

## **Philosophy and Goals of the Program**

The Callier Child Development Program provides a warm, accepting environment, rich in learning activities and experiences. Teachers value each child as unique, and facilitate growth toward independence, self-esteem and concern for others.

A developmental approach allows teachers to program for needs, abilities, interests and personal learning pace and style. Ongoing assessment of each child's growth and development is an essential tool in planning curriculum.

The program is designed to encourage curiosity, exploration and discovery. Children develop positive attitudes about themselves as they learn daily routines, master new skills, expand interests and participate in planning, decision-making and problem-solving.

Opportunities are constructed to foster creativity, to stimulate exploration of a wide variety of media and materials and to encourage communication of ideas and feelings as the children work and play together.

Physical development is supported by the promotion of good health habits and regular routines in eating, rest, exercise and elimination.

Callier believes that family is the child's primary environment and is committed to supporting and strengthening the parent/child relationship. The school is dedicated to creating an atmosphere in which children may become competent, productive, caring, happy individuals.

Children are supported in acquiring a love of learning and in integrating knowledge and skills that will be the foundation for positive future educational experiences. A partnership with parents, based on mutual respect and shared focus on optimum outcomes for children, helps program staff implement these goals.

Ensuring continuity of care is central to the Callier philosophy. To achieve this goal, Callier teaching teams function in two distinct loops.

- *The infant-toddler loop*
  - Serves children up to 23 months of age (by Sept. 1).
  - Children must be six weeks of age before attending.
  - Students take part in this loop for a maximum of two years, depending upon age at enrollment.

- *The preschool loop*
  - Serves children 24 – 48 months of age (by Sept. 1).
  - Students participate in this loop for a maximum of three years, depending upon age at enrollment.

Kindergarten teachers do not loop, providing a bridge experience for students before they leave Callier for other schools.

The loop system builds a sense of community, as children and teachers stay together, moving as a group each year to the next classroom. Looping facilitates the development of long-term, trusting relationships that benefit everyone involved – children, families and teachers.

For two-year-olds through kindergarten, the program includes cooperative programming with the Dallas Regional Day School for the Deaf. Students with hearing loss are integrated into classes; deaf education staff are part of teaching teams. Shared resources allow enriched experiences for all children and adults involved. This programming strengthens the communication skills of all participants. In some classes students will have the opportunity to learn sign language. Working and playing together encourages children to appreciate individual differences and value the worth of all members of the community

The program is located on the campus of the UT Dallas Callier Center for Communication Disorders. Infant, toddler and two-year old classes are housed in CD Building, a self-contained space designed specifically for this purpose, located at the east end of the campus. Classes for three-year-olds through kindergarten are accessed through the main entrance to the Callier Center. Access is restricted to authorized staff and parents. The program uses large, open classrooms, a cafeteria, two large indoor-play areas and six age-appropriate outdoor playgrounds.

All classrooms provide observation windows.

The Callier Child Development Program is licensed by the Texas Department of Family and Protective Services. Information about licensing regulations (Minimum Standard Rules for Licensed Child-Care Centers) may be obtained online at [dfps.state.tx.us/Child\\_Care](http://dfps.state.tx.us/Child_Care). Licensing reports and inspections are available for review in the office.

- Contact numbers:
  - Local licensing office, 214-951-7902.
  - Hotline for reporting concerns of abuse and neglect, 1-800-252-5400.

The program is accredited by the National Association for the Education of Young Children. Information about accreditation criteria may be found at [naeyc.org](http://naeyc.org).

Core curriculum used in the Callier Child Development Program is High/Scope. Information is available online from the High/Scope Web site at [highscope.org](http://highscope.org).

## **Policies and Procedures**

If changes in policies and procedures are made, parents will be informed in writing. Questions about policies and procedures should be brought to Gayle Wilson, Associate Director, who is the administrator responsible for program operation; to Arlene Graham, Infant-Toddler Program Coordinator; or to Karen Clark, Director.

Concerns may also be addressed to Michael Serber at UT Southwestern.

### **ADMISSION PROCEDURES**

*(Not applicable to Deaf Education students. Students enrolled through the Dallas Independent School District Regional Day School Program for the Deaf follow procedures for enrollment through the Individual Family Service Plan (IFSP) or Admission Review and Dismissal (ARD).)*

First consideration for enrollment is given to families affiliated with The University of Texas Southwestern Medical Center, based on priorities for eligibility determined by the University through the Child Care Advisory Team and the Governance Council. Priority consideration is also given to siblings of enrolled students.

