

Enterprise-Ozark Community College Kindercollege Philosophy

We believe that it is our responsibility to promote the building of a positive self-concept for each child.

We believe children should like school and think of learning as fun.

We treat all children as individuals with their own rate and style of learning and growing.

We plan our program in order to nurture all aspects of the development of the whole child: physical, intellectual, emotional, social, and creative.

We believe in the value of play. We believe that children learn best through actual experiences rather than in lecture, pictures, and other second-hand experiences.

We believe that language development is important in the early years and try to promote the use of language in all areas.

We genuinely respect and like each child in our care.

Enterprise-Ozark Community College Kindercollege Information Sheet

Attendance

Children will be expected to attend the Kindercollege regularly unless there is a valid reason. The Director or the Kindercollege teacher should be notified in case of absences.

Hours

Kindercollege will be in session on those days the college students have classes or exams. The hours of operation for the Kindercollege will be from 8:00 a.m. until 12:30 p.m., Monday through Friday. Arrival will be from 7:45- 8:00 a.m. The parent should sign the sign-out sheet when picking up their child.

Children must be escorted to the inside of the Kindercollege by a parent or designated adult. Children are not to walk to the classroom alone.

Health

Before beginning the school year, every child must have the medical record form completed by a family physician. This record will remain on file in the Director's office.

Teachers will perform a visual health check in the parent's presence as children enter each morning. Children must not be brought to school if they have severe colds, undetermined rash or spots, fever, severe headaches, upset stomach, or other symptoms of illness. Parents will be notified to pick up children immediately if signs of illness occur during the day.

Children who have been exposed to communicable diseases must remain home from Kindercollege throughout the incubation period, and parents must report their child's exposure to the staff at the Kindercollege immediately. The Kindercollege staff will notify parents of exposed children when a communicable disease has been introduced into the center.

Children will be given medication by the teacher only when the labeled medication is accompanied by written instructions from the parent. The instructions must be dated and signed by the parent. Verbal instructions will not be adequate. No over-the-counter medication will be given against instructions printed on the label. Blanket permission to give over-the-counter drugs will not be accepted.

Clothing

Parents are encouraged to dress their children suitably for active play.

Parents are asked to send a complete change of clothing on the first day of school. This clothing will remain in the Kindercollege to be used in case of an accident. Please label the clothing that will be left at the Kindercollege.

Personal Items

Toys, books, and other belongings should be left at home. We have ample supplies here.

Parent Participation

Parents are encouraged to request a conference with the teacher. Teacher will request conferences periodically throughout the year.

Parents are welcome to observe their children and the program through the observation windows.

Insurance

Parents must carry their own accident and health insurance for their child.

Emergencies

In the event of a medical emergency we will contact the parent on campus if at all possible. It is of vital importance that parents let us know where they will be at all times (even during breaks). In the case of extreme emergencies, we request the authorization to call the emergency personnel.

When a severe weather alert is announced by the LRC Building Coordinator, the Kindercollege students will remain in the building, in a designated area, until cleared by the Dean of Instruction. If the College is officially closed by the Dean or President, all children must be picked up immediately.

Food

During each morning the children will be served a nutritious snack. The cost of the snack is included in the \$300.00 fee. Please do not allow your child to bring candy or gum to school.

Parents who wish their child to stay during lunch should bring a nutritious lunch and drink. These items should be clearly labeled with the child's name. We prefer thermoses for drinks, since we have limited refrigerator space.

Birthdays

Each child's birthday will be recognized at school. If parents wish to bring cupcakes and party napkins, arrangements should be made with the child's teacher in advance.

Child Development Students

Students enrolled in the EOCC Child Development curriculum may be participating and observing in the Kindercollege throughout the year.

Withdrawals

The director should be notified as soon as possible if a parent wishes to withdraw the child. Refunds will be made when requested in writing using the Tuition Refund Schedule in the current EOCC Catalog.

Discipline

Kindergarten teachers and assistants will use positive guidance, redirection, and the setting of clear-cut limits that foster the child's own ability to become self-disciplined. Caregivers will encourage children to respect other people, to be fair, respect property, and learn to be responsible for their actions.

Admissions Policy

Children with special needs may be accepted into the program as long as a safe, supportive environment can be provided for the child.

If special needs are required, the parent will complete a "Special Care Plan" in conjunction with the child's health care provider. The program will attempt to accommodate children with special needs consistent with the requirements of the Americans with Disabilities Act. If the program is unable to accommodate the child's needs as defined by the child's health care provider(s) or the Individual Family Service Plan/Individual Education Plan without posing an undue burden as defined by federal law, the director will work with the parent to find a suitable environment for the child.

Enterprise-Ozark Community College Kindercollege Frequently Asked Questions (FAQ's)

The Kindercollege, a child study laboratory located in the Learning Resource Center is a program for the children of EOCC students and employees. The Kindercollege is in session during the school days of the Fall, Spring and possibly Summer Semesters. Children are provided with experiences to foster development in physical abilities, social awareness, emotional health, intellectual skills, and creativity. Students who are in Child Development classes are given opportunities to observe and participate directly with the Kindercollege students as a part of their learning experiences. Applications can be obtained from the Admissions Office, the Switchboard Operator, or the director of the Kindercollege (Room TA-109) or the Kindercollege Teacher.

