Principles 10
Our Programs 11-15
UD Laboratory Preschool 2014-2015 Calendar 16-17
General Policies
  Inclement Weather & Emergency Closing Information 18
  Admission 18
  Tuition and billing 19
  Arrival and departure 19
  Cell phones and texting 19
  Health and safety 20
  Dress for success 21
  Snacks 21
  Birthdays and holidays 21
  Field trips 21
  Photographs, audio and video recording 21
  Research 22
Staff contact information 22
Welcome to the 2015-2016 school year at the University of Delaware Laboratory Preschool. This will be our 81st year of providing child- and family-focused programs that reflect both our longstanding commitment to play as a means of fostering development and learning and the best of current evidence-based practices in the fields of child development, teaching and learning.

In preparation for each new school year, we review our strengths and successes from the previous year and set directions for our continuing growth to better serve our children and families. In the past months, we have embarked together on a year-long study of how children attend to and manage all the information they receive through their senses and how to best support each child in this challenging task. Individual staff members have attended conferences, workshops and courses in pursuit of their own professional interests. And changes you may see in our schedules, materials and classroom environments reflect what we all are learning. All these activities and more enrich the programs we offer to you and your children.

As you review the material in the Family Handbook you will learn about our mission and unique role in the university and the community. You will read about the principles that guide all our work. You will learn about the staff and find the schedules for each of our programs. And you will find information about the policies and practices that help us assure that your children experience success.

This Handbook is only one form of communication with our families. We invite you to check out the News & Events tab on our website periodically for classroom news stories and event updates. The staff and I invite you to communicate with us often in person, via email, or phone. Ask questions and share ideas. Think together with us as we work with your child. And, join with us in making the coming year one of joyous discovery and development for your child.

Cynthia Paris, Ph.D.
Associate Professor, Early Childhood Education
Director, Laboratory Preschool
Department of Human Development & Family Studies
College of Education & Human Development
Our Mission

The University of Delaware Laboratory Preschool is an inclusive early education setting providing high quality programs for children ages two through six and their families.

The University of Delaware Laboratory Preschool exists for three interdependent purposes:

1) to prepare university students to be highly skilled practitioners, leaders and researchers who are committed to integrating theory, research and practice in the development, implementation and evaluation of inclusive programs and policies that enhance the development of all children and their families, promote children’s right to play, and prepare children to contribute to a democratic society within a global context;

2) serve as a site for researchers and students across the university and beyond and

3) provide a model of exemplary practice and research-based professional development for practitioners serving children and their families.

What does this mean for you and your family?

- We have a highly qualified and experienced staff with expertise in child and adult development and learning, curriculum development and implementation and family support.

- We are an integral part of the Department of Human Development and Family Studies in the College of Education and Human Development at the University of Delaware and benefit from the many resources and talents in the university community.

- As a model program we employ current research-based best practices. We have been awarded a 5-star rating, the highest level of quality, by Delaware Stars for Early Success, the Quality Rating and Improvement System for the state of Delaware. We are nationally accredited by the National Association for the Education of Young Children.
Laboratory Preschool Staff

Dr. Cynthia Paris: Director
The Director of the Laboratory Preschool is responsible for leadership in program development and maintaining high quality programming for children and families and for the UD student in clinical experiences. She provides leadership and oversight of research activities and supervision and evaluation of the staff. She is an Associate Professor of Early Childhood Education in the Department of Human Development and Family Studies as well as a Faculty Affiliate in the Delaware Institute for Excellence in Early Childhood. She has taught children from 3 through 8 years old in public and private early childhood settings, is a former Kindergarten Master Teacher of the UD Laboratory Preschool and was Director of The Martin Luther King Jr. Parent Cooperative Preschool. She earned a PhD in Educational Leadership, Curriculum, Instruction, and Supervision from the University of Pennsylvania and an MS in Life Span Development and BS with Honors in Early Childhood & Elementary Education from the University of Delaware. She is a licensed teacher of Early Childhood/Primary K-4 in Delaware and Preschool through Grade 3 in New Jersey; an Early Childhood Administrator and School-Age Administrator in Delaware; a Supervisor in New Jersey; and a Certified Master Instructor in the Delaware Institute for Excellence in Early Childhood.

Sarah Kilpatrick: Administrative Coordinator
The Administrative Coordinator provides leadership and guidance to ensure optimal day-to-day operations and compliance with state licensing and national accreditation criteria and fiscal management. She works with the director and master teachers to develop, implement and evaluate program policies and procedures and to support parent involvement. She schedules, supervises and evaluates support staff, work-study students and volunteers. Sarah graduated Summa Cum Laude with a BS in Early Childhood Education from the University of Delaware in 2007, and recently completed an Master's degree in Public Administration. She is a licensed teacher of Early Childhood Birth-Grade 2, Elementary Grades K-6, and Exceptional Children Birth-Grade 12; and an Early Childhood Administrator with Specialized Training Credentials for School-age and Infant/Toddler. Sarah competed for the University of Delaware's diving team and coached diving for children ages 4-18 for eight years.