The Callier Child Development Program does not discriminate in enrollment on the basis of race, color, national origin or religious beliefs.

### **Applications**

Applications for tuition slots are available online at [www.utdallas.edu/calliercenter/child-development/](http://www.utdallas.edu/calliercenter/child-development/) and may be submitted at any time. Waiting lists are maintained for existing slots. Enrollment for new slots opening each August occurs the preceding April.

### **Classes**

Children are divided based on age as of Sept.1. For easy reference, classes are given color names, maintained throughout the six-year enrollment cycle.

## **Enrollment Requirements**

At the time enrollment is offered, a non-refundable enrollment fee and signed Enrollment Acceptance form must be received. A security deposit of one month's tuition is required upon enrollment.

Before a child may attend, all fees and tuition must be paid, enrollment forms must be completed and a signed enrollment agreement must be on file. Parents are encouraged to provide all information that might aid the program in preparing appropriately for the child's entrance into school.

Enrollment forms include:

- Student Enrollment Information
- Emergency Contact and Release Authorization
  - Children will be released only to persons designated on this form.
  - Please keep information current so that parents or designated emergency contact persons may be contacted when needed.
- Medical Information Form/ Immunization Record
  - Must be signed by pediatrician.
  - Please update as immunizations are received or children's health/medical needs change.
  - Immunization requirements may be found online at [http://www.dshs.state.tx.us/immunize/docs/school/6-15\\_2009-2010.pdf](http://www.dshs.state.tx.us/immunize/docs/school/6-15_2009-2010.pdf)
- Authorization for Emergency Medical Care (two forms)
  - The form must be notarized.
  - For your convenience, the program administrative assistants are Notary Publics.
- Media Release Form
- Permission for Outdoor Activity
- Enrollment Agreement
- School Lunch Request Form

Enrollment forms must be reviewed, updated and signed annually.

For two-year olds through kindergarten, a Field Trip Permission Form is also required. Field trips are scheduled throughout the year and your child may not participate unless this form is completed. Callier provides a school bus and driver to transport children on field trips. The back of the permission form includes a release, which must be signed and on file before a child is allowed to ride the bus.

**Withdrawal: Written notice must be received 30 days prior to the withdrawal of your child from the program. This policy applies from the time the Enrollment Acceptance is signed, and is not dependent upon attendance. Failure to give appropriate notice could result in tuition charges for a non-attended month.**

The security deposit will be applied to the last 30 days of tuition.

The UT Southwestern-UT Dallas Callier Child Development Program does not maintain third-party liability insurance. Employees are provided liability coverage under Chapters 101 and 104 of the Texas Civil Practice and Remedies Code.

## FINANCIAL INFORMATION

### **Tuition**

Tuition rates are reviewed annually by the Childcare Advisory Team and approved by the Governance Council. Rates are posted online at <http://www.utdallas.edu/calliercenter/child-development/child/>

Tuition is payable the first of each month, beginning with the first month of enrollment. Tuition is prorated for enrollment or withdrawal in mid-month. Tuition is not affected by student absence, including long-term absence, for any reason, or by number of school days in a month. Tuition covers full-day care (7:30 a.m. to 6:30 p.m.); no part-time or drop-in arrangements are available. When two or more siblings are attending, a 15 percent discount is applied to the oldest child's tuition.

Monthly tuition is due in advance on the first of each month, payable to UT Dallas Callier.

**Accounts not paid by the 16<sup>th</sup> of the month will be considered delinquent, and a late payment fee of \$30 will be charged. Failure to pay tuition will result in dismissal.**

Automatic payment by credit card may be arranged through the Callier business office; a form is available for this purpose. Checks may be deposited in the collection boxes located in CD Building reception desk and in the main building on the floor in the front entrance foyer.

Tuition may also be paid at the Callier Center clinic window between 8 a.m. and 4:30 p.m., or by mail. Child Development Program staff do not handle payments.

