



The Learning Lab School
at the
College of Central Florida
2011-2012



License No. C05MA0026

—an equal opportunity college—

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Introduction

The nonprofit, state-of-the-art early education center serves as a teaching laboratory for the College of Central Florida Early Childhood Education degree programs. The CF Learning Lab School welcomes children ages 12 months to 5 years from all backgrounds and developmental levels. While children of CF students and faculty have enrollment priority, we welcome community children if space is available.

The College of Central Florida Vision Statement

Energetic, purposeful, creative, the College of Central Florida promotes learning in an open, caring, inclusive environment which encourages individual and community development inspired by shared values of integrity, service, responsibility and dignity.

The Learning Lab School Vision Statement

The Lab School is proud to support the Early Childhood degree programs of the College of Central Florida.

The CF Lab School provides a child-centered, play-based learning environment. Our goal is to promote the child's intellectual, emotional, social and physical growth with readiness skills based on age, individual growth and experience and to allow your child to develop at his or her own pace.

Philosophy

Aligned with its curriculum, Beyond Centers and Circle Time ©, the philosophy of the CF Learning Lab School is based on the theory that all children learn best through meaningful, play interactions with the teachers, objects and people in their environments.

Play experiences at the Learning Lab School are always child-initiated and child-directed with just the right amount of teacher assistance and guidance. Our qualified teachers design carefully organized, planfully arranged environments and play experiences so that children have opportunities to manipulate, explore, experiment, problem-solve, make choices, and develop new skills.

A Teaching Laboratory

As a teaching laboratory for the CF Early Childhood degree programs, CF Early Childhood degree students and faculty will be regular visitors to the Learning Lab School. All students and faculty are screened via background checks, and those not screened (including community members) will be escorted by a CF employee at all times.

All visitors, including CF employees not regularly assigned to the Learning Lab, must sign in at the front desk, and must be identified with a badge. All CF employees will be identified by their official CF badge, and all visitors must wear a designated visitor badge. Parents staying longer than the average pick-up and drop-off time will be required to wear a parent badge.

If you notice a visitor without a badge, please notify the nearest staff member.

The Learning Lab will also be used as a research facility. A child's image may be photographed or videotaped for educational purposes and only with advance notice to the parent. Your child will never be identified by their full name. All families will sign a permission form at the time of registration.

Choosing the Learning Lab School

We recommend that the parent first visit the center and then return for a child and parent visit prior to choosing our Learning Lab School. The program accepts children ages 12 months to 5 years old. The child will be assigned to a same-aged peer group, where the teacher will design activities to meet your child's developmental needs.

Each class operates at a recommended capacity and when capacity is reached the additional enrollees will be placed on a waiting list and notified as soon as an opening occurs. CF students and staff will be offered first chance for enrollment opportunities. New enrollees with siblings already in the program will be given second priority.

Children entering the program will be required to have a health examination and up-to-date immunizations upon enrollment.

Program Information

The Learning Lab School is aligned with the Early Childhood Education degree programs offered at the College of Central Florida, and our program provides practicum experiences for CF students, under the guidance of CF Early Childhood Education faculty.

Each teacher at the Learning Lab School will mentor to CF Early Childhood degree students, while providing the children in our care with high-quality, developmentally appropriate play-based learning experiences. Under the guidance of CF ECE faculty and Learning Lab teachers, CF degree students will be implementing the most current, research-based developmentally appropriate activities with children at the Learning Lab School.

In order for play to be valued, play behaviors and play products must be understood. The Learning Lab's curriculum, Beyond Centers and Circle Time ©, BCCT, is supported by research studies that have focused on the play products of young children. BCCT represents an approach that uses rich, well-planned and organized play opportunities supported with just the right amount of teacher assistance. It combines the best of play experiences and teacher-directed interactions to ensure children's successful journey toward readiness and success in school.

Assessments

All children's work is maintained in portfolios including digital pictures of their art products, marker/crayon drawings, easel paintings, block structures, emergent writing samples, bead stringing and cutting experiences. Anecdotal records, screenings, informal/formal assessments, and teacher observations are also part of this developmentally appropriate and individualized program.