Laura Morris Reardon: Master Teacher- Pre-K/Kindergarten
Laura has a MS in Elementary Education from Wilmington University and a BS in Human Resources from the University of Delaware. Her major areas of study include Preschool and Kindergarten Education/Young Exceptional Children. She completed 34 hours of additional graduate work in Learning/Behavior Disorders at the University of Louisville. She has a Delaware Department of Education Early Childhood Administrator Certificate with Specialized Training Credentials for School-age and Infant/Toddler. She is a certified Master Instructor in the Delaware Institute for Excellence in Early Childhood. Laura has 7 years of experience as a Childcare Administrator, 16 years of teaching experience, and 7 years of experience supervising student teachers.
Debbie Torbert: Master Teacher - 2’s & 3’s
Debbie is an Instructor of Early Childhood Education in the Department of Human Development and Family Studies, teaching HDFS 222, both in the spring and fall. She serves as the Master Teacher of the 3’s class on Monday, Wednesday and Friday, and the 2’s on Tuesday and Thursday. She serves as clinical placement supervisor for HDFS 224 students and as supervisor, as well as cooperating teacher, for student teachers. She has worked with children for thirty-seven years, having taught children from 2 through 6 years old in private early childhood settings, and served as Program Director for eighteen years. She attended the University of Delaware, and graduated with a B.S. in Early Childhood Education with certification in Preschool/Kindergarten. She begins her graduate career here at the University this fall. She holds an Early Childhood Administrator Credential with Administration and School Age Specialized Training Credentials, from the Delaware Department of Education. She is recognized as a Certified Master Instructor by the Delaware Institute for Excellence in Early Childhood (DIEEC), providing many community based workshops for early child care professionals in the field. She has presented workshops here in the state of Delaware, as well as in Washington, DC for NAEYC. She contributed to the profession by serving on many state task forces for the field of ECE, including Delaware Early Learning Foundations for School Success, Partners in Excellence, T.E.A.C.H. Advisory committee, and the Office of Child Care Rules Revision Task Force. She served on the Board of DAEYC, and is a current member of NAEYC and DAEYC.

Sue Schmidt: Master Teacher- PreK
Sue Schmidt comes to us with many years of early childhood education experience and knowledge. Sue taught preschool and preK in inclusive classrooms for 25 years at Bush Elementary school in the Brandywine School District. Most recently, she worked as a trainer for teachers throughout the state through the Delaware Institute for Excellence in Early Childhood.

Diane Crossan Lawler- Master Teacher of Art
Diane is an artist and instructor in the Department of Human Development and Family Studies. She serves as the art instructor and curriculum consultant in the UD Laboratory Preschool and The College School. She teaches courses for undergraduate and graduate students in the College of Education and Human Development emphasizing the importance of the arts in education. Diane was awarded a Bachelor of Fine Arts from the University of Delaware and is currently doing graduate work in art and education with a focus toward art therapy. She has worked with children and adults for over twenty years and is an accomplished painter whose work hangs in collections nationwide. She is recognized as a Certified Instructor by the Delaware Institute of Excellence in Early Childhood and an Early Childhood Teacher and School Age Teacher in Delaware.
Anabelle O’Malley: PreK/Kindergarten Co-Teacher
The PreK-K Co-Teacher is responsible for participating in the planning and implementation of curriculum and assisting in documentation and evaluation of children’s progress through the year. She will co-teach morning activities with the Master Teacher to ensure that all children are receiving individualized attention when needed. Additionally, the Co-Teacher will serve as site supervisor for pre-student teaching field placement students assigned to the Laboratory Preschool for undergraduate and graduate clinical placements and internships. Before this role, Anabelle taught in the 4 year old program as a long-term substitute. She received both her undergraduate and graduate degrees from the University of Delaware. For sixteen years, she worked with young children in the public school system. She has developed and implemented trainings and has served as a teaching coach, traveling throughout the state to visit classrooms and support program improvement. Additionally, she has worked with UD students teaching an early literacy course in the HDFS department. Anabelle completed her practicum courses at the Laboratory Preschool as an undergraduate, and while her son attended the Laboratory Preschool, she was a part of the Parent Advisory Committee.

Katie Pollock- Teacher, Afternoon Preschool Class
Katie worked as a Master Teacher at the Laboratory Preschool for six years teaching both the Kindergarten and 4 year old programs. Recently, she has served as our instructor for Play & Grow Together and the leader for our Family Partners Group. Prior to her time at the Lab School, she taught for the Christina School District. Katie earned an MS in Literacy from Wilmington University and a BS in Early Childhood Education from the University of Delaware. She is a licensed Delaware teacher of Early Childhood & Early Childhood Special Education, an Early Childhood Administrator in Delaware, and a certified Master Instructor in the Delaware Institute for Excellence in Early Childhood.