The Facts

Parents:

- ? To qualify, the parent must be enrolled/employed at EOCC.
- ? An official copy of the parent's EOCC class schedule or office hours must be presented to the Kindercollege director by final registration day.
- ? The parent must bring a certified copy of the child's birth certificate and an immunization certificate from the health department on or before final registration day.
- ? The fee is \$300 per semester and is to be paid at the Business Office. Arrangements can be made to pay in installments through the Business Office. (Bring the receipt to the Kindercollege director.)
- ? A parent must daily escort his/her child into the Kindercollege classroom and sign-in for the child.
- ? If a child has exceptional adjustment problems within the first two weeks, the parent will be asked to remove the child from the class.

Children:

- ? The child must be 2 ½ years old and potty trained by the date of entry.

The Program:

- ? Kindercollege is in session on those days the college student have classes or exams. The hours of operation for Kindercollege are from 8:00 a.m. until 12:30 p.m., Monday through Friday. Children should be brought to the Kindercollege between 7:50 and 8:00 a.m. The hours of operation may be adjusted to accommodate students who have a 7:00 class, lab, tutoring session, work study, etc.
- ? Enrollment is limited to 20 children
- ? Enterprise-Ozark Community College (EOCC) is an equal opportunity institution and as such, does not discriminate on the basis of race, sex, creed, or color
- ? For more information, call Cynthia Covington, director of the Kindercollege, at 347-2623, ext. 2240.

Enterprise-Ozark Community College Kindercollege

Application for Admission for _____ Semester

Today's Date _____

CHILD:

Name _____ Sex _____

Name child is called at home _____

Date of birth _____ Place of birth _____

Address _____ Telephone _____

City, State Zip _____

MOTHER:

Name _____

Home Address _____ Telephone _____

City, State Zip _____

Occupation _____ Telephone _____

Business Address _____

Credit house this semester at EOCC _____ Student ID _____

FATHER:

Name _____

Home Address _____ Telephone _____

City, State Zip _____

Occupation _____ Telephone _____

Business Address _____

Credit house this semester at EOCC _____ Student ID _____

OTHER CHILDREN:

Name	Age	Sex
_____	_____	_____
_____	_____	_____
_____	_____	_____

OTHERS LIVING IN THE HOME:

PREVIOUS GROUP EXPERIENCES:

ADULTS DESIGNATED TO PICK UP CHILD: (Excluding Parents)

_____ Telephone _____
_____ Telephone _____

Enterprise-Ozark Community College Kindercollege

Emergency Information

Name of Child _____

Business Telephone: Mother _____ Father _____

Cell Phone: _____

Please name three persons to be called in case of illness or other minor complications in case a parent cannot be reached.

1. Name _____ Telephone _____

Address _____ Relationship _____

2. Name _____ Telephone _____

Address _____ Relationship _____

3. Name _____ Telephone _____

Address _____ Relationship _____

Child's Physician:

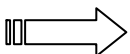
Name _____

Address _____ Telephone _____

Allergies or other important medical information _____

In the event of a medical emergency it is our policy to contact the parent on campus if at all possible. We will ask for your class schedule upon registration. It is of vital importance that you let us know where you will be during breaks. In the case of extreme emergency, we request the authorization to call the emergency personnel.

Sign here if you give us that authority.



**Enterprise-Ozark Community College
Kindercollege
Medical Information**

IMMUNIZATION RECORD:

Turn in the ***Certificate of Immunization*** form which may be obtained from your private physician or the public health department office in your county.

EXAMINATION

Height_____	Weight_____	Vision_____
Hearing_____	Skin_____	Teeth_____
Glands_____	Heart_____	Lungs_____
Tonsils_____	Abnormalities_____	

HISTORY

Red Measles_____	Mumps_____
German Measles_____	Chicken Pox_____
Other Diseases_____	

OTHER

Does the child have any of the following (Occasionally, Frequently, or Chronically)

Allergies_____	Asthma_____
Bronchitis_____	Colds_____
Tonsillitis_____	Other_____

Are there any particular medical problems or chronic conditions of which the teacher should be aware?

Physician's Signature_____

**Enterprise-Ozark Community College
Kindercollege
Consent Form**

I give my consent to photographs being taken of my child,
_____, at Enterprise-Ozark
Community College Kindercollege to be used for informational
or publicity purposes.

Initial

I give my permission for my child to go on walking trips while
remaining on EOCC's campus. I assume the children will be
adequately supervised by the Kindercollege staff.

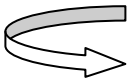
Initial

I also give permission for my child to be observed while
participating in activities at EOCC's Kindercollege

Initial

I further agree for my child to work with EOCC students in
learning situations. I understand all activities will be approved
and supervised by the Kindercollege staff.

Initial



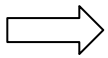
Parent

Date

**Enterprise-Ozark Community College
Kindercollege
Compliance Statement**

The application will not be considered until this form and the application (last page) are signed and returned to the director of the Kindercollege. Your child's enrollment depends upon your compliance with the attached rules and your continued status as a student or employee.

I have read, understand, and will comply with the attached requirements for admission and the guidelines for the operation of the Kindercollege.



Parent's Signature

Date

For Office Use Only: Child's Name _____

Date Received" _____

Student ID _____

Folder _____

Compliance Statement _____

Emergency Form _____

Medical Form _____

Immunization Form _____

Birth Certificate _____

Consent Form _____

Business Office Receipt # _____