Research based assessments, within the scope of developmentally appropriate and ethical practices may be implemented by students from the CF ECE degree programs. For the CF students' reports, your child will only be identified by first name or initials, and only for classroom purposes.

CF Early Childhood degree program students and faculty, and Learning Lab School staff and teachers are provided with an overview of ethical behavior, and are expected to follow the Code of Ethics provided by the Florida Department of Education and the National Association for the Education of Young Children.

Special Services

On occasion, staff may recommend that outside assessments be made to obtain a clearer description of the child's development and appropriate program content to meet the child's particular needs. Such assessments will only be done with parental consent. Assessment reports will be shared with parents, but otherwise will be kept confidential. If an assessment is done at the parent's initiative, the Learning Lab School requests a copy so that we can better meet the child's needs.

Voluntary Prekindergarten (VPK) and Subsidized Care

The CF Learning Lab School is an approved Florida VPK provider, and is contracted with the Early Learning Coalition of Marion County (352-369-2315) to provide subsidized care. Please ask us for specifics regarding participation in each of these programs.

Wrap-Around Services

The CF Learning Lab School is pleased to provide wrap-around care for children enrolled in VPK or subsidized care. Care provided outside the VPK hours of 9 a.m. to noon or past the subsidized time frame can be arranged as space is available. This wrap-around care is an additional service with a modest fee. Please inquire at the front desk for further information.

Parent Involvement and Volunteer Opportunities

Communication between parents and teachers is a key ingredient for a successful experience for your child and family. Ways in which the Learning Lab School and families can communicate to each other about your child include:

- personal conversations
- telephone conversations
- school newsletters
- Conferences
- daily notes
- parent pocket, in your child's classroom, used to distribute written information
- parent bulletin board located in the foyer that will also help keep you up to date on current events in the center.

Along with our planned family nights at the Learning Lab School, we have many opportunities for parents to be involved. Please watch the parent board for information or ask us about upcoming events.

Advisory Committee

The Learning Lab's advisory committee meets every other month and is comprised of one parent per 10 children enrolled in the center; a student from each degree program; one Learning Lab teacher; the CF Learning Lab liaison; a representative from CF ECE noncredit division; and the director (as a nonvoting member).

The advisory committee's purpose is to make suggestions and give advice to the Learning Lab director regarding Learning Lab School programming.

Special Events

Our Learning Lab School will host numerous themed events during the year. Some of our traditional events include an open house night in September, our November Thanksgiving feast, and our Read Across America event in March to celebrate the birthday of Dr. Seuss.

Please watch the parent board for information on dates and volunteering opportunities!

Hours of Operation

The CF Learning Lab School operates from 6 a.m. to 6 p.m., Monday through Friday.

Holidays and Planning Days

The Learning Lab School follows the CF calendar and is closed on the following days for planning or holidays:

Aug. 19, 2011	Staff Planning Day
Sept. 5	Labor Day
Oct. 11	College Planning Day
Nov. 11	Veteran's Day
Nov. 24 and 25	Thanksgiving
Dec. 21-30	Mid-Year break
Jan.2, 2012	Lab School Professional Development Day
Jan. 16	Martin Luther King Jr. Day
Feb.14	College Planning Day
March 12-18	Spring Break
May 4	College Staff Appreciation (Teacher Planning Day)
May 28	Memorial Day
July 4	Independence Day

You will not be charged for these dates. Please note the adjustment in your tuition statement.

Enrollment Paperwork

The following forms will be provided to you and must be completed prior to your child's enrollment in our Learning Lab School. Please ask if you have any questions as you complete these necessary forms.

- Enrollment Form
- Hospital Emergency Form
- Personal Information Sheet
- Emergency Contact Form
- Physical Form (yellow card)
- Immunization Record (blue card)
- Parent/Guardian Day Schedule
- Picture Release Form
- Income Eligibility Form
- Free/Reduced Meal Application
- Policy Handbook Acknowledgment Form

Enrollment Change/Withdrawal

Please provide the director with written two-week's notice prior to your child's last day at our school. Fees will be assessed for two weeks or until the child's spot is filled (whichever occurs first) unless we receive the written two-week notice.