### Other fees

- Enrollment Fee (\$100) required upon acceptance. (Non-refundable.)
- Security Deposit (one month's tuition) required upon acceptance. Applied to last 30 days of attendance when written notice received at least 30 days before withdrawal. The deposit is non-refundable for withdrawal prior to start date.
- Personal Care Supply Fee (\$25) due with first month's tuition; charged annually with August tuition. Helps defray expense of items including nap sheets, laundry detergent, tooth-brushing supplies, sun lotion and hats.
- Field Trip Fees (two-year-olds – kinder):
  - Transportation Fee (\$50) billed annually in September. (Non-refundable; prorated for mid-year enrollment.)
  - Field Trip Activity Fee for specific costs, such as admission, billed by semester. **Activity Fees are paid to the Callier Parents' Association (CPA).**
- A Late Pick-Up Fee is charged when a child is not picked up by 6:30 p.m. For the first three incidents, the charge will be \$10 for any part of the first 10 minutes past closing that a child remains in care. Additional late time will be billed at \$1/minute plus a staffing charge of \$12.50/half-hour for any part of the half-hour. Upon a fourth incident, the charge will become \$2/minute from 6:31 p.m.  
Chronic late pick-up may result in dismissal.
- Kindergarten –
  - Reservation Fee (\$175) Due the spring semester of the 4-year old (pre-kindergarten) school year. Non-refundable, applied to kindergarten supply fee.
  - Supply Fee (\$175); billed September of kindergarten year.

### Lunches

All tuition students receive breakfast and afternoon snack when in attendance at the times those meals are offered. Parents have the option to purchase school lunches. Lunch costs are billed with tuition monthly at a cost of \$1.40/day. Lunch payments may be deposited in the same collection boxes as tuition payments; payment by credit card may also be arranged.

A School Lunch Request form is available from the office or on-line at <http://www.utdallas.edu/calliercenter/child-development/>.

Changes in lunch options must be requested in writing one week in advance. Lunch orders/charges for children who regularly eat school lunch may be suspended upon completion of a form submitted by the preceding Friday.

Callier participates in the National School Lunch program; applications for free or reduced lunch, based on financial need, are available from the office.

More information may be found on the USDA Web site at <http://www.fns.usda.gov/cnd/lunch/>

“In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call 202/720-5964 (voice and TDD). USDA is an equal opportunity provider and Employer.”

## SCHEDULE OF OPERATION

### Arrival

School opens at 7:30 a.m., Monday – Friday. Classrooms are not open to children until this time. Parents who arrive before 7:30 a.m. are invited to wait in the Callier Clinic lobby (in the main building) where a play area is available.

### Parking

Drop-off and pick-up parking for parents is available in the West Campus Drive parking lot along the curb immediately adjacent to the playgrounds. Parents may also park for up to 10 minutes along the curb in front of the main entrance or in parking spots marked Visitor. Parents are asked NOT to park in UT Dallas or UT Southwestern permit-only spaces; violators will be ticketed.

### Sign In

Parents must sign children in and out each day. Time clocks are located in the foyer of CD Building and by the preschool office in the main building. Each parent and person authorized to pick up children will be issued an individual ID code that is used as an electronic signature to sign children in and out of care. This procedure is a licensing requirement and parents may be asked to withdraw children from enrollment if they consistently fail to comply.

## **Badges**

To provide optimum security, all parents and other persons authorized to deliver and pick up children from the program are asked to wear badge identification while on campus. Activated badges are required to access buildings and classrooms. Parents with UT Southwestern badges are given access through activation of those badges. Parents not affiliated with UT Southwestern may be issued Callier photo ID badges. Families may receive up to two Callier ID badges at no charge; there is a cost of \$10 for each additional badge. Lost or missing badges are a security risk and should be promptly reported to the school office to be deactivated.

Photos for Callier badges are taken at the following times and locations:

Tuesdays	12:30 – 6 p.m.	East Building (CD100)
Wednesdays	8:30 – 10:30 a.m.	Preschool Office (C104)
Thursdays	12:30 – 6 p.m.	CD100

Completed badges available by the following Monday.

Badges are assigned to individuals and should not be loaned to other people. To maintain a secure environment, please do not use your badge to open the door for someone or allow someone without a badge to follow you through an entrance. Persons needing assistance should be directed to the office or security guard.

## **Pick Up**

When children have not been picked up by 6:40 p.m., the office attempts to contact a parent or authorized person to pick up the child.

Parents who arrive after 6:30 p.m. are given a late slip to sign, verifying the time of pick up. Late slips are reviewed and charges are submitted to the Callier business office for billing. Chronic late pick up may be grounds for termination of enrollment. For more information, see “Financial Information/ Other Fees.”

Preschool buildings and play areas are closed at 6 p.m.; parents arriving after 6 p.m. may pick up children in the front lunchroom. Children in CD Building are brought to the foyer at 6:20 p.m. Parent badges do not operate doors after 6:30 p.m. Parents are asked not to remain in CD Building after closing at 6:30 p.m.

