

# **CHILD DEVELOPMENT LABORATORY PROCEDURES GUIDELINES**

**October 2011**



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DEPARTMENT OF EDUCATION

**COMMONWEALTH OF PENNSYLVANIA  
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## **INTRODUCTION**

The information in this document is to be used as a guideline for establishing operating procedures in Family and Consumer Sciences (FCS) child development laboratory classes. All child development laboratory classes should have written policy and procedures adopted by the school district's board of directors and approved by the district's insurance carrier so as to eliminate liability issues that could occur due to the absence of such a document.

## **RATIONALE**

Child development laboratories exist to support child development curricular concepts. Child development curriculum and child development laboratories are to be taught by Family and Consumer Sciences certified teachers (CSPG #53, part 3). Under the supervision of FCS teachers, students enrolled in Child Development classes study, design, and implement age-appropriate learning activities to explore and understand the development of pre-school children. These experiences provide opportunities for high school students to develop skills in behavior management, to identify developmental milestones, and to practice negotiation, cooperation, and leadership through teamwork. These laboratory programs provide educational experiences necessary for teaching and assessing the state and national curriculum standards for child development.

By design, these programs are exempt from licensure by both the Department of Welfare (Title 55. Public Welfare Federal Regs., Section 3270.4 and 1978 DPW Fed. Regs. Section 259) and the Pennsylvania Department of Education (Act 1988-11, Laws of Pennsylvania, Section 5).

## **MISSION STATEMENT**

The mission of a child development laboratory is to provide high school students with the opportunity to observe and interact with pre-school children in a model setting that utilizes exemplary practices. In addition, these experiences offer high school students a model from which they can learn and discuss real -life concepts related to child development.

## **ENROLLMENT**

The goal of enrollment is a well-rounded, diverse group of children that is representative of the local population. In order to affect a high quality learning environment, diversity of gender, age, race, ethnicity, special needs, and family income is recommended.

Enrollment of each child must satisfy the following requirements:

1. Medical History Form:

Immunization record

Food or other allergies

Special medical conditions or concerns

Daily medications taken

2. Physician's report of child's physical examination within 12 months of attending the lab school.

3. Emergency Contact Card: This card must be on file with the FCS teacher, school nurse, and pupil services office.

Parent/Guardian Name

Address  
Phone Number  
Work Hours  
Work Phone Number  
Child's Physician  
Physician Phone Number  
Health Insurance Carrier and Policy Number  
Emergency Contact if Parent/Guardian Unavailable  
Relationship to Parent/Guardian  
Phone Number of Emergency Contact

It is a parent's responsibility to update the family's emergency contact numbers as needed.

4. Custody: Any document issued by the court, such as a "no contact order" or "joint custody order," should be on file with the FCS teacher.

5. Parental consent is given through a signed statement accepting philosophy and procedures of the child development laboratory. This consent also applies to photographing, videotaping, and assessment of children for educational and program planning purposes (see section on Child Assessment).

## **LABORATORY FEES AND TAX INFORMATION**

A laboratory fee may be charged to defray costs of materials, supplies, and equipment. This fee qualifies as a childcare tax credit. FCS teachers will provide parents with a receipt for payments made and the local school district's tax identification number.

## **PICK-UP AND DROP OFF PROCEDURES**

Children must be closely attended to upon arrival and departure. They shall hold the hand of a caregiver as they exit a vehicle until they arrive at a protected play space. They shall also hold the hand of a caregiver until seated in the departing vehicle.

All children shall be properly restrained in the vehicle upon arrival and before departure.

All children shall only be delivered by and released to the child's parent or an individual designated in writing by the parents.

In an emergency, a child may be released to an individual upon the oral designation of the parent, only if the identity of the individual can be verified by FCS staff.

## **FIELD TRIPS**

Field trips are arranged with parental involvement.

Field trip participants must be transported according to Department of Transportation requirements, including necessary safety seats or seat belt restraints.

Field trips should only be taken to locations where adequate supervision can be provided and pre-school safety has been taken into consideration.

Each child must have a signed parental permission form. These forms, along with emergency cards and a first aid kit, must be available at all times during the field trip.

## **HIGH SCHOOL STUDENT SUPERVISION**

Only students enrolled in the child development courses will be permitted to interact with the children in the child development laboratory.

These enrolled students will receive training and relevant information before being permitted to interact with preschool children.

High school students will be carefully supervised by FCS staff during all interactions with pre-school children.

## **DISCIPLINE**

High school students shall be trained in specific guidance techniques including:

Providing clear and simple limits

Maintaining age-appropriate expectations for young children

Creating a caring atmosphere

Keeping children productively involved

Modeling appropriate behaviors

Positively redirecting inappropriate behaviors toward desired outcomes

Giving children choices between two acceptable alternatives

Encouraging children to work together to solve problems and make cooperative decisions

Encouraging children to use their words to solve problems

Providing logical and appropriate consequences for children's actions

Removing children from a situation until they are calm and able to discuss the problem

FCS teachers will monitor interactions between high school students and pre-school children to reinforce appropriate guidance techniques. Corrective intervention shall be employed as needed.