Ariel Perez: Play & Grow Together Instructor
As the instructor of the Play & Grow Together program, Ariel is responsible for planning and implementing various interactive sessions for infants and young toddlers, while providing guidance to their parents/guardians. Originally from Long Island, New York, Ariel received a Bachelor of Science in Early Childhood Education at the University of Delaware in 2014. She is currently in the Exceptional Children and Youth Program at the University, pursuing a Masters of Education in Autism and Severe Disabilities. She's very excited to lead the Play and Grow Together Group and cannot wait to graduate in May 2016 and begin teaching full time!

Kimberly Hill: Service Coordinator
The Service Coordinator assists staff in the Laboratory Preschool and The College School to ensure optimal day-to-day operations. Responsibilities include preparing weekly snack menus and snack daily for all Laboratory Preschool classrooms, organizing and maintaining supplies and equipment, and planning and managing school-wide activities and events. Kimberly works part time for the Laboratory Preschool and the College School, and also owns a wedding, events, and flower business.

Judy Bachman: Administrative Assistant
Judy provides administrative support for the Lab Preschool (25% of the time) and The College School (75% of the time) at the front desk.
**Student Teachers**
The Laboratory Preschool enjoys the benefit of one or two student teachers who are majoring in Early Childhood Education in each classroom throughout the school year. Prior to admission to student teaching, they must successfully complete course work and four prior practicum experiences in inclusive early childhood education. Student teachers are responsible for phased-in curriculum planning and implementation and work with families under close supervision of the Master Teachers. Master Teachers prepare the children and families for the introduction of new student teachers and prepare the children to say goodbye to those who are leaving.

**Practicum Students**
Students in UD’s Early Childhood Education major have their first practicum placement in the Laboratory Preschool. One or two students are placed in each classroom for four hours a week through a full semester. Students must be formally admitted to the Early Childhood Education program prior to being placed in this introductory practicum experience and enroll concurrently in an introductory inclusive curriculum course. They are responsible for working with small groups or individual children under close supervision of the Master Teachers. Master Teachers prepare the children and families for the introduction of new practicum students and prepare the children to say goodbye to those who are leaving.

**Independent Study/Internship Students/Honors Assignments**
Students in Early Childhood Education, Human Services and related fields may request to conduct independent study, honors or internship assignments in one or more of the Laboratory Preschool classrooms. Requests must be approved by the administrators and staff. The responsibilities of these UD students will vary depending on the goals and credit hours of the independent study, internship or honors assignment.
Family Partners

Families are viewed as essential partners in the UD Laboratory Preschool program. It is the partnership between your family and the staff that will help to create the best possible experience for your child. You are invited to engage in ongoing communication with staff, to observe your child in action from the observation booths, to share your unique talents and experience, and to become an active member in our Lab School Family Partners group.

Observation booths are located outside of each classroom. Parents and other adult family members are always welcome to use these observation booths during school hours without an appointment. From time to time, the booths may be reserved specifically for larger groups of student observers. In these cases, we will post a sign on the observation booth door.

Communication
Communication between teachers, staff, and family members is critical. Lab School staff members are prepared to work with families to communicate in their preferred language or through translation. If at any time a family member feels that a situation calls for conflict resolution, they are encouraged to bring this to the attention of the Master Teacher. If the situation is not resolved, they are encouraged to include the Director and/or Administrative Coordinator in the conversation.

Family changes affect children. Please share with the teacher any changes which might affect your child such as death or illness of a close relative or friend, moving, parents traveling for an extended length of time, separation of parents, or other significant events which might affect your child. Likewise, teachers will share with you school events which might affect your child.

Family/Teacher Conferences will allow you to talk privately and in depth with your child’s teacher about your child’s progress at school as well as any concerns you may have. Conferences are scheduled two times each year but family members are welcome to request a conference at any time. Children are generally not included in conferences.

Sharing
Families are encouraged to share special skills or interests with the children in the Lab School. In the past, family members have played an instrument for and with the children, demonstrated a craft, brought in an unusual pet, taught a song in another language, cooked a recipe, and provided dramatic play props and other materials from diverse cultural backgrounds. Please talk with your child’s teacher about how you would like to share your talents and interests.

Family Partners
Family members are encouraged to participate in the Lab School Family Partners group by attending meetings and programs or serving on a committee depending on their interests and skills. Committees may change from year to year depending on the needs of the school and family members’ strengths and interests. Meeting times and involvement opportunities will be posted at the Lab School and also through email. We are looking for new group leaders for the 2015-2016 school year. Please talk with Sarah Kilpatrick if you are interested in this role.

Family events
Periodically, the Lab School staff and/or Family Partners group will offer parent meetings on topics of interest as well as fun family events. These are great opportunities to meet other parents and develop supportive relationships with adults who share the common experience of parenting a young child.
Our Guiding Principles

The Lab School programs are grounded in our commitment to helping each child develop to his/her fullest socially, emotionally, physically, creatively and intellectually. Although the program in each classroom will vary to reflect the ages of the children, the children's interests, and the teacher's style, our principles and beliefs remain consistent throughout the Lab School.

We believe that each child is unique and will bring his/her strengths and challenges to any situation. Our programs are designed to respect, support, and respond to each child and to create caring communities of learners.