When picking up your child in the afternoon, please remember that, without staff supervision, classrooms and playground areas may not be used. Waiting areas are available in the main building in the Callier clinic lobby and in the downstairs dining area. When using those areas, please supervise children for their safety and as a courtesy to others.

## **Class Schedules**

Parents will be given a class schedule. Schedules may be modified when necessary to accommodate special circumstances related to weather, field trips, etc.

Sample schedule:

7:30-8:30 a.m.	Arrival/Quiet Play
8:30-8:45 a.m.	Breakfast
8:45-9:15 a.m.	Small Group activities
9:15-10 a.m.	Outdoor Learning
10-11:30 a.m.	Work Time (Learning Centers)
11:30-noon	Circle Time (Music and Movement)
Noon-12:30 p.m.	Lunch
12:30-1 p.m.	Outdoor Play
1-3 p.m.	Nap
3-3:30 p.m.	Snack
3:30-6:30 p.m.	Outdoor Activities/Afternoon Centers

## **Holiday Closings**

The Callier Child Development Program is open 12 months of the year, with closings for the specific holidays. Dates for the current school year holidays are available in the enrollment packet and posted on the parent bulletin boards. A school calendar, including field trips, special events and Parent Association activities, is distributed at the beginning of each semester.

Sample holidays may include:

*Labor Day*

*Thanksgiving Holiday*

*Winter Break*

*M.L. King, Jr. Holiday*

*Memorial Day*

*Independence Day*

*Teacher Preparation Day*

## **CLOTHING AND SUPPLIES**

Children should be dressed in comfortable clothing, suitable to both the weather and active play.

Jumpsuits and overalls are difficult to undress when the children need to use the bathroom. Elasticized waistbands may be easier for them to manipulate. Each child should have a bag with complete change of clothing; please mark each item with the child's name.

Infants, toddlers and two-year-olds being toilet trained may need more than one change of clothing. Check daily for soiled clothes. If a change of clothes has been used, be sure to replace it the next day.

**Parents are asked to provide disposable diapers and wipes for children wearing diapers.** These will be for individual use and you will be notified by the teacher when replacements are needed.

As soon as children can walk, they should wear shoes that support running and playing. Flip-flops are not appropriate; rubber-soled shoes (e.g. tennis shoes) are best for active play.

Weather permitting, your child will be going outside each day. Indoor play will be scheduled when the temperature or wind chill is below 32 degrees, when temperature or heat index is above 100 degrees, on red or purple air-quality alert days, or if it is raining. ([weatherunderground.com/US/TX/Dallas.html](http://weatherunderground.com/US/TX/Dallas.html))

Please be sure to send appropriate outdoor clothing for the season, marking each item clearly with your child's name.

### **Hats**

Children are required to wear hats when playing outside. Callier students are issued school hats, but these inexpensive cotton hats, which come in only two sizes and shrink with washing, may not provide optimum protection. Parents are encouraged to provide a hat for school use that ensures full coverage from sun exposure as recommended by the American Academy of Dermatology.

A good protective hat should shield as much of the face and neck as possible, with a wide all-around brim or front-brim with legionnaire-style flap over the neck. Hats made of material with a UPF of 30+ are most effective.

### **Sunscreen and Insect Repellent**

You may sign a permission form authorizing sunscreen to be used on your child at school. For students in the preschool loop, sunscreen will be provided by the school; parents of infants and toddlers must supply the sunscreen. The container should be clearly labeled with child's name. It is recommended that, for children older than six months, sunscreens be SPF 15 or higher, and protect against UVA and UVB rays; PABA-free options such as titanium dioxide are best for sensitive skin.

Permission may also be given for application of insect repellent at school. All insect repellent must be provided by parent. A repellent that contains 10-30 percent of DEET is considered effective and safe for child use. All containers must be clearly labeled with the child's name. The school is allowed to provide only one application of insect repellent daily; this is done after afternoon nap, before afternoon outdoor play.

### **Nap Items**

The school provides each child with a crib, cot or rest mat for individual use. Each child is given a fitted sheet permanently marked with the child's name. Sheets are washed weekly or more frequently as needed. Toddlers and older children may also bring a small (crib size) blanket; blankets will be sent home weekly, or as needed, to be laundered and returned.

