

Welcome to the Center for Young Children (CYC), a laboratory and demonstration school which is an academic unit of the College of Education at the University of Maryland. The Department of Human Development and Quantitative Methodology (HDQM) oversees the CYC's operation. We are glad to have you as a part of the CYC. Families and teachers are partners here, with the goal of working together to ensure optimal development of all children. We are here to provide high-quality education and care for your child, and we want your child's experiences at the CYC to be ^L

The Center for Young Children traces its origins to the University

(see [Anti-Bias](#) policy, [Appendix C](#)). The CYC exemplifies research-based knowledge on how children learn and mirrors what pre-service students in the teacher education program within the College of Education learn in their classes.

Our goals for children include:

- Active involvement and enthusiasm for the learning process
- Creative thinking and expression
- Active curiosity, questioning

1. Compliance
2. Professional Development
3. Accreditation
4. Developmentally Appropriate Activities
5. Administrative Practices

Maryland EXCELS promotes quality by awarding ratings to Child Care Centers, School-Age Child Care Programs, Family Child Care Homes and Public Prekindergarten programs. These ratings are available to families as a way to help them make informed choices in the care of their children.

The system is simple: programs earn ratings on five (5) progressive check levels that form a pathway to excellence. A rating of '1' is awarded to providers and programs that successfully meet initial requirements, while a rating of '5' is awarded to those that have achieved the highest level of quality.

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Children enrolled in the CYC participate in research studies that increase understanding of child development and learning. The CYC serves as a laboratory school for faculty and student research in the Research and Quality Department, College of Education, and related units on campus. Children may participate in research projects that focus on early childhood mathematics, language, and literacy. Additionally, families and teachers have the opportunity to learn more about child development from participating researchers. Researchers present information to families and children.

Center's mission. Responsibilities include review of proposed research, developing policy and instituting programmatic changes as needed. The director is a liaison with University personnel and is an advocate for the Center.

The assistant director holds an advanced degree in early childhood education. The assistant director shares the responsibility for the daily operations of the Center, manages both the licensing and accreditation processes, monitors the family service requirement program, and works directly with all staff including teachers, teacher-trainees, and student classroom aides. They are responsible for interviewing, hiring, and scheduling all undergraduate student aides, as well as selecting and placing interns in classrooms. They work on various committees, manage the CYC library, and plan for the CYC Families Read program each semester.

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Enrollment at the CYC is not limited to the campus community; however, priority is given to current University of Maryland System school affiliates (see admissions policy, available in front office). The Center enrolls children representing a diversity of race, gender, country of origin, family make-up, and ability. CYC accepts the Maryland Child Care Scholarship to encourage enroll

The Afternoon Gathering program is from 4:30 – 5:30 p.m. during the academic year.

Families can select for their child to attend Afternoon Gathering. This choice must be made for the entire year, and is indicated on the . Afternoon Gathering has limited spaces for enrollment.

During Afternoon Gathering, teachers will supervise a variety of informal activities, including music, books, toys, and outdoor play. While this time is developmentally appropriate and well-supervised, it is

Afternoon Gathering teachers are members of the CYC teaching staff, (qualified teachers and student aides). Children participating in Afternoon Gathering will transition from their core day teachers to their Afternoon Gathering teachers at the appropriate times.

Parking permits will be distributed to new families during the week of Gradual Entry. Two “YC Lot” permits are available for each family. These permits allow a parent to park in the YC parking lot for up to one hour while you are on CYC business. Cars that are parked in the "YC" lot and do not display the proper permit, or that display the YC permit incorrectly, will be ticketed. CYC staff have no control over car ticketing on the UMD campus and cannot forgive or reduce parking fines given by Transportation Services.

According to Maryland Child Passenger Safety Laws, any child who is not yet eight years old must be correctly buckled in a child safety seat, unless over 4’9” tall. Police officers periodically conduct car seat installation safety checks on children arriving at the CYC. Please remember, no child of any age should be left unattended in a car, even for a short period of time!

