

Early Childhood Lab School Policy Agreements

UC Davis Center for Child and Family Studies

The following policies enable the ECL to provide an optimal program to meet the needs of children, families, practicum and internship students, and ECL teaching and administrative staff.

Child's Name

Parent's Name (please print)

Please read and initial your acknowledgment of each policy.

1) Child Attendance Requirement Exceptions

- a. Child illness or family emergency: See ECL Parent Handbook for Health Policies. *On each day a child will be absent due to illness, please notify the ECL office by phone or email to report the nature and progression of the illness so that we may track outbreaks and notify other families.*
- b. Travel and other discretionary absences: We ask that you plan vacation travel for school break periods. Please plan to miss ***no more than four discretionary (non-illness-related) days per quarter.*** If unusual circumstances indicate that a longer absence may need to be considered, a parent must seek approval from the ECL Director ahead of time.

*The primary mandates for the lab school are to be an education, research and demonstration site. None of these functions can be fulfilled unless our enrolled children are consistently present. This is also in the best interests of your child's development and learning. **If this is not possible for your family, enrollment in this program is not a good fit for your child. If your child is absent more than four discretionary days during an academic quarter, enrollment will need to be reassessed by the ECL staff and Director and may be terminated at the end of the quarter.***

_____ **My child will attend every day of the ECL program with the limited exceptions above.**

2) Arrival and Pickup

- a. Arrival: ECL classroom doors open at 8:45 a.m. and 12:45 p.m. Please plan to arrive no later than 9:05/1:05 so your child can participate fully in the day's activities, including class meeting and planning time (preschoolers) and sensory/art activities (infants & toddlers). *On-time arrival helps your child feel more like a member of the classroom community, allows for a reassuring parent-child separation routine, minimizes disruption for others, and decreases a child's frustration about not having enough time to play or join in ongoing activities.*
- b. Departure: ECL children's programming ends by 11:40/3:40. ECL teachers and student caregivers have time between 11:35/3:35 and 11:45/3:45 to verbally check in and sign out with family adults.

If you regularly pick up your child late, ECL enrollment may not be a good fit for your family. *At 11:45/3:45 ALL program adults must begin the 15-minute student caregiver debriefing discussion that is part of their coursework here. The ECL has no means of legally providing "aftercare" for children when staff must move on to student instruction. If you arrive late more than 3 times during a quarter, your CDDL will arrange to meet with you to devise an alternative pick-up plan. If your child continues to be picked up late, your ECL enrollment will need to be reassessed by the CDDL and Director and may be terminated at the end of the quarter.*

_____ **My child will arrive and be picked up on time each day.**

3) Enrollment Form Submission: All ECL enrollment forms must be fully completed and returned to our main office at least 2 weeks before your child’s first day of attendance. Changes in information throughout the year must be promptly communicated to the Office.

*Incomplete forms do not meet our program, state licensing and accrediting agency requirements and will be returned to parents to complete. Staff must also have time to plan based on information in the forms. Send our office **updated immunization records** as soon as your child receives new immunizations so that we remain in compliance with California Health Department reporting requirements.*

____ **I will fully complete all enrollment forms, turn them in by deadlines and update them promptly as required.**

4) Parent Orientation: Fall Parent Orientation evening is a two-hour, **adults-only** event designed to give you key information about your child’s upcoming year as well as the opportunity to begin building classroom community among the new and returning families enrolled in each class. It will also help you find “back-up” adults to call on if a delay or emergency detains you at a pick-up time.

____ **I (or another family adult) will attend the fall Parent Orientation (adults only)**

5) Reading All Information: The ECL staff communicates most official information to families via email, but distributes occasional materials into each child’s Parent File. Please keep yourself up-to-date.

Parents request and benefit from having detailed information about their child’s program curriculum and from understanding the “whys behind the whats,” so they can effectively partner with teachers. Office notices give you news you need to know about illness outbreaks, staff changes, and how to participate in events. A high quality program depends on everyone’s inclusion in the information loop.

____ **I will read all communications from the lab school and staff (email and paper)**

Parent’s signature

Date