- In each of our classrooms, you will see intentionally planned environments and learning opportunities, as well as robust curriculum content. Decisions are based on the teachers’ knowledge of typical development and learning, of individual children and the social and cultural contexts in which they live, and their understanding of current research-based teaching approaches that support a child’s growth in small group activities, one-on-one work with an adult and in full group and play experiences.

Assessment of children is an integral part of all of the Lab School programs.

- The staff use ongoing observations and activity-based assessments to identify each child’s interests, strengths and needs, document development and learning and tailor curriculum to support each child.

We believe that it is our responsibility to help each child develop to his/her fullest socially, emotionally, physically, creatively, and intellectually.

- In each program you will find a balance of rich play opportunities, teacher initiated experiences, child initiated activities, and teacher directed learning experiences taking place within the classroom, in the art studio, outdoors and in the community. Each is selected to support children’s growth in all domains, to help them develop a love of learning and a sense of their own competence, and to move them towards mastery of important standards and learning goals.

We believe that play is an important vehicle for developing self-regulation, as well as for promoting language, cognition, and social competence and that children learn best in a play-based environment that provides a variety of opportunities to explore and manipulate their environment in interaction with adults, materials, and other children.

- Large periods of time are set aside for carefully planned and facilitated indoor and outdoor play experiences ensuring opportunities for learning and development in all areas.
- Staff utilize proven methods to support and extend children’s engagement in high-level play.

We believe that it is important to help every child become a curious, independent and self-confident learner.

- We make certain that children have many opportunities to wonder, pose questions, problem solve and make and evaluate choices as they work to understand their world under the careful guidance of our skilled teachers.

We believe that families are essential partners in our work with their children.

- Staff work to establish reciprocal relationships with families characterized by mutual respect, cooperation, shared responsibility and negotiation of conflicts toward achievement of shared goals.
- Families are encouraged to engage in ongoing communication with staff, to observe their children in action from the observation booths, to share unique talents and experiences in our classrooms and become active members of our Laboratory Preschool Family Partners group.
Our Programs

Curriculum
The curriculum in all Lab School classes is guided by the principles described on the previous page. Intentionally planned learning opportunities are designed based on the teachers’ knowledge of individual children in the class and knowledge of materials and teaching approaches that will support a child’s growth to the next levels. A balance of rich play opportunities, teacher initiated experiences, child initiated activities, and teacher directed learning experiences take place each day. Children have opportunities to develop and learn in small group activities, one-on-one work with an adult and in full group experiences.

Assessment
Assessment of children is an integral part of all of the Lab School programs. Teachers and staff use assessment to identify children’s interests and needs, document children’s developmental progress and learning, improve curriculum and teaching practices and the environment, arrange for developmental screening and referral for diagnostic assessments when necessary, and plan for program improvements.

Teachers use a variety of assessment methods and tools throughout the school year to assess children across all areas of development. Assessment is generally informal and takes place in the classroom while children are engaged in activities. These methods and tools may include, but are not limited to the following:

- Delaware Infant/Toddler Early Learning Foundations
- Delaware Early Learning Foundations
- Teaching Strategies GOLD assessment system
- TEAM (Tools for Early Assessment in Math)
- Developmental Portfolios
- Anecdotal Notes
- Checklists
- Work samples
- Informal Reading Inventories
- DIBELS

Teachers meet daily with their team of student teachers and practicum students to reflect on the day. Teachers interpret and use assessment results to align curriculum and teaching practices to the interests and needs of the children. Teachers keep assessment information confidential, and may share this information with their teaching staff and when necessary, Lab School administrators. Teachers communicate frequently with parents/guardians about their child’s development, and hold formal conferences twice each year. Parents/guardians are always welcome to request a copy of their child’s file and/or a meeting with their child’s teacher or an administrator.

Discipline through Positive Guidance
Teachers establish environments where all children, even those with the most challenging behaviors, have access to ongoing positive relationships. Teachers focus on preventing challenging behaviors by utilizing schedules, routines and transitions that match children’s developmental stages and abilities and teaching appropriate skills. They incorporate positive guidance strategies and model expected behaviors to help children acquire and refine the skills needed to be successful in a learning community.
Program Schedules

The sequence of the day in each classroom, with few exceptions, will remain consistent. Times however, will be adjusted to match the needs, activities, interests and rhythms of the children. Arrival and departure times will remain constant.