The spaces in the YC lot . CYC teachers and staff will park in the middle spaces in order to allow families the safer spaces adjacent to the sidewalks. . This area gives space to all cars passing through, and in addition, is reserved for emergency vehicle access. Please remember that the one strip adjacent to the dumpster is part of the YC lot, and has sidewalks for safe access to the CYC. Be sure to display your YC permit at all times when parked in the YC lot.

For added parking lot safety for all, please note that vehicles may not be left idling when dropping off or picking up your child, unless an adult remains in the vehicle and it is necessary to maintain interior temperatures of the vehicle due to extreme heat or cold.

No child should be dropped off to walk into the Center alone. Please escort your child to the classroom. Please plan to remain long enough for him to transition comfortably to his teachers and friends. If you need help with this transition, please speak to your child’s teachers. Children MUST be signed-in on the attendance sheet provided for the class every day.

At the end of the day, be sure to say goodbye to your child's classroom teacher or the Afternoon Gathering teacher so that she knows your child is leaving. Sign out sheets will be in the classroom with the children, or outside if the children are outside.

, Please do not pull out Great Room toys and games at this time.

. Children can understand that this button is not a toy, but intended for use by persons with special needs, and that with unnecessary use it will wear out and require constant repair. Finally, children are pick up time, when children tend to dash for the door and can end up outside the building without a parent.

If the adult indicated on the sign in sheet is not able to pick up the child, families must inform the office. With a phone call from a legal guardian, children may be released to adults who have been authorized by the family and are listed on the child's "Authorization for Pick Up" form.

If these procedures are not followed, . Always remind the child when someone different from typical is going to pick him/her up from school.

If a parent or an authorized adult cannot pick up a child, there must be another adult pick up the child. Parents may email a consent form to allow their child to be picked up by another person who is or is not on the authorized pickup list. Please email the form to the administration keq@perc.state.md.edu. not Adlers admini k b



NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM.

Your child anticipates your arrival at the end of the day. A child can become worried and anxious if their classmates have all been picked up and their own parent has not yet appeared. In addition, teachers have a full day. If you arrive late, a late fee will be assessed, and the staff is required to submit a late fee form to the front office. Late fees are due within 48 hours after receipt of the late fee notice.

Late Fees Per Child: \$10.00 - first 5 minutes and
\$ 5.00 - each additional 5 minute increment or part thereof.

Late fees are strictly enforced throughout the school. You will be asked to sign a Late Pick up Form.

Late fees will be imposed when school is closed early prior to holidays and for emergency closings, unless suspended at the director's discretion. Fees are payable directly to the teacher(s) who stayed with your child by cash, check, or method such as PayPal or Venmo, if agreed upon by family and teacher.

If a family has had an emergency near the end of the day, such as a car breaking down or an


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The CYC also reserves the right to close on an emergency basis for conditions other than inclement weather. The CYC recognized the great hardship this may cause, and

The CYC is pleased to accept the Maryland Child Care Scholarship. For more information about the scholarship, to determine eligibility, and to apply, please visit the [Child Care Scholarship website](#). If you have questions, please contact the CYC's program coordinator at (301) 405-3168.

Families are the first teachers of their children, and as such are encouraged to participate in the education of their children here at the Center (see [Appendix A](#)). You are encouraged to share talents, workplace and departmental resources, ideas and other interests with the teachers and children. Activities that provide an opportunity for family participation include acting as chaperones on field trips, having lunch with children, and attending after-school potluck dinners, fundraising events, fairs, outings, and picnics.

Families are welcome to observe at the Center. Our observation booths enable you to do so without



All CYC families are invited to attend our annual Open School Night that is scheduled near the beginning of the school year (mid-September). During this evening, families hear from the director, other administrators and classroom teachers about specific school and classroom policies and practices, important procedures, and the curriculum. A good deal of valuable information is shared at the Open School Night, so all families are encouraged to attend. The CYC cannot provide child care for this event as all of the classrooms and the Great Room will be in use. This is an adults-only event.

Field trips support our curriculum by allowing children first-hand, often hands-on related experiences away from school. Destinations may be on- as well as off- campus.