Please note that your child's enrollment in another center may be delayed until your account with us reflects a zero balance.

Parents with an outstanding balance who are also CF students may have a financial hold placed on their college account prohibiting from registering for classes and/or graduation.

Tuition for 2011-2012

Student/CF Employee Fees

	<u>Weekly</u>	<u>Daily</u>
Toddlers	\$120	\$24
2-year-olds	\$115	\$23
3-year-olds	\$105	\$21
4-year-olds	\$100	\$20
5-year-olds	\$100	\$20

VPK only is free from 9 a.m. to noon.

Fees for Community Members

	<u>Weekly</u>	<u>Daily</u>
Toddlers	\$130	\$26
2-year-olds	\$125	\$25
3-year-olds	\$115	\$24
4-year-olds	\$110	\$22
5-year-olds	\$110	\$22

VPK only is free from 9 a.m. to noon.

A nonrefundable registration fee of \$100 is charged each fiscal year for each enrolled child. If you have more than one child enrolled at the Learning Lab School the fee for annual registration is \$150. If your child is *only* attending our VPK program, no registration fee is required.

Tuition Payments

Tuition statements are provided to the parents every two weeks, and payments are made to the Cashier's office in the Bryant Student Union. It is the parent's responsibility to provide the Learning Lab School with a receipt in order to make your account current within our computer system.

Please note that tuition is charged at a daily rate, which means your tuition will be prorated depending on the number of days we are open during the payment cycle.

Tuition Late Fees

We thank you in advance for paying tuition no later than the due date that is given for that payment cycle and appreciate your understanding in paying a fee of \$20 for late payments.

Please let the director know if you have extenuating circumstances regarding tuition fees.

In the event tuition is not paid and arrangements are not made with the Learning Lab School director, a notice will be sent to the parent after seven days. At 14 days, the child will lose his/her attendance privileges, and a second notice will be sent. All matters after 14 days will be handled by the Bursar's Office.

If a child's attendance privileges are reinstated, enrollment fees will be assessed at that time.

Parents who are CF students may also have a financial hold placed on their college account prohibiting from registering for classes and/or graduation.

Contracted Hours

The Learning Lab School allots a certain number of full-time and part-time slots in each classroom. Specific days for part time slots are determined by other previously-contracted part-time slots.

Schedule options are two, three, or five days per week. VPK children are scheduled 9 a.m. to noon Monday through Friday and wrap-around care is available for an additional charge.

Other Charges

A fee will be charged if required attendance sheets are not signed by the parent. This fee is assessed to recoup our reimbursement from the Early Learning Coalition which will be delayed if paperwork is not filed in a timely manner.

Attendance Policy

Each teacher plans a day full of research based play activities, and any absence or late arrival will affect the child's ability to benefit from the day's activities. We do plan for your child to attend each day and request you call us by 8 a.m. if your child will be absent.

Attendance is vital to your child's educational experience and provides a pattern of behavior for formal schooling. It is important for your child to attend the Learning Lab School every day, unless he/she is sick, in which case we do encourage you to keep your child home until the child is well. A doctor's note is required for a child who is recovering from a communicable disease.

When your child is absent for any reason, if the parent does not contact the center within two school days, the center will attempt to make contact with the parent. In compliance with the Rilya Wilson Act we are required to notify the Early Learning Coalition if a child under the auspices of the act has an unexcused absence or seven excused absences.

We do not provide make-up days for absences and there are no refunds of tuition.

Arrival and Departure Policy

All parents are required to sign their child in upon arrival at the school and check out their children on their way out of the building to ensure compliance with Florida licensing codes. Additionally, parents must make verbal contact with a staff person upon arrival or departure to assure that the transfer of responsibility for the child has taken place.

