

Eligibility and fees

**Who is eligible to attend the Ben & Maxine Miller Child Development Laboratory School?**

The center is open to Purdue employees, students, and community members. At the full-day program, priority is given to Purdue staff and student families; space may be available for community members.

**What is the application fee?**

In order to cover the cost of enrolling children and maintaining our wait list, a one-time nonrefundable \$20.00 per child application fee is required. Your child will not be placed on the waiting list until this fee has been paid. Checks should be made payable to Purdue University.

**What are the tuition rates?**

Great care has been taken by Purdue University to offer quality early care and education for children and their families. The tuition rate structure is based on family income and verified by the previous year's tax return. View rate chart for Ben and Maxine Miller Child Development Laboratory School to see a breakdown of the rates.

**Is there a discount for a family with more than one child at the school?**

A 5% discount will be applied to the tuition fee of each additional sibling enrolled with the youngest child paying the full amount of tuition.

**When and how is payment options made?**

Tuition charges will be billed the first week of every month for services provided in the previous month. Billing for the program year will be spread equally over the contract period on a monthly basis. Payment is due by the date on the bill. Tuition is payable regardless of whether the child is present, including days missed due to illness, vacation, staff development, university holidays, and closings due to weather. If payment is not received for a period of 60 days or more, your child may be dismissed from the program.

Payroll deduction is another option for payment. Post tax payroll deduction is valid from the initial date of attendance through July 31. If you are an academic year employee, May, June, July and August cannot be payroll deducted and you will receive an invoice in the mail to pay your bill for those months. If you choose to cancel this payroll deduction, you must do so by completing the payroll deduction cancellation form and submitting it at least 20 days prior to the actual effective date. Please contact MCDLS for the form. Unless canceled, this deduction will remain in effect. If University compensation stops for any reason (termination, leave of absence), it is your responsibility to notify the MCDLS. Temporary staff and undergraduate students are not eligible for payroll deduction.

**Waiting List**

**How long is the waiting list for the center?**

The length of the waiting list depends on the particular school, class, and the age of your child. The waiting lists for some classes (especially for infants) are long.

**What is the waiting list policy?**

Once an enrollment application and non-refundable application fee are received, a child will be placed on the waiting list. The waiting list is based on the date the enrollment application is complete, submitted, and the child's age and gender. Children may be placed on the wait list at any time and will be kept on the wait list as long as they are age eligible. If a family prefers to defer enrolling their child until they reach a certain age, it should be noted on the enrollment application under the comment section. Such children will be carried on the wait list until the target age is reached. Thereafter, they will be eligible for enrollment according to the enrollment priorities.

Families wishing to remain on the wait list must respond to the email prompt through the waiting list registration and log on to their account. If you do not log on to keep the account active the family will be removed from the list. It is the parents' responsibility to make sure we always have their current address and phone number on the application. Any family that turns down a spot will be placed at the end of the list, with the application date revised as the date you turned down the spot.

## About the Ben and Maxine Miller Child

### **Where is the school located?**

The school is located at 1200 West State Street. The school is part of both the Fowler memorial House and the Bill and Sally Hanley Hall.

### **How do I arrange to take a tour?**

We welcome everyone to come and tour the school. We ask that all tours be scheduled in advance. Tours are scheduled between 9:00am - 11:00 am and 2:30 pm - 4:30 pm. If you need to set up an earlier or later appointment, please let us know when you call. To schedule a tour, please contact the secretary at 765-494- 0240.

### **What are the hours of operation for the school?**

MCDLS is open Monday through Friday from 7:30 a.m. – 5:30 p.m.

### **Does the Ben and Maxine Miller Child Development Laboratory School close during any special times of the year?**

The school closes during university holidays. A schedule of the Purdue University holidays can be seen at (<http://www.purdue.edu/hr/Benefits/holidays.html>). The school closes for a one-week summer recess in August, a one-week winter recess at the end of December, and for three days per year for staff development training.

### **What ages of children are served at the school?**

The full day school is open to any family with a child between six weeks to 5 years.

### **How many spaces does the center offer?**

The school has the capacity to serve approximately 96 children on a full-time basis. View the Ben & Maxine Miller Child Development Laboratory School capacity chart to see a breakdown of full-time slots by age group.