Trip Expectations

Siblings, whether younger or older, may accompany participating families on trips, since they can divert attention away from the group of children which the adult is responsible for supervising.

teachers will provide snacks, if appropriate, on the trip. [:]

Please participate fully in all aspects of a trip if accompanying your child's class.

Please refrain from smoking at all times when on a trip.

Please refrain from talking or texting on your phone unless directly related to the



Children love to say their morning good-byes and greet their family members after a long day at school. They truly desire your undistracted attention during these times of the day. Teachers also have a busy day. We want to communicate with you, so please be available to chat briefly with them at these times.

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Maryland's State Department of Education (Office of Child Care) provides schools with the state's Health Inventory document that is mandatory for families to have completed by a licensed healthcare professional (family pediatrician) before a child can be admitted into childcare programs. In addition, a completed immunization history must be on file, as well as any medications that

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Test for COVID-19 on day 6: if negative, continue taking precautions (masking) through day 10.

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If test is positive but child/staff remain asymptomatic, they must isolate through day 5 (day of testinQ

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serious accident or illness, 911 will be called.

We ask for confirmation from a medical professional in terms of all reported allergies, including food allergies.

If your child has an asthma diagnosis, your doctor will need to complete an Asthma Action Plan. You will be responsible for providing any medications listed on the plan.

At the CYC we believe children should be encouraged to play outside in all kinds of weather. In the winter, children must be dressed warmly with their head, feet, and hands covered. Jackets, boots, mittens, and hats, and if possible snowsuits are encouraged on very cold days. Please layer your child's clothing for warmth. Outside play gives children a chance for fresh air, a change of environment, and an opportunity to burn off energy by using large muscles.

We have consulted with medical professionals and have been advised that children who are recovering from mild respiratory infections can play outdoors, without affecting the course of their recovery so long as they are properly dressed (including headgear). In very cold weather, the children go outside for a much shorter time. Careful dress, and careful observation of the children are paramount. When strong winds or extreme temperatures exist, extra care is taken to determine if outside play is appropriate. For extreme weather, we will follow these guidelines: wind chill factor at or below -10 will limit ares

CYC classrooms h

In order to foster a positive learning and community environment at the CYC, we encourage families to voice any concerns to teachers, and if necessary, to the administration. The administration takes these concerns seriously and will work to uncover solutions. Attempts to encourage unrest, without problem solving through the appropriate administrative channels, may undermine the sound operation of the Center. Any abusive behavior on the part of a parent may jeopardize a child's enrollment. A parent's abusive behavior includes, but is not limited to, verbal harassment and threats toward Center staff.

The CYC is considered a drug-free zone. If, in the opinion of the Center administrator at the time of pick up, a parent or other authorized person picking up the child is in an intoxicated or drugged condition, said parent will not be permitted to pick up the child. If the administrator of the CYC observes a parent who is intoxicated or drugged, the administrator will call the police.

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own activity choices.

Children participate in this process early in the school year. When issues arrive, adults and children can reference the “I take care of myself, I

The CYC offers a planned curriculum for children in every classroom. The program is geared to meet the needs and promote growth in the physical, social, emotional and cognitive development of children.

Each team of teachers meets at least once a week with the curriculum specialist to decide on and plan appropriate topics for the children to study. The topics chosen are in the “here and now” and relevant to children’s lives. The teachers watch children at work and play to look for clues in what topic might be of interest for them. Some recent topics include the playground, babies, getting around, trucks, ice, the library, snails and gardens.

Field trips play an important role in the curriculum. In order to investigate their work, children need to experience their world first hand and in a group. For young children, local trips into the community are appropriate. For example, one classroom visited a nearby dining hall to see where the trucks are loaded during

To help children learn group living

We know that a child's healthy attitude toward others builds upon a positive (not superior) sense of self. But we recognize that impressionable young children can develop "pre-prejudices" (Derman-Sparks, see below) based upon exposure to others' comments and actions as well as simple misunderstandings of experiences and information.

CYC staff therefore will:

Ensure that each child's positive identity is nurtured. Upon this foundation, we believe that children can find, as Derman-Sparks says, "joy" in experiencing the diversity that describes CYC, and in building friendships here.