The parent or guardian must bring the child into the school and stay until the staff has welcomed the child. This is to permit a daily health screening to be performed and to ensure that staff is aware of any current health issues or concerns on the part of the parents.

For the safety of your child, our policy is to only release your child to designated parents/guardians or persons listed as approved by the enrolling parent or guardian. Should someone other than a designated adult need to pick up a child, the school must be provided advanced written notice and the person must bring proper photo identification.

Parents are expected to provide any and all contact numbers we might need in order to reach you. This includes home, work, pager, and cell phone numbers as well as email addresses. In addition, the Learning Lab School should have names and numbers of designees who might be able to locate you if we can not. Please be advised that staff are authorized to call your emergency contacts to pick up

your child if we are unable to reach you in a reasonable amount of time depending on your child's condition.

Only in a CF designated emergency situation will the director accept a telephone directive for the release of your child.

Please check with your child's teacher for the nap time schedule. We ask that you *do not* drop off your child during nap time unless prior arrangements have been made with your child's teacher.

Late Departure Policy

We appreciate you picking your child up on time and ask that you sync your clock with the sign-in clock at the Learning Lab. We understand that sometimes emergencies occur and you may run late. If you are running late, please call us at 352-873-5806 so that we may assure your child that all is well.

To compensate our staff for planning and teaching your child past the staff's assigned duty times, there will be a \$10 charge for the first five minutes after the designated pick-up time. After the first five minutes, the parent will be charged \$1 per minute.

In the event a parent does not pick up their child or does not call to say they are running late, every effort will be made to contact the parent and other designees. If a parent cannot be contacted, or if the parent has not arrived by 6:30 p.m., the Department of Children and Families and the Ocala Police Department will be notified.

Frequent or habitual late pick ups will require a conference with the school director and may result in the child losing attendance privileges.

Supervision Policy

Per Florida licensing guidelines, all children within the center are to always be under the direct supervision of one or more qualified adults. The ratio of adults to children is per state and accreditation guidelines.

Child Guidance

The primary goal of discipline at the Learning Lab School is to help the child develop self-control and assume responsibility for his/her actions. It is crucial to this effort that parents and staff maintain an on-going dialogue about all aspects of the child's development and behavior.

Positive reinforcement and redirection are two important tools to be utilized in encouraging acceptable behaviors. Negative behaviors will be handled in a developmentally appropriate manner. Neither corporal punishment nor verbal abuse is tolerated in the Learning Lab School. Respect for children is central to our discipline philosophy.

Parents will be kept aware on an ongoing basis of unusual behaviors or behavior patterns (both positive and negative) that develop, and, as warranted, conferences shall be scheduled. Parents are encouraged to bring any questions or concerns that they have to the teacher's attention.

In the event your child would benefit from more specialized services, we ask that the parent work with teachers and the director to find behavioral solutions. All attendance privileges are based upon providing an environment where all students, teachers and visitors have a safe, healthy environment.

Conferences and Daily Reports

Orientation meetings are held prior to a child entering a new classroom. Other parent/teacher conferences are held periodically or as needed to ensure ongoing communication. Conferences will always occur prior to the transitioning of a child to a new group. Parents are encouraged to request a conference whenever they would like to discuss something at length with staff. Staff will do the same. Daily communications are encouraged to discuss routines and incidental matters.

Daily reports are provided to parents of toddlers and 2-year-old children. This will include information on meals, diaper changes, naptime, and general classroom information.

Reports for the 3-, 4-, and 5-year-olds will be provided once a week and will include information on lessons of study and general classroom information as well as information specific to your child.

Classroom Transitions

Children may be moved from one class to another strictly based on unique circumstances and situations. A transition will be based upon the child's age appropriateness and developmental readiness. The decision will be made by the director based upon the input of the teacher, progress reports, conferences and assessments, and if there is adequate space available.

Children are transitioned between groups in the Learning Lab School to ensure that individual developmental needs are met and *not* strictly according to chronological age. The classroom placement of children is determined by the director and Learning Lab liaison, based on a number of factors, one of which is parent input regarding the child's needs.