2’s Group
Tuesday & Thursday  8:45 - 11:45 am  Room 147

8:45 - 10:25  Learning Centers (including dramatic play, blocks, art, sensory activities, math, science, technology, puzzles & manipulatives
10:00 - 10:25  Potty Parties
10:25- 10:35  Clean-up
10:35 - 10:55  Snack
10:55 - 11:15  Story & Song time
11:15 - 11:45  Outside
11:45  Dismissal on playground

3’s/2’s Group
Monday, Wednesday & Friday  8:45 - 11:45 am  Room 147

8:45- 10:20  Learning Centers (including dramatic play, blocks, art, sensory activities, math, science, technology, puzzles & manipulatives
10:20 - 10:30  Clean-up
10:30 - 10:45  Group Time
10:45 - 11:05  Snack
11:05 - 11:15  Story Time
11:15 - 11:45  Outside Time
11:45  Dismissal on playground
### Afternoon Preschool Group

**Monday – Thursday** 1:00 – 3:15pm  **Room 147**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>1:00 – 2:00</td>
<td>Learning Centers (including dramatic play, blocks, art, sensory activities, math, science, technology, puzzles &amp; manipulatives</td>
</tr>
<tr>
<td>2:00 - 2:10</td>
<td>Clean-up</td>
</tr>
<tr>
<td>2:10 – 2:45</td>
<td>Whole Group Activity &amp; Snack Time</td>
</tr>
<tr>
<td>2:35 – 2:45</td>
<td>Story</td>
</tr>
<tr>
<td>3:00 – 3:15</td>
<td>Outside gross motor play on playground</td>
</tr>
<tr>
<td>3:15</td>
<td>Dismissal on playground</td>
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</tbody>
</table>

### PreK Group  **Room 144**

**Monday - Thursday 8:45 am - 3:15 pm & Friday 8:45am – 12:00pm**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>8:45-9:15</td>
<td>Arrivals/Gross Motor-Indoors and Outside</td>
</tr>
<tr>
<td>9:20-9:45</td>
<td>Table top activities - (Math/Fine Motor Activities)</td>
</tr>
<tr>
<td>9:45-10:10</td>
<td>Morning Meeting – (Greetings, Calendar, Songs, Weather, Jobs, Question Box)</td>
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<tr>
<td>10:15-10:30</td>
<td>Snack</td>
</tr>
<tr>
<td>10:30-11:45</td>
<td>Free Choice</td>
</tr>
<tr>
<td>12:00-12:30</td>
<td>Lunch</td>
</tr>
<tr>
<td>12:30-1:00</td>
<td>Outside</td>
</tr>
<tr>
<td>1:10-1:30</td>
<td>Read Aloud</td>
</tr>
<tr>
<td>1:30-1:50</td>
<td>Writers Workshop/Read Aloud Enrichment Activity</td>
</tr>
<tr>
<td>1:50-2:00</td>
<td>Wrap up on Carpet</td>
</tr>
</tbody>
</table>
PreK/Kindergarten Group       Room 135

Monday - Thursday  8:45 am - 3:15 pm  &  Friday 8:45am – 12:00pm

  8:45 - 9:10      Arrival and Word Study
  9:10- 9:35       Outside
  9:35-9:50        Morning Meeting
  9:50- 10:00      Yoga/Mindfulness
  10:00-10:30      Writer's Workshop or Social Thinking
                    10:30-11:30   Choice Time with Snack
  11:30 - 12:00    Reader's Workshop
  12:00-1:00       Lunch/Outside
  1:00-1:20        Read Aloud/Math Mini Lesson
  1:20-2:50        Choice Time
                    Small Group Instruction (Math)
  2:50-3:05        Interactive Reading/Writing
  3:05-3:15        Yoga/Mindfulness
  3:15              Dismissal
Play & Grow Together

Program Focus
Play and Grow Together is a program for infants and toddlers and their parent, grandparent, or other caregiver. Under the direction of a highly qualified teacher, caregivers encourage their young children to explore materials to increase their motor skills, communication and social and emotional well-being.

Carefully planned activities may include music with movement components, literacy experiences through language and print materials, and purposeful relationship building opportunities. Caregivers are provided with guidance in order to aid their child in reaching their full potential in all developmental domains during the program and then at home. Program schedules will be posted on the Lab School website.

After-School Program

Program Focus
The after-school program is a convenience for families in the full-day PreK/Kindergarten program who need to pick up their child after the school day ends. Under the guidance and supervision of the Laboratory Preschool Director and Administrative Coordinator, the after-school program will be led by undergraduate students majoring in Early Childhood Education, Human Services or a related field. The program will afford all children the opportunity to engage in developmentally appropriate activities in a supervised and safe environment that supports and enriches their school experience as they develop friendships and grow in social skills, confidence and independence.