Ensure that all children are provided opportunities for inclusion in all activities.

Ensure that children are provided many varying models and experiences which support and acknowledge a respect for all.

Ensure that all adult's and children's language references to age, gender, religion, ethnicity, ability, and economic status are free from stereotypes. Any references to these characteristics, if made, should be relevant to the situation and free of negative or judgmental labels toward any individual or group.

Ensure that relevant materials used in all learning domains are carefully selected to reflect the classroom's particular balance, as well as that of society in general. Furthermore, materials reflect the possibilities inherent in life for all, regardless of age, gender, religion, ethnicity, ability, and economic status.

Ensure that any child who is the "target" of biased comments or actions is supported, assured, and encouraged to express his/her feelings.

Ensure that any child's biased comments or actions or misunderstandings toward "others" are not ignored, but are handled in a sensitive and direct manner, individually or with the group as appropriate or necessary.

Ensure that all children have opportunities to discuss issues of fairness, particularly as it applies to their own lives at home and school, and then over time, as appropriate, to address the issue in a broader context.

Ensure that over time, children recognize they have a voice in standing against instances of bias they may experience personally or directed toward others.

Louise Derman-Sparks' book, Anti-Bias Education, is an exemplary source for further understanding and awareness of this topic, as is the NAEYC brochure, "Teaching Young Children to Resist Bias." These resources are available for staff and families at CYC.

A January 2012 joint position statement “Technology and Interactive Media as Tools in Early Childhood Programs Serving Children from Birth Through Age 8” (issued by the National Association for the Education of Young Children [NAEYC] and the Fred Rogers Center for Early Learning and Children’s Media at St. Vincent’s College), provides pedagogical foundation for the implementation of recent directives from the Maryland State Department of Education (MSDE)/Early Childhood Division regarding the use of various technologies in classrooms for young children.

CYC’s administrative and teaching staff supports philosophically these “key messages” drawn by NAEYC from its 2012 statement:

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3. Children may not view any passive OR active technology during snacks or meals unless such viewing is included in a specific child's Individualized Education Program (IEP) or Individualized Family Service Plan (IFSP).
4. Children may not view any media with brand placement or advertising for unhealthy or sugary food and beverages at any time.
5. Technology should never be used in ANY way that is potentially damaging to children.

The fourth "key message" directs adults who work with children and technology/media to foster good "digital citizenship" habits among young users. This means encouraging children to think critically about the technology that they are using and the information they are accessing through this technology; this means helping children use technology/media in a safe and socially acceptable manner within the classroom; it means providing equal access to all children to these technologies. Teachers and administrators at CYC work together to help young children become positively aware and skillful at this early time in their lives, so that they can grow into responsible "digital citizens" in the future.

1. What types of books are in the CYC children's library?

The library's collection includes books for infants and toddlers, picture storybooks, poetry collections (including a large selection

check-out are rotated several times throughout the year. When it is time for a new display of books, notices will be posted to return all books borrowed from the current collection on display.

9. May I suggest books for inclusion in the library?

By all means, feel free to make suggestions for the Assistant Director, who manages the children's library collection and purchases of children's books. She appreciates hearing your feedback and reactions to the books you read!

10. I also see a shelf of picture books in the Great Room. May these be checked out?

These books are used for Morning Gathering each day, and have been checked out of the main CYC collection by the teacher in charge of Morning Gathering.

Mrs. Daniel will find time to meet with each child as soon as possible to talk about the book(s) and to punch their card. She will also have your child select a pom-pom from the box on the shelf in the Great Room to place in the jar indicating the book read. All readers will be doing the same thing...and the entire school will be able to gauge the community's reading as the jars fill!

Book conversations with Mrs. Daniel give your child a chance to express thoughts and opinions about these books. These are never forced conversations, and Mrs. Daniel is always guided by how each child wishes to respond.

Help your child fill out a book report form, if you like. A supply is kept in the folder on the Families Read bulletin board. You may leave the completed form in the folder in the left pocket marked for returns. This is simply an additional option for book response.

When your child has finished all the books, she/he will

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Teachers provide their class with a five minute warning and then a call to line up. Students learn where their specific class goes to line up and teachers will call roll to make sure all of their students are present. Then they move the class back inside to their classroom.