### **What is the student/staff ratio?**

In each classroom there is a Head Teacher, Associate Teacher and at least one Child care Aide. The school also provides opportunities for undergraduate and graduate students to observe and participate with children, and therefore serves as a student teaching and observation site for the department.

### **Who is responsible for school operations?**

The Ben and Maxine Miller Child Development Laboratory School (MCDLS) is operated by the Department of Human Development and Family Studies as a laboratory setting for the use of faculty and students in the department and from around the university. It serves missions for the department in three general areas: community service/model programming, undergraduate teaching, and research.

### **What are the qualifications of the educators?**

All teachers are carefully selected based upon experience, education and a passion for children. Each teacher meets or exceeds teacher qualifications for NAEYC accreditation and state requirements. 5

**What will my young child be learning? Do you follow a curriculum?**

Curriculum for young children is about discovering new ideas, not about memorizing facts. Classroom activities and routines are designed which help children establish in themselves the confidence to try new activities and ideas, to solve problems and to explore new ways of doing things while, at the same time, learning to respect others and their different ideas. Curriculum is never static; it changes to reflect the needs and interests of individual children as well as the total group.

Decisions about planning are made by teachers who are responsive to input from children. Thus, curriculum emerges from a combination of teachers' knowledge and the interest and abilities of children. You will see that the curriculum in our program is a blend of several different models that have existed in our field. These different approaches include providing children with activity-based, hands-on learning experiences, projects that may last for a period of days (or weeks), opportunities to closely observe and document what they see and feel, and encourage learning by working closely with peers.

MCDLS has been accredited by the National Association for the Education of Young Children (NAEYC) because we implement a curriculum that is appropriate for individual children and for the classroom group. It is a curriculum that promotes the intellectual, physical, social, and emotional development of young children, as well as children's understanding of concepts in math, science, language and reading.

**Do the children have snacks or meals at the center?**

Snacks and meals are provided by MCDLS. Eating is a social activity that we enjoy. Good eating habits are acquired through imitation, practice, encouragement, and guidance. It is important that children enjoy the foods they eat. Menus can be accessed on the website <http://www.purdue.edu/hhs/hdfs/MCDLS/menus/menus.html>.

**Do you provide diapers, wipes, and formula?**

Complete toilet training is not required for enrollment at MCDLS. Teachers will coordinate toilet learning with parents and guardians of children who may require diapers for part or all of the day. All children who have special needs and an Individual Education Plan that specify the need for diapering will receive appropriate care and assistance with diapering and/or toileting. Underwear and clothing that are soiled by urine or feces are immediately placed in a plastic bag (without rinsing or avoidable handling) and sent home that day for laundering. Parents of children who have reached their third birthday are strongly encouraged to help their children attain a developmentally appropriate level of self-help skills. Parents whose children enter between the ages of 3-5 in diapers will be required to pay a \$30.00 weekly diapering fee. This fee is to cover extra staff needed until independent skills are attained and meets the teacher's satisfaction. Except for human milk, staff serve only formula and infant food that comes to the school in factory-sealed containers (e.g., ready-to-feed powder or concentrate formulas and baby food jars) prepared according to the manufacturer's instructions.

### **Will the children go outside?**

All age groups must play outdoors daily, if conditions permit, for children's health and safety. Regular outdoor play is a very important part of a child's growth, exploration and learning about their environment. We plan to follow the guidelines and criteria for outdoor play set by the Indiana State Licensing regulations and National Association for the Education of Young Children (NAEYC).

In cold weather, children must go outdoors if the wind chill is 25 F or above if conditions permit with teacher discretion. The length of time outside will be limited and gauged by the comfort of the children and their ability to communicate this. All children should come with appropriate outerwear (coats, hats, snow pants, boots, and mittens/gloves) to protect them in these conditions. Snow pants and boots should be supplied by the parent on days when there is snow on the ground. If a child wears boots to class, please be sure to bring shoes to change into while in the classroom.