Conferences are scheduled prior to all transitions to discuss the child's readiness for transitioning and to familiarize the parents with daily routines in the child's new group.

Records

All children's records are kept confidential. It is at the parent/guardian's request and with written notification for the release of any child's records to any other party. Records are maintained in the Learning Lab School for a minimum of two years.

Any changes in addresses, places of employment, CF student class schedules or telephone numbers must be reported to office staff as soon as possible.

Nutrition

The Learning Lab School serves breakfast, lunch and a mid-afternoon snack, all of which are included in your child's tuition. These meals are nutritious and are based upon United States Department of Agriculture guidelines. To comply with USDA guidelines, your enrollment package contains an application for Free and Reduced Meals.

To encourage the children to try all food that is presented to them, our meal time is family style dining where our teachers eat each meal with the children, modeling tasting of foods and etiquette as we engage children in language and conversation with rich, unique vocabulary. You are always welcome to have a meal with your child. Please provide an hour's notice for us to prepare a meal for you, as well.

As we model healthy food choices for the children and comply with USDA guidelines, we ask that you respect our request to not bring outside food to our Learning Lab School. If you would like to bring a special meal for you and your child to share, please check with us regarding USDA guidelines.

Please be aware that we do not believe in requiring children to eat particular foods if they decline, nor do we believe in withholding food as a punishment. Let us know if your child is on a special diet or has documented allergies.

Meal Times

Meals are served at the following times:

<u>Class</u>	<u>Breakfast</u>	<u>Lunch</u>	<u>Snack</u>
Toddler s	8:15 a.m.	11:15 a.m.	after nap
2-year-olds	8:15 a.m.	11:15 a.m.	after nap
3-year-olds	8:30 a.m.	noon	after nap
4- and 5-year olds	8:45 a.m.	11:45 a.m.	after nap

Because our certified cook plans each meal with care and USDA guidelines in mind, we ask you to please make sure your child is provided for in the meal count by arriving at the Lab School at least 20 minutes prior to breakfast and an hour before lunch.

If you are running late, please call us at 352-873-5806 and we will make sure your child is fed. Please note if your child misses mealtime without notification, they will be provided with a simple, yet nutritious, meal of a cheese sandwich, fruit and milk.

Birthday Celebrations

A birthday is a special day for a child. Commercially prepared food to share with other children in a group may be brought to the Learning Lab School for a celebration. Please consult with the child's teacher prior to such occasions.

Sharing Items from Home

In order to develop a broad, rich vocabulary, children are always encouraged to verbally share stories and events with their teachers and peers. Please check with your child's teacher for specific days to bring items from home to share with the class. Please note that these items will be displayed in a special place in the classroom for all children to view and will not be part of the learning activities for the day.

Dress

At the CF Learning Lab School, we play inside and outside, all year. Please make sure to dress your child appropriately for the weather and to always have your child in closed-toed shoes. Please do not bring your child to the Learning Lab in open-toed shoes, sandals, Crocs, or any shoe with a slippery sole. These types of shoes are not conducive to play.

Please keep at least two changes of clothes in your child's cubby at the center at all times. Avoid clothing that is difficult to button or unbutton, or clothes that restrict your child's freedom to move, explore and in which to get messy.

Your Child's Cubby Space

Children will have a cubby in which to place their belongings. Please keep the size of the space in mind when choosing a naptime mat cover, child-size blanket, small pillow and sleeping item (if desired).

Please make sure all items are tagged and labeled, including clothes and toys.

Each child also has a parent pocket in which we will place notes, newsletters, fee bills, etc. Please check the folder daily.

Health Information

The Learning Lab School attempts to maintain an environment as free of infectious agents as possible. Special housekeeping and staff procedures are key parts of this effort, but parents play a critical role in maintaining the health of the children at the Learning Lab School. All parents should familiarize themselves with the following health policies to ensure that children receive proper immunizations and that sick children do not expose others to illness.