Children are allowed to nap with one stuffed animal if that helps them to rest. Nap toys should be labeled with the child's name. Please do not send toys other than stuffed animals for nap use. (Please note that children under eight months of age may not have blankets, quilts or soft toys in their cribs.)

### **Toys**

Parents are asked not to send children to school routinely with toys and personal items from home. If younger children have transitional items (such as security blankets, "lovies", etc.) that may help them adjust to change or separation, these may be used at school. Because these special items are particularly important to children, they should be clearly identified with the child's name.

In order to give children some opportunity to share favorite toys at school, teachers may schedule sharing days with time set aside for this purpose. All possessions should be clearly marked with the child's name. Please don't send fragile, expensive items or toys with numerous parts.

### **Walkers**

Infant walkers have been identified as significant safety hazards and are not used in our program.

## SAFETY AND HEALTH

### **Emergency Response Plans**

Keeping your children safe is one of our highest priorities. The program has procedures for responding to a range of emergencies. Regular drills are conducted to prepare children and staff to react quickly and appropriately.

In the event of a weather emergency, groups gather for shelter in designated locations in each building; the children learn the “duck-and-cover” position. In response to fire, the buildings are evacuated; staff and children go to the perimeter fences to wait for instructions. A map of shelter-on-site locations and building evacuation routes is posted in each room.

If evacuation of the center should be required, parents will be contacted as soon as possible. It is important that you update the school office if there are changes in your contact information.

A general announcement with all available information will be placed on the office phones in English and Spanish; those numbers are 214-905-3094 and 214-905-3099. For parents at UT Southwestern, information will also be generated by group email.

The designated site for Callier Center relocation is Grauwlyer Recreation Center (7780 Harry Hines Boulevard; 214-670-6302), although in the event of an actual emergency, the final decision on relocation will be determined by emergency response agencies.

### **Injuries**

When a child is injured, staff members trained in First Aid make an assessment regarding appropriate action. Minor injuries are cleaned, bandaged and have ice applied if needed. Parents are notified of any injury which involves a blow to the head. If it is determined that an injury is non-urgent but may require the attention of a physician, parents are contacted and asked to come immediately to take the child to receive medical care. When the injury requires emergency attention, a 911 call requesting paramedics is placed; while waiting for medical services, first aid treatment is administered, and the child’s parents and personal physician are contacted.

An injury report form is completed for any injury observed or treated. The form is signed by the parent at pick up. Parents take the white copy and a yellow copy is given to the school office to be kept on file.

### **Illness and Emergency**

The school should be notified as soon as possible if a child will be absent. Children who have signs of illness (e.g. diarrhea, rash), or who have had a fever (100+) within the last 24 hours, or who have vomited or had diarrhea within the last 12 hours, cannot attend school.

- The school must be notified if a child contracts a communicable disease. Return to school after such an illness will be according to the standards of the Health Department or with the signed permission of a physician.
- If a child becomes ill or injured, the parent will be notified for instructions regarding needed treatment and/or to pick up the child.
- A Sick Child Form must be signed at the time a child is picked up.
- It is necessary that at least two CURRENT phone numbers be on file where parents may be reached during the day. A current phone number for the child's physician is also required. No treatment can be sought unless the parent has signed the appropriate treatment form.

### **Medication**

The administration of PRESCRIBED medication by school personnel is a service offered by the school. It is intended to facilitate the return to school of children recuperating from minor illnesses, such as upper respiratory infections, etc.

If a child is seriously ill, or if the failure to receive medication could result in critical health problems, the school may refuse responsibility of administering medication to any individual child. The school is essentially a well-child education program. Teachers and staff have the primary responsibility of group care and education.

- A completed School Medicine Form with parent signature must accompany medicine. If medicine must be given for longer than two weeks, the child's physician must sign a form. (If an equivalent document has been signed, it must be attached to a school form and the information properly recorded.) All information, including dates, must be included. If such information is not provided, the medication cannot be administered.
- **Only prescription medication will be given.** Prescriptions must be for the child and must be current. The medicine must be in the prescription container, clearly labeled. Over-the-counter medications will not be given.

Please check in all medicine at the office. Medicine is typically given before lunch and after nap (11:30 a.m. and at 3:30 p.m.). Asking the pharmacist to divide medication into two containers allows you the convenience of leaving one at school.

### **Allergies**

It is important to inform the school of any known allergies your child may have and to provide the office with instruction in identifying symptoms and responding as recommended by your child's physician.