Each classroom sits down together to eat lunch family style. There are roughly six students per table with an adult nearby to assist with opening containers, reinforce proper table manners, encourage positive/prosocial conversations, and offer reminders for cleanup procedures.

As children finish eating and cleanup their lunches, they next go and use the bathroom and wash their hands/face. Once completed, they can

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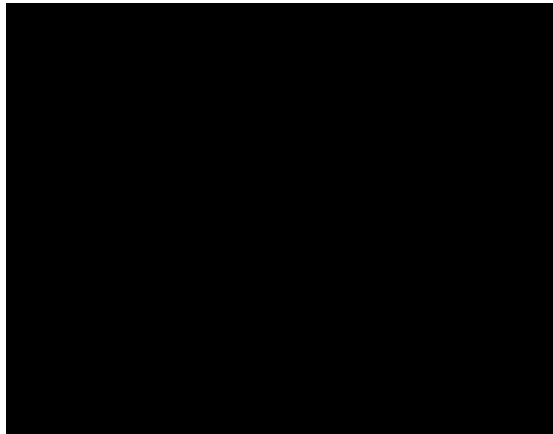
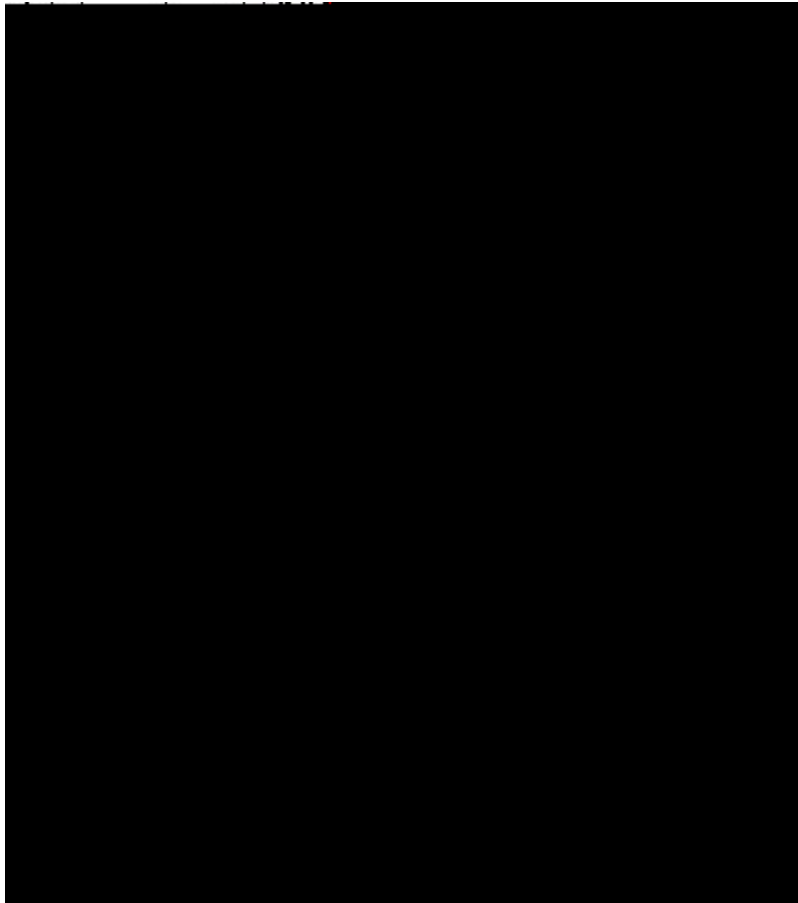
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Board of Directors

Oversee the PTP operations to ensure fiscal responsibility including annual tax filing

Hold two meetings annually to discuss state of affairs

Nominate officers and oversee election process and results

President

Helps build

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“My signature indicates that I have read and I understand all policies contained in the Center for Young Children Family Handbook, 2023-24 edition, including the CYC Calendar.”

Signature of Parent/Guardian

Signature of Parent/Guardian

Date

Date

(Print child's name/room)