Upon arrival at the Learning Lab School, parents are asked to wash their children's hands with liquid soap and running water. The Health Department also recommends that children's hands be washed before leaving school, also.

Sick Child Policy

If your child displays the following symptoms, you will be contacted and asked to pick up your child as soon possible, with a maximum time limit of one hour.

- temperature of 101.0 degrees or higher
- diarrhea and vomiting (will be evaluated by teachers and the director based on the child's physical condition)
- discomfort or pain which cannot be eased or requires continuous one-on-one attention
- outbreak of a contagious disease; chicken pox, impetigo, conjunctivitis, scabies, lice or ringworm
- unidentified rash.

The director will use her discretion after evaluating each individual situation to determine if a child should be sent home due to illness.

Returning to School

Your child may return to school under the following conditions:

- Your child has been fever free for 24 hours without fever reducing medicines. If your child left school with a fever, he/she **may not** return the following day.
- Your child has been symptom free of vomiting or diarrhea for 24 hours and can tolerate a typical diet.
- It is 24 hours after the first administration of medication and the child is no longer contagious.
- In cases of conjunctivitis, the child's eye must be free of discharge before they return to school with minimal time frame of 24 hours.
- If a child is able to participate in the daily routine and curriculum of the classroom, including outside play.

Medical Information

Physical examinations for all children entering child care are required. Each child must have a HRS Form 3040 from a registered physician. This examination must be taken within the year prior to entrance and is valid for two years (yellow sheet). The immunization record (blue card) should also be included. This record should include diphtheria, pertussis, tetanus, polio, MMR, varicella, Hib and hepatitis B immunizations.

Medication to be administered to a child must be authorized by a statement from the parent and doctor prescribed, in its original container. The statement must contain the name of the medication, child's name, date issued, time and amount of each dosage. The center cannot administer any nonprescription medication. Tylenol and Ibuprofen will not be given to any child without a physician's note.

Attendance is vital to your child's educational experience and provides a pattern of behavior for formal schooling. It is important for your child to attend the Learning Lab School every day, unless he/she is sick, in which case we do encourage you to keep your child home until the child is well. A doctor's note is required for a child who is recovering from a communicable disease.

Children who become ill will be removed from contact with others immediately. Parents will be notified and requested to make arrangements for the child to be picked up promptly. No exceptions will be made. Other children deserve the same considerations that you would want for your child. We ask that all parents have alternate care for their child(ren) in the event of health problems until they are able to come back to the center after an illness or injury.

Children should not be brought to the Learning Lab School if they have: **severe colds, pink eye, yellow or green mucus, undetermined rash or spots, fever, severe headache or upset stomach, diarrhea, oozing sores or other symptoms of illness.** If any of these symptoms are exhibited, the parent/guardian will be notified to remove their child from the school. Your child will not be allowed in the school for a minimum of 24 hours up to a maximum of 48 hours and may need a physician's note to return, depending on the symptoms. Any infectious disease must be reported to the school. Parents will be called when there is a need to remove their child from the school.

Staff is trained to administer emergency first aid and CPR. An informative call will be made to the parent for injuries other than slight scratches and bumps.

In case of an accident we will contact the parent or designee. In severe emergencies, the school will call 911. Office personnel will have the child's emergency form and go with the child if transporting is necessary. Medical requirements for student injuries suffered at school will be the responsibility of the parent. Most accidents are covered under the family's health insurance.

Lice

When a child has lice, they will be removed from the classroom and the parent will be contacted to take the child home. The child **may not** return for at least 24 hours and with all nits removed.

Injuries at School

All injuries will be evaluated and treated by the attending teacher. Injuries or unusual behaviors will be documented on an accident/incident form. Parents are to sign this form for our files and take a copy home. This system keeps the director, parents and staff aware of any occurrences that may affect the child's well being. All accident/incident reports will be reviewed periodically to ensure a safe and healthy environment.