The after-school program runs Monday through Thursday, 3:15-5:30pm and on Fridays from 12:00pm-3:00pm on days when the Lab School is open.
## 2015-2016 Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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| August 17 - 28 | **Home Visits**  
*Teachers will contact families to schedule a 1 hour home visit* |
| August 31      | **Playground Clean Up**  
*Families & Staff work together to spruce up the playground.  
If you can’t make it this date, we have other clean ups scheduled 11/19 and 4/7* |
| September 3    | **Classroom Visits**  
*AM 2’s class (9am-12pm) & PM preschool class (1-3pm)  
Teachers will contact families to schedule a 1 hour classroom visit* |
| September 4    | **Classroom Visits**  
*AM preschool, PreK and PreK/K classes (9am-12pm)  
Teachers will contact families to schedule a 1 hour classroom visit* |
| September 8    | **Lab School Classes Begin**  
*All classes will follow a phased in orientation. Half the class will attend the first day, the other half will attend the second day, and all will come the third day. Teachers will contact families with their start date.* |
| September 10   | **Family potluck picnic**  
*(5:30-7:00pm) Rain date: 9/17* |
| September 21 & 22 | **Picture Days**  
*3’s/2’s class on September 21, all other classes on September 22* |
| October 6 or 8 | **Curriculum Night for Adults**  
*(6:00-7:00pm):  
An Overview of the Goals & Purposes of Our Curriculum  
At least one parent/guardian is strongly encouraged to attend to learn about what your child will be learning at school and how you can support it.*  
**October 6:** PreK/Kindergarten Class & Afternoon Preschool Class  
**October 8:** PreK Class, Tu/Th 2’s class (6:00-6:30) & M/W/F 3’s/2’s class (6:30-7:00) |
| October 23     | **Last day for student teachers**  
*(new student teachers begin October 26)* |
| November 5     | **Art Night Out**  
*(7:00-8:30pm):  
Adults get together in the studio for an evening of art, food, and conversation* |
| November 19    | **Playground Clean Up**  
*(5-7pm)* |
| November 23 - 27 | **Lab School Closed**  
*Professional Development for staff & Thanksgiving Holiday* |
| December 11    | **Last day for University practicum students & interns* |
| December 18    | **Last day for student teachers**  
*new student teachers begin in January, date to be determined* |
| December 21 - Jan 1 | **Lab School Closed**  
*Winter Break  
School reopens on Monday, January 4* |
<table>
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<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>January 4</td>
<td>School reopens after winter break</td>
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<tr>
<td>January 18</td>
<td><strong>Lab School Closed</strong>- Martin Luther King Jr. Day</td>
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<tr>
<td>January 19-22</td>
<td><strong>Lab School Closed</strong> – Mid-year family conferences</td>
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<tr>
<td>February 8</td>
<td>New University practicum students &amp; interns begin</td>
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<tr>
<td>March 28 - April 1</td>
<td><strong>Lab School Closed</strong>- Spring Break  (<em>school reopens April 4</em>)</td>
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<tr>
<td>April 7</td>
<td>Playground Clean Up (5-7pm)</td>
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<tr>
<td>April 11 – 15</td>
<td>Week of the Young Child &amp; Book Fair: more details to come</td>
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<tr>
<td>April 14 &amp; 15</td>
<td>Grandparents Visiting Days</td>
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<tr>
<td>May 4</td>
<td>All Children Exercise Simultaneously (ACES) Day  (10am-1pm)</td>
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<td></td>
<td><em>Children and families are encouraged to join us for a day of activities designed to promote healthy exercising habits – regular classes will not be held</em></td>
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<tr>
<td>May 19</td>
<td>Art Night:</td>
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<td></td>
<td><em>An evening gallery reception celebrating the art work of children of the Lab School &amp; The College School</em></td>
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<tr>
<td>May 17</td>
<td>Last day for University practicum students &amp; interns</td>
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<tr>
<td>May 25</td>
<td><strong>Last day for Lab School Classes</strong></td>
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<tr>
<td>May 26 - June 3</td>
<td>End of the year family conferences</td>
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**Inclement Weather and Emergency Closings**

The UD Lab School typically follows the University of Delaware for inclement weather & emergency closings. **This year, we are using the REMIND program to alert families via text or email about school closings or delayed openings. See below for instructions on how to register.**

A message will also be posted on the Lab School phone (call 831-2304) and website homepage (www.labpreschool.udel.edu). Closings will not be announced on the radio.

Coming to school during inclement weather is always your family’s choice. We do not expect you to take unnecessary risks to get here.

**To Register for the REMIND program:**

To receive messages via **text**, text **@udlab** to **81010** or to **(302) 565-4179**.

You can opt-out of messages at anytime by replying, 'unsubscribe @udlab'  

**Or to receive messages via **email**, send an email to **udlab@mail.remind.com.**

To unsubscribe, reply with 'unsubscribe' in the subject line.
General Policies

Inclement Weather and Emergency Closings
The UD Lab School typically follows the University of Delaware for inclement weather & emergency closings. This year, we are using the REMIND program to alert families via text or email about school closings or delayed openings. See below for instructions on how to register.

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Admissions
The Laboratory Preschool is an inclusive early childhood education program. Children enrolled in the Laboratory Preschool come from families around the region from a wide range of backgrounds. We strive to ensure that our classroom enrollments reflect the economic, ethnic and cultural diversity of our region and include children with a range of abilities and needs.

- Children are admitted to each of our school-year programs for 2 through 6 year-olds based on their ages by August 31 of the admission year:
  - AM Preschool Class (T/Th): 2 years old
  - AM Preschool Class (M/W/F): 2-3 years old
  - PM Preschool Class: 2-4 years old
  - Pre-K: 3-4 years old
  - Kindergarten/Pre-K: 4-6 years old

- Children are admitted to our Play & Grow Together programs for 4 month through 22 month olds based on the order in which we receive the registration form.