Parents are asked to sign permission for allergy information to be posted as needed to alert staff. If needed, a supply of medication and the appropriate signed medication form should be kept at school for emergency use.

### **Pets**

Pets are an important part of the preschool curriculum. Your child's classroom/building may include animals. All pets are inspected annually by a veterinarian. Children are NOT allowed to handle reptiles or birds in accordance with licensing regulations, but they may pet rabbits or guinea pigs; appropriate hand-washing practices are used.

If your child is allergic to any of these, please be sure that the school is informed.

### **Water Play**

Water tables and other related activities are indispensable elements in the early childhood classroom.

Precautions are taken to ensure healthy practices: water tables/toys are cleaned and sanitized after each use, children are not allowed to drink the water, children with sores on their hands are not permitted to participate in communal water play, and fresh potable water is used for all water activities.

During outdoor water play activities, when wading pools are used, the water depth is less than 24 inches and pools are monitored at all times. A signed Outdoor Activity Permission Form must be on file for your child to participate in outdoor water play.

### **Nutrition**

Breakfast and afternoon snack are provided daily to all tuition students in attendance at serving times. Parents are asked not to send additional breakfast or

snack food to school. Breakfast is served each morning from 8:15 - 8:45 a.m.; snack is served each afternoon between 3 and 3:30 p.m. (2:30 p.m. for toddlers).

Please note that school food cannot be held for late arrivals; after serving times, leftover food is returned to the kitchen.

You may choose to purchase school lunches or send sack lunches with your child. Food served at school is planned to meet children's daily nutritional needs, in compliance with federal school breakfast/lunch program guidelines. (See [fns.usda.gov/cnd/lunch/](http://fns.usda.gov/cnd/lunch/) and [teamnnutrition.usda.gov/resources/mpk\\_tips.pdf](http://teamnnutrition.usda.gov/resources/mpk_tips.pdf).)

Parents who choose to provide sack lunches assume responsibility for meeting their child's daily food needs. Lunches are not refrigerated and teachers do not reheat food before serving.

Soda, candy and peanut products are not allowed. Any food from home must be labeled with the child's name and the date.

For suggestions for nutritious sack lunches, visit <http://www.ag.ndsu.edu/food/factsheet/sacklunchwhattopack.pdf>.

Children who are not yet able to eat food provided by the school will need bottles, formula, baby food, etc. provided by parents. These supplies will be identified for individual use. The school can supply bibs, feeding bowls and spoons or parents may send these items if they prefer to do so. Parents who want infants to use pacifiers should send these. Infant bottles are to be labeled with the child's name and date brought to school.

Breast milk must also be labeled with the date it was expressed. Frozen breast milk is thawed under running water or in the refrigerator, not in the bottle warmer.

After heating, bottles of formula or breast milk must be discarded after one hour at room temperature; bottles that are mouthed may not be re-used for another feeding.

Food is thrown away based on expiration date or contamination by saliva; any refrigerated food is thrown away each Friday. Children under 12-months-old are not served cow's milk, and children 12-24 months-old are served only whole milk. Solid foods and fruit juices are not served to children less than six-months-old.

### **Birthdays**

If you would like to celebrate your child's birthday at school, please discuss plans with your child's teacher in advance, at least one week before the party. Prime times for parties are at the end of lunch and at afternoon snack time.

The following guidelines must be observed to comply with health and safety regulations:

- Only whole fruit or commercially prepared foods in factory sealed containers may be shared with the group.
- Candles may be used for decoration but may not be lit.
- Balloons should not be used at school parties.
- Party favors or goodie bags will be sent home with children. Contents should not include food, candy or items that might be choking hazards.

## **EVALUATION AND ASSESSMENT OF CHILD PROGRESS**

### **Screening**

All students receive a developmental screening within the first 120 days of school attendance. Hearing, speech and language screening assessments are provided annually at no additional charge. Four- and five-year-olds receive vision screening annually.

### **Developmental Assessment**

Developmental skills are continuously assessed.

The High/Scope Child Observation Record (COR) is used to identify and record the growth that is taking place as children play, try out new ideas, solve problems and make new friends. Teachers write anecdotal observations and collect representative samples of children's work.

An assessment portfolio is maintained on each child and updated three times each year. Results are discussed with parents in individually scheduled conferences at the beginning and end of each school year. A written summary of your child's performance (COR Family Report) is provided at each conference and at mid-year.

### **Follow-up**

Any follow-up testing indicated by screening or developmental assessments will be discussed with parents; resources will be recommended. Parents must assume costs for additional testing.