A FCS staff person will intervene in any unusual circumstance.

## **HYGIENE**

A toilet and sink will be accessible to pre-school children, high school students, and teachers.

Children will be assisted during toileting by the FCS staff.

Hands must be washed with soap after toileting and before eating.

Paper towels will be used as towels and washcloths and discarded after one use.

Tables and food preparation surfaces will be sanitized before and after snack time.

Paper cups, plates, and napkins will be used for eating and drinking and discarded after one use.

## **ILLNESS**

A child should not attend school if the following symptoms have occurred within the last 24 hours...

Temperature over 100 degrees

Vomiting or diarrhea

Severe coughing

Yellowish skin or eyes

Pink eye

Chicken pox that are not scabbed

Head lice, including visible nits  
Visible impetigo  
Open and/or weeping sores  
Any other communicable disease

If a child becomes ill after arriving at school, a parent/guardian or emergency contact person will be called to pick up the child immediately. The child should be isolated from other children until picked up.

Families must be notified in writing or by telephone when children have been exposed to a communicable disease. Families should immediately notify the FCS teacher if the child becomes ill with a communicable disease.

### **ACCIDENTAL INJURY**

If a child is injured at school, a parent/guardian will be called, and first aid will be administered either by the FCS teacher or when available, the school nurse.

If a child needs immediate medical attention, the FCS teacher will call 911. Then the parent/guardian or the child's physician will be called. If the parent cannot be reached, the emergency contact will be phoned. The FCS teacher will accompany the child to the hospital, bringing records and parent permission forms.

### **CHILD ABUSE**

Lab school staff members are mandatory reporters of child abuse to the Pennsylvania Department of Public Welfare. Public school reporting procedures must be followed, and strict confidentiality will be maintained.

The safety of pre-school children is insured through supervision of enrolled high school students by FCS teachers or adult teacher's assistants/aides.

### **GENERAL SAFETY**

A first-aid kit shall be readily accessible to FCS staff at all times and shall contain the following:

- Anti-bacterial hand sanitizer
- Adhesive bandages
- Sterile gauze pads
- Tweezers
- Tape
- Scissors
- Disposable gloves

It is recommended that child development laboratories have easy access to telephone service in order to facilitate direct contact between parents and the child development lab.

Bodily fluid clean-up kits containing disposable gloves and sterile gauze in a disposable bag shall be readily available in each area where children are present at all times.

## **INDOOR SAFETY**

Play equipment used by children shall be clean, in good repair, and free from rough edges, sharp corners, pinch and crush points, splinters and exposed bolts.

Play equipment shall be age appropriate.

Indoor climbing equipment shall be used over a protective surface that does not interfere with the stability of the equipment.

Protective receptacle covers shall be placed in electrical outlets accessible to pre-school children. Cleaning materials and other toxic materials shall be kept in a container or area that is locked or inaccessible to children and away from food, food preparation areas, and childcare spaces.

## **OUTDOOR SAFETY**

Outdoor play space shall be protected from unsafe areas or conditions. If unsafe areas or conditions exist, a physical barrier must be employed. Barriers may be permanent or portable, but must be in use when children are present.

Outdoor space shall be safe for large muscle activity, including riding, climbing, jumping, and running.

Bike riding shall take place in a designated area, separate from other play activities. Bike riders will wear age-appropriate protective helmets.

Outdoor play equipment shall be age appropriate. It shall be clean and in good repair free from rough edges, sharp corners, pinch and crush points, splinter, and exposed bolts.

Outdoor climbing equipment shall be stable and used over a protective surface of impact-absorbing materials.

A water play table or a container used for water play that contains unfiltered water shall be emptied and cleaned daily.

**FIRE, BOMB THREAT, or OTHER EMERGENCY PROCEDURES**... in accordance with local district policy

Evacuation procedures are posted in each classroom. In the event of real emergency or drill, these procedures are to be followed.

## **SHELTER-IN-PLACE PROCEDURES**

In the event of a chemical, biological, or national emergency, “Shelter-in-Place” guidelines would be followed. In the event of such an emergency, children outdoors would be brought inside the building without delay. Windows would be shut, and entry doors to the school would be locked to get a better seal. FCS teachers would immediately take attendance to be certain all children are present.

For the safety of everyone, the school would be kept in “lock-down” status. This condition would mean that staff and children would not be permitted to leave the facility until an official “all-clear” message is given. While being separated from a child in an emergency can be extremely unsettling, having parents come to the school to pick up their child could expose themselves, their child, and others in the lab school to hazardous conditions. It is expected that parents cooperate with these guidelines.