- Admission to all of our programs is based primarily on the order in which preliminary applications are submitted. Preference is given, however, to children currently enrolled in the school and siblings of children currently enrolled.
2015-2016 Tuition and Billing
Payments are due the first of each month beginning the first day of school and ending May 1. If you would like to receive statements, please contact Sarah Kilpatrick: sarahk@udel.edu. Payments will be considered late after the 5th of each month and a $25.00 late fee will be assessed on past due accounts on the 6th of each month. Tuition amounts are below:

<table>
<thead>
<tr>
<th>Class</th>
<th>Total Tuition</th>
<th>Monthly Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 mornings</td>
<td>$2,862</td>
<td>$318</td>
</tr>
<tr>
<td>3 mornings</td>
<td>$3,816</td>
<td>$424</td>
</tr>
<tr>
<td>4 afternoons</td>
<td>$3,816</td>
<td>$424</td>
</tr>
<tr>
<td>4.5 days (until 2pm)</td>
<td>$6,975</td>
<td>$775</td>
</tr>
<tr>
<td>4.5 days (until 3:15pm)</td>
<td>$8,343</td>
<td>$927</td>
</tr>
</tbody>
</table>

There are 3 payment options available to your family.

Option 1: Online Payment
Visit our website each month and click on “pay tuition online.” You will need your bank account and routing number. We are not able to accept credit card payments.

Option 2: ACH Transaction
Tuition will be automatically debited from the bank account of your choice on the first business day of each month. If selecting this option, please contact Sarah Kilpatrick.

Option 3: Check
Please make checks payable to the University of Delaware. Checks may be delivered in person to Sarah Kilpatrick or Judy Bachman at our front desk, or mailed to: UD Lab School 459 Wyoming Road Newark, DE 19716.

Arrival and Departure
Regular and prompt arrival is expected and provides your child the opportunity to take full advantage of the program. Please notify the school by calling 831-2304 or emailing the teacher if your child cannot attend, and please notify the teacher in advance for any planned absences. Children attending kindergarten must meet state attendance requirements in order to be accepted into first grade in most schools. Please accompany your child into the classroom and sign-in on the clipboard.

Prompt departure is necessary to allow the master teachers to assume their role as clinical instructors for the UD students following dismissal. Please sign-out on the clipboard upon pick-up. Teachers will notify families concerning departure procedures specific to each classroom.

Written permission is required for someone other than authorized persons to pick up a child. Children will not be released without written permission from parents or guardians. Staff may require a picture ID if they do not recognize the person picking up a child.
Cell Phones & Texting
We respectfully request that families refrain from talking or texting on their cell phones while in the building unless there is an emergency.

Health and Safety
Medical records and information are confidential and will be protected in accordance with Office of Child Care Licensing regulations. In accordance with child care regulations, every child is required to have a medical examination before his/her entrance. Proof of medical examination and adequate immunizations for the child’s age must be submitted before the first day of school.

If your child has a slight or minor accident at school, he/she will be treated, a parent will be called and a written report will be given to the parent at the end of the day. If there is a serious accident, an attempt will be made to notify the parent immediately and necessary steps will be taken to provide appropriate emergency care. Please ensure that the emergency contact information in your child’s file is kept up to date.

Children should not come to school if they are not feeling well, have a fever, have had a fever over 100˚ in the last 24 hours, have diarrhea, have had two or more episodes of vomiting within a 24-hour period, have red eyes with a discharge, or symptoms which indicate chicken pox, impetigo, strep throat or lice. Each child is expected to come to school only when he/she is feeling well and able to participate in the full program, including outdoor play. If your child is not feeling well, he/she should remain at home.

Should a child become ill during the school day, we will call his/her parent(s)/guardian(s) immediately to pick up the child. If an adult cannot be reached, we will contact the people listed as emergency contacts in the child’s file. We will keep your child comfortable at our front desk or in an administrator’s office until they are picked up.

Prescription medication can be administered to a child only if the medication is in the original container, is clearly marked as to the time, amount and method of administration and a parent or guardian has signed the medication form indicating that such medication needs to be given. Only staff members who have an Administration of Medication certificate will administer medications to children. Please talk with your child’s teacher if your child needs to take medication at school.

Please protect your children from the sun while playing outside by sending in a hat or other protective clothing and by applying sunscreen before sending your child to school. Teachers may re-apply sunscreen while at school, but you must complete a medication form and provide the sunscreen labeled with your child's name. Teachers will also limit sun exposure by ensuring that children have the opportunity to play in the shade.

If your child is exposed to or has contracted any communicable disease (see list below), please notify the teacher at once, watch carefully for any signs of illness, and keep the child at home when any signs of suspected illness are observed.