### **Individual Education Plans and Individual Family Service Plans**

All Deaf Education students at Callier have individual learning plans. Children who are at least two-years-old through their third birthday have an Individual Family Service Plan (IFSP) and children over age three have an Individual Education Plan (IEP).

The education plan for each child is developed by a team that includes teachers, parents and other professionals who have knowledge of the child's needs. Plans include the specialized goals, services and accommodations that a child needs to support development and educational progress.

Callier Child Development staff members also work with families enrolled through the tuition program to support implementation of IFSP or IEP plans developed through early childhood intervention agencies or local school district programs. Families who need this support are encouraged to contact program supervisors for further discussion.

### **Confidentiality**

Information contained in children's files and assessment information on children is considered confidential. Program staff are provided access to information as needed to ensure children's health and safety, appropriate care and educational support.

Children's files and assessment documentation may be subject to review for the purposes of program regulation and evaluation by the Texas Department of Family and Protective Services, the National Association for the Education of Young Children and The University of Texas at Dallas.

Written consent of a parent/guardian is required before student records may be released to other individuals or agencies.

### **DISCIPLINE AND GUIDANCE**

Callier views a child's behavior in terms of development. The goal is to help children gain a sense of self-control.

It is the philosophy of the program that all children need to feel loved and secure, that a developmentally appropriate environment and daily routines are basic tools in positive guidance of children's behavior, and that adults are powerful models in showing children acceptable behaviors.

Teaching strategies include:

- Anticipating and preventing problems whenever possible.
- Setting clear and consistent limits.
- Staying engaged with children to support appropriate play
- Recognizing and identifying children's desirable actions.
- Hesitating when appropriate to support children to resolve conflicts independently.
- Investigating to better understand causes and circumstances before determining solutions.
- Allowing children to experience natural and logical consequences of their choices.
- Communicating with children, parents, team members and support staff as needed.

Children are removed from an activity or from the group only when necessary to help them regain control; they are given the opportunity to return when they are able to do so. When a child displays persistent problem behaviors, parents will be included in developing a plan to address these.

### **Biting**

Biting is a common occurrence among young children. Research indicates that one in 10 children bite another child at least one time. Biting occurs for a variety of reasons: a misdirected attempt at communication or interaction; aggression or defense of property or territory; sensory exploration, or a response to teething.

Biting is more disturbing than most other types of aggressive behaviors to parents, care-givers and children, and it is always taken very seriously.

The child who bites is removed from the vicinity of the bitten child.

Other than a short, clear message – “Biting hurts! No biting.” – interaction is kept to a minimum; teachers stay calm to avoid reinforcing the action.

The child who is bitten receives comfort and the bite receives appropriate first aid.

When a child is bitten at school, the parents of that child and the parents of the child who bit are notified.

In responding to biting, the paramount goal is to prevent recurrence; keeping children safe is the most basic priority. The biting incident is reviewed to help determine causes/contributing factors; when identified, these are immediately addressed. Once a child has bitten, teachers are alert to catch and redirect further attempts.

Children whose biting seems to be related to oral stimulation may be given alternatives that are allowable to bite. Children whose biting seems to target particular individuals are redirected to play with other partners. Children who bite in an attempt to engage peer attention are given opportunities to learn and practice appropriate communication and interaction strategies. Children who bite may be shadowed with one-on-one monitoring during some activities and routines.

The program is committed to supporting children's optimal development, to addressing children's individual needs, and to creating a caring community. Every effort is brought to bear to extinguish biting behavior, without vilifying or rejecting the child who is biting. Dismissal from the program is the last resort. If all of the program resources have been brought to bear and a child's biting of other children continues in spite of those interventions, parents may be asked to keep the child at home for a period of time or to withdraw the child from the program.

### **Web Resources on Biting**

[toddlerstoday.com/resources/articles/firstbite.htm](http://toddlerstoday.com/resources/articles/firstbite.htm)

[healthychild.net/SafetyFirst.php?article\\_id=165](http://healthychild.net/SafetyFirst.php?article_id=165)

[ceep.crc.uiuc.edu/poptopics/biting.html](http://ceep.crc.uiuc.edu/poptopics/biting.html)

## **PARENT PARTICIPATION**

### **Parent-Teacher Communication**

On-going communication between home and school is essential to the child's well being. Parents of infants, toddlers and two-year-olds will receive written information daily.