Fire Drills

Evacuation fire drills will be held with all groups of children each month. These drills will be held at different times of the day in order to ensure readiness. A copy of each classroom's evacuation plan is posted by the doorway of each room. You will be notified where to go or pick up your child in case of an actual emergency evacuation.

Toilet Training

(Reprinted with permission from the University of Virginia, Malcom Cole Child Care Center Handbook)

Toilet training for an individual occurs over a period of time that can range from a few weeks to several months and include several stages of development.

Regressions are not unusual during the process, particularly if the child is affected by such things as illness, a move to a new home or child care center, or a new baby in the family. Accidents are to be expected and never met with disapproval. Daytime control may occur earlier than nighttime control. Girls tend to develop complete control of the elimination process earlier than boys.

Children rarely have the physical control, understanding of the process and the emotional maturity to successfully and consistently use the toilet prior to reaching 18 months of age, and on average, not until the child is 2½ to 3½ years old.

Because of the complexity of a child's learning to successfully and consistently use the toilet and intense emotional relationship between the parents and the child about the process, the center will not initiate toilet learning. Staff will, however, keep parents informed of any signs of readiness observed at the center.

Parents should keep center staff aware of child's movement through the developmental stages at home (see below) and may request a formal conference at such time the switch from diapers to pants is to be attempted. This will help ensure that staff are supportive and consistent with parental efforts with the child.

The stages of toilet training are:

1. Becoming aware of the process, i.e., developing a vocabulary for the process,
 - a. seeing others use the toilet, talking about being wet or having had a bowel movement,
 - b. imitating others by sitting on the toilet or potty chair, role playing with dolls about the process.
2. Communication, i.e. says, "I'm wet," "Change my diaper," or "I need to use the potty."
3. Develops sphincter muscle control as evidenced by two to three hours of dryness.
4. The child wants to use the toilet.

Center staff will be supportive of parental efforts to assist the child with toilet training and will never show disapproval when accidents occur. Success will be met with encouragement. After the switch from diapers is agreed upon between staff and parents, parents are responsible for always maintaining at least three pairs of underpants and changes of clothes in the child's cubby. Clothing should be easily removable, such as elastic waist pants, to help eliminate frustration when the child attempts to use the toilet without help. Because accidents will occur and regression is possible, patience is necessary as the child learns to use the toilet.

Please check with your child's teacher for additional information and resources.

Abuse and Neglect

Chapter 415, Florida Statutes, protects children and disabled or aged adults from abuse, neglect and/or threatened harm. Section 415.504 provides for a Central Abuse Registry in the Department of Children and Families (1-800-96-ABUSE) to receive reports of abuse and neglect and defines who must report abuse. All staff at the center are mandated reporters. The center adheres to the rules and regulations as they pertain to reporting abuse

Telephone Information

The Learning Lab School has a direct telephone number that goes to the administrative assistant's desk. It is 352-873-5806. The college's general number is 352-854-2322 or 352-237-2111. The telephones are answered by an automated attendant prior to 8 a.m. and after 4:30 p.m. Summer hours may vary.

Questions and Concerns

Although the Learning Lab School makes every attempt to offer the highest quality care to all children and families, there may be occasions when parents have concerns about particular events, situations or staff. In this event, parents are encouraged to talk to their child's direct caregiver as a first point of contact.

If they have tried this without satisfactory results, or if the concern is serious enough to warrant immediate administrative review, parents are encouraged to contact the school's director. The director will then schedule meetings as necessary with appropriate parties to gather relevant information before deciding on a course of action. Parents will be informed, as appropriate within confidentiality requirements, as to the result of the director's inquiry and action taken.

If the director cannot solve the issue to the parent's satisfaction, the parent should contact Debbie Bowe, the associate dean of Baccalaureate Programs and Teacher Education at 352-854-2322, ext 1575; or by e-mail, bowed@cf.edu.

Again, our goal is quality child care and we encourage parents to bring their concerns to us so that we can work together to ensure that quality.

Important Telephone Numbers

Learning Lab School Direct Number	352-873-5806
College of Central Florida	
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Early Learning Coalition of Marion County	352-369-2315

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