Diphtheria                            Giardiasis
German measles                      Hepatitis A
Hemophilus Influenza Disease        Salmonellosis
Measles (rubella)                   Shigellosis
Bacterial (spinal) Meningitis       Mumps
Pertussis (whooping cough)          Rubella
Tuberculosis                           H1N1 Virus
Dress for Success
Children should come dressed for active and messy play, keeping in mind that independence in dressing is a goal. Please label all boots, jackets, sweaters and any clothing that may be left at school. **Children should have an extra change of clothes in their cubby at school.** Children will be going outside most days and should be dressed for the outside weather including boots when needed. Comfortable, closed-toed shoes are best for school and help to ensure your child’s safety indoors and outdoors.

The *Caring for Our Children: National Health and Safety Performance Standards: Guidelines for Out-of-Home Care*, written in collaboration with the *American Academy of Pediatrics*, recommend children play outdoors daily when weather and air quality conditions do not pose a significant health risk. We follow their policy which states: “Weather that poses a significant health risk will include wind chill at or below 15°F and heat index at or above 90°F, as identified by the National Weather Service.”

Snacks
The Laboratory Preschool provides a daily snack. Menus will be posted in the classrooms. We encourage children to eat a variety of healthy foods by planning snacks and cooking projects. Teachers model healthy eating habits by sitting with children and enjoying snack time together. In compliance with the Office of Child Care Licensing regulations, each snack will contain at least one item from two of the following food groups:

- Fruits and vegetables
- Dairy products such as milk, cheese and yogurt
- Protein such as cheese or beans
- Grains such as whole wheat crackers, cereal, bread

Families must notify teachers, in writing, about any food allergies or dietary restrictions. We will work with families to ensure that daily snacks are safe for each child and we will work with families and staff to ensure the school environment is safe for children with food allergies.

Snacks for Birthdays and Holidays
If you wish to provide a special snack to celebrate a birthday, cultural event or holiday please discuss your request with your child's teacher a week in advance. We encourage healthy, minimally processed choices that are low in sugar. Some ideas may include fruit salad, mini muffins, yogurt with fruit, 100% fruit juice popsicles, fruit & cheese kebabs, popcorn, banana or pumpkin bread, or small cupcakes or cookies. Please include a list of ingredients so we can ensure safety for children with food allergies.

Field Trips
Parents will be notified in advance of trips requiring transportation. The Laboratory Preschool may arrange buses for some trips and may ask family members to drive/carpool for other trips. Classes occasionally take short walking trips near the facility without advanced notice. The Laboratory Preschool follows the field trip safety requirements as described in the Office of Child Care Licensing regulations (page 51). A copy of the regulations is available for families to review at the front desk and on the OCCL website.

Photographs, Audio and Video Taping
As a training site for early care and education students and professionals, the Laboratory Preschool facility includes observation booths as well as audio and video recording in all classrooms. Children enrolled in the Laboratory Preschool may be taped and/or photographed and these documents may be used for training, research, presentations, written articles and other education-related purposes. A consent form addressing this topic is included in our enrollment materials.
Research
One part of our three-part mission is our contribution to the advancement of knowledge in child development and learning, curriculum, teaching and more. All research projects are reviewed and approved by the UD Institutional Review Board to assure compliance with federal requirements for the protection of all participants in research studies. Protections include assurances of no harm and of anonymity. In addition, all research projects must be approved by the Committee on Research serving children’s programs on campus and by the Director and Master Teachers of the Laboratory Preschool to assure that research activities will not disrupt or otherwise diminish a child’s experience.

Before each study, researchers obtain written informed consent for each participating child. Families decide if they would like their child(ren) to participate. Research projects may involve interviewing, observing, testing, videotaping families and children, asking parents or teachers to fill out questionnaires or research activities in the homes of the preschool families. Children are always thoughtfully introduced to the researcher prior to each investigation, and children’s responses are honored and respected. No child or family is ever required to participate. Bianca Graves (302-831-6205, bgraves@udel.edu) serves as the liaison between researchers and the Laboratory Preschool staff and families. She coordinates research approvals, consent forms, data collection activities with researchers, staff and families and communicates with families.

Contact Information

**Director**
Dr. Cynthia Paris  
Room 142  
831-8557  
cparis@udel.edu

**Administrative Coordinator**
Sarah Kilpatrick  
Front Desk  
831-2304  
sarahk@udel.edu

**Teachers**
Debbie Torbert, 2’s & 3’s  
Room 147A  
831-8462  
dtorbert@udel.edu
Sue Schmidt, PreK  
Room 144A  
831-0133  
junky07@hotmail.com
Laura Morris, PreK/Kindergarten  
Room 138  
831-3052  
lauramor@udel.edu
Anabelle O’Malley, PreK/K CoTeacher  
Room 146  
831-2304  
aomalley@udel.edu
Diane Crossan Lawler, Art  
Room 116  
831-8555  
dlawler@udel.edu
Katie Pollock, PM Preschool  
Room 145  
831-8556  
kapollock@udel.edu
Ariel Perez, Play & Grow Together  
831-2304  
aaperez@udel.edu

**Service Coordinator**
Kimberly Hill  
Room 116  
831-8555  
kimhill@udel.edu

**Administrative Assistant**
Judy Bachman  
Front desk  
831-2304  
jbachman@udel.edu