



### **Early Child Development Laboratory Program Procedures**

The Montgomery County Public Schools (MCPS) Early Child Development Laboratory Program is designed to support the competencies of the curriculum provided for high school students enrolled in the Early Child Development Program of Study. Under professional supervision, the high school students plan and lead developmentally appropriate activities for preschool children in preparation for postsecondary education and future careers as teachers, childcare providers, and other related professions.

Most Early Child Development Laboratory programs operate four days a week, from October through May. The majority of high schools that offer the program provide either a morning or afternoon session for the preschool children. A few schools have two daily sessions. The high school students enrolled in the Early Child Development classes receive in-depth training in September, followed by weekly seminar classes.

Early Child Development teachers administer each high school's program. Applications, enrollment information, and program details are available from the teachers. The teachers are available to provide information September 1<sup>st</sup> through June 12<sup>th</sup>. Arrangements to visit programs should be made with the Early Child Development teacher.

The following countywide procedures are in effect for the Early Child Development Laboratory Program:

1. The program's curriculum is appropriate for the year before a child enters kindergarten. Children must be toilet trained. The Maryland Mandatory Kindergarten Law includes specific guidelines for dates of kindergarten enrollment for students with fifth birthdays. Please refer to the information at the bottom of this letter for the start dates.
2. Since many different high school students will be teaching the preschoolers, the program is designed for the pre-kindergarten child who can cope with daily changes and flexible scheduling. Special education services are not provided through this program, however, children with special needs are accepted, and greatly enrich our program. Parents of preschoolers who may have special needs should call MCPS Child Find, 301-929-2224, for a free preschool screening clinic and to determine the most suitable program and services for their child.
3. Applications for preschoolers are accepted on an annual basis. A list of participating children is kept by the Early Child Development teacher. Children may not attend one Early Child Development Laboratory program in the morning and another in the afternoon. This will help to ensure that the program serves as many Montgomery County children as possible. Children with special needs may remain in the program for more than one year, with the recommendation of MCPS Child Find staff members.
4. Applications will be marked with the date they are returned to the Early Child Development teacher.
5. First time applicants will take priority over returning student applications until October when the Early Child Development Laboratory Program opens for the preschoolers. Occasionally, a vacancy will occur during the school year. The Early Child Development teacher will maintain a wait list.
6. A \$75.00 non-refundable deposit will be charged. The deposit will be applied to the tuition for the first semester.
7. To cover the costs of snacks, instructional materials, and supplies, there will be a tuition fee of \$300.00 per semester or \$600.00 per year. The tuition may vary from school to school depending

upon the number of high school class periods in the preschool laboratory program session. Tuition is to be paid at the beginning of each semester. Alternative payment arrangements should be discussed with the Early Child Development teacher. Balances due must be paid by the date that is agreed upon by the parent and the Early Child Development teacher.

8. Early Child Development teachers and their high school students **will not** provide parents or school staff members any documentation, verbal or written, of the preschooler's Kindergarten readiness.

**UPON ACCEPTANCE:**

9. Once a parent is notified of his/her preschooler's acceptance into the program, enrollment must take place within 30 days to ensure that a place will be held.
10. Children are expected to attend the complete Early Child Development Laboratory Program session from October through May.
11. The Maryland Schools Record of Physical Examination (MCPS SR-6) and the Maryland Department of Health (MDH) Immunization Certificate (MDH Form 896), which includes verification of immunizations, must be completed by a doctor, and returned to the high school Early Child Development teacher, before the first day of the Early Child Development laboratory. Required immunizations include: 4 doses of DPT (diphtheria, pertussis, tetanus), 3 doses of polio, and 3 doses of Hepatitis B; required on or after the child's first birthday are 1 dose of varicella\* (chicken pox), 1 dose of rubella, 1 dose of measles, 1 dose of mumps, 1 dose of HIB (haemophilus influenza type b) and Pevnar (PCV) vaccine. Preschool children who turn five while in the program will be required to have a second MMR by their fifth birthday to remain in immunization compliance. \*Physician documented history of chickenpox disease is acceptable in lieu of vaccine history. Freedom from tuberculosis, documented by a negative skin test or chest x-ray is recommended for children entering our country from any country outside of the United States, or for those children who have been out of the country for a year or more. All health forms and certificates will be treated with confidentiality and will only be shared with the school community health nurse, school security staff, and/or a school administrator if deemed necessary.
12. A child displaying symptoms of potential illness (such as runny nose, red eyes, rash, sore throat, fever, etc.) should be kept at home. These are often initial symptoms of contagious diseases. If a child becomes ill during the school day, his/her parent will be called and asked to make provisions for picking up the child as soon as possible. If a child has been exposed to a disease, which is communicable in a school setting, the Early Child Development teacher must be notified at once, and the child should remain at home until all danger of contagion had passed.
13. Parents must provide reliable and consistent transportation, bring their child to the Early Child Development Laboratory Program sessions on time, and pick their child up from the sessions on time, or we may ask that the child be withdrawn from the program.

General questions about the Early Child Development program should be directed to Regina Breiterman, Early Child Development Program Coordinator, Career and Postsecondary Partnerships Team, Montgomery County Public Schools, 240-453-2577, or Regina\_P\_Breiterman@mcpsmd.org.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_