Email is another effective way for teachers and parents to exchange information. Parents are encouraged to talk regularly with teachers. Although parents and teachers may talk briefly at arrival and pick up times each day, teachers are unable to engage in extended conversations when they are responsible for children.

To discuss an issue at length, it is recommended that you schedule a mutually convenient time for a meeting or phone call. Teachers may make or return phone

calls when children are napping or when someone is available to cover the classroom.

### **Messages**

Staff email addresses are available through the school directory. Phone messages for staff may be left through the school office. The CD Building desk is staffed and the phone is answered until closing at 6:30 p.m. daily. After hour calls may be left on voice-mail. Emergency calls may be made to the Callier Security desk at 214-905-3020.

### **Parent-Teacher Conferences**

Formal individual conferences to discuss student progress are offered in October and May. Additional conferences may be held at the request of the parent or may be requested by the teacher. Parents receive written summaries of children's performance at conferences and at mid-year.

### **Information Boards and Clothes-pins**

The dry-erase boards at the front door of each classroom/building are used to relay information about activities for the day.

Cubbies or clothes-pins are used both for messages to parents and for holding items children may take home; please remember to check these daily. Each Friday, parents receive information about curriculum for the next week via the "Gold Sheet," a summary of the next week's lesson plan including target vocabulary, themes and some of planned activities in math, science and literacy development.

### **Observation/Participation**

Parents are encouraged to observe the program at any time. Observation windows are available in all classrooms, reducing the problem of disruption of routines. Parents are invited to visit classes, join their children for lunch and accompany children on field trips. Parents may also schedule times to volunteer in the classroom or to help with other tasks, such as working in the library.

### **Field Trips**

Field trips are an integral part of the preschool curriculum, providing rich learning opportunities through shared experiences exploring the resources of our community. Parent participation is welcomed. Parents are provided written guidelines for field trip volunteers and are asked to support the teachers by following these policies. Parents who volunteer as field trip chaperones may not

bring along siblings or other children. CPA funds are available to cover admission costs for volunteers as needed.

### **Parent Resources**

Information of interest to parents is posted on the bulletin boards by the time clocks. Brochures and hand-outs on topics related to parenting and early development are displayed. Replacement copies of current menus, calendars and other distributed items are also available in these areas or from the office. Links to Web sites about various topics may be found at [www.utdallas.edu/calliercenter/child-development/](http://www.utdallas.edu/calliercenter/child-development/).

Books and other resource materials are available in the program resource library and in the Conference/Nursing Room in CD Building for parent check. Other materials related to specific issues may be provided upon request.

The program schedules Brown Bag sessions at various times throughout the year about topics of interest to parents. Parents may attend evening classes in sign language at no charge.

### **Callier Parents' Association (CPA)**

The Parents' Association provides support for the school through fund-raising activities and volunteers. Parents of all Callier Child Development Program students are considered members. CPA meetings are held monthly. There are many opportunities for participation through projects and special events each year. Information about these events is posted on designated bulletin boards near the check-in stations.

### **Grievance Procedures**

Parents' concerns that cannot be resolved satisfactorily by communication with the child's teacher should be addressed to the appropriate supervisor.

Parents may contact supervisors at any time by phone or email to request an appointment. If families and program administrators are not able to reach a satisfactory solution, parents may present their concerns in writing to the director of the UT Dallas Callier Center. Callier is committed to working with families to achieve a shared goal of providing the best possible care and learning environment for children.

Despite diligent effort, in some cases, resolution of differences may not be possible. In such circumstances, parents or the UT Southwestern- UT Dallas

Callier Child Development Program administration may decide to terminate enrollment.

**Callier Child Development Program Contact Information**

Mailing address: 1966 Inwood Road  
Dallas, TX 75235

Telephone:

Preschool Office (C104)	214-905-3094 (UT Southwestern call 5-5437)
Fax	214-905-3022
Infant/Toddler Office	214-905-3099 (UT Southwestern call 5-5438)
Fax	214-905-3004

Administrators' E-mail

Gayle Wilson	<a href="mailto:gwilson@utdallas.edu">gwilson@utdallas.edu</a>
Arlene Graham	<a href="mailto:Arlene.graham@utdallas.edu">Arlene.graham@utdallas.edu</a>
Karen Clark	<a href="mailto:kclark@utdallas.edu">kclark@utdallas.edu</a>

Callier Business Office (Patty Lee) 214-905-3119

Callier Security 214-905-3020

UT Southwestern Liaison  
Michael Serber 214-648-7851