In warm/sunny/hot weather, sunscreen application is mandatory. During the late spring and summer months, we will apply sunscreen for all children, unless the parent/guardian signs a release form asking that we do not apply the sunscreen. Children will remain inside when the heat index (air temperature and humidity) is 100 F or above. While outdoors in warmer temperatures the children will be encouraged to get drinks of water often, to rest or lower their activity level as needed, and to play in the shade. Children should wear foot wear that allows them to run, climb and take walks with ease. Protection from injuries and occasional bee stings is best provided by closed toe shoes; we suggest athletic type shoes. We also recommend children wear hats to protect them from the sun in summer and the cold in winter.

Water play is available during warm/hot weather; this includes "water days". The teachers will notify the parents of these days. Sprinklers and the water table are available in the play yard. During water days, please provide swimsuits, water shoes, towels, and hats.

### **What are the arrangements for nursing mothers?**

We recognize the importance of and support breastfeeding. MCDLS provides rocking chairs and quiet corners for mothers of enrolled children who prefer privacy and quiet when nursing their children. Storage for the expressed breast milk can be immediately stored in their child's classroom, if desired. Please contact MCDLS to make arrangements for space.

## **Further information**

**What does it mean that the school is a "laboratory school?" Will my child be in experiments?** The Ben and Maxine Miller Child Development Laboratory School is an academic laboratory within the Department of Human Development and Family Studies. This means that in addition to providing high quality education and care for your child, we also provide hands-on learning for Purdue students who are preparing to work with young children and families. Also, Purdue researchers from the HDFS department and other departments at Purdue conduct approved research studies with children and families enrolled in the preschool.

Parents are always informed about all research projects. While we do encourage your participation in the research studies, it is strictly voluntary.

**What does it mean that the school is “accredited?”**

Accreditation by the National Association for the Education of Young Children (NAEYC; [www.naeyc.org](http://www.naeyc.org)) shows that our school meets the highest available quality standards for early childhood programs in the United States. Accreditation is voluntary, and while all child care centers are licensed by the State of Indiana, only a small percentage have attained NAEYC Accreditation. Accreditation means that teachers are well-educated in child development, have an appropriate and well-planned curriculum, follow all recommended health and safety practices, have recommended class sizes and teacher-child ratios, and meet many other standards. The school has been NAEYC-accredited for many years.

**What security measure does the school have?**

We want our visitors to feel welcome at all times while keeping our staff and children safe. Visitors ring a buzzer for entry into the building. We ask that you please stop by the front desk before continuing down the hallways. At the front desk, we ask that you please sign in and ask for a visitor's pass. If you are a visitor from off campus, please inquire where to park. Each classroom has a key card access point which allows only those with permission to enter the room. Parents gain access through their Purdue card or a temporary card can be issues to individuals who cannot get a Purdue card.

**Can I visit my child on breaks or at mealtimes?**

Parents and legal guardians are welcome to visit MCDLS at all times. With our observation booths, you have the option of watching your child without him/her seeing you. You may also go into the room if you prefer. We encourage visits in both the morning and afternoon so that you can see your child involved in a variety of activities. We also encourage you to join your child for lunch from time to time, but be sure to let the MCDLS Secretary or the classroom teacher know you are coming ahead of time so we can order sufficient food.

**Interested in Employment?**

Please visit [www.purdue.edu/hr/careers](http://www.purdue.edu/hr/careers) for information on position openings.

**How do I get additional information about the school?**

For more information, please contact the center at [mcdls@purdue.edu](mailto:mcdls@purdue.edu)

## Child development

**How do I know if my child’s development is normal?** The program screens each child for developmental delays every fall. We will contact you if questions about your child’s development arise when we do these screenings. Teachers also continually assess your child’s development and learning in all areas: cognitive, language, social, emotional, and physical. Teachers will give you a report about your child’s development two times each year, and you will have the opportunity to meet with a teacher and discuss your child. For more about the screening and assessment program, see our policy in our Parent Handbook, “Your Child’s Development and Learning: How Do We Plan?” For a good list of developmental milestones for

children birth to 5 years, see the CDC's web page "Learn the Signs. Act Early."  
at <http://www.cdc.gov/NCBDDD/actearly/milestones/index.html>

### **How do I know if my child will be ready for kindergarten?**

Every kindergarten teacher is a little different in what he/she expects. Kindergarten teachers understand that 5 year olds come in all shapes and sizes, with an infinite variety of interests and talents! If you know who your child's kindergarten teacher will be, ask the teacher what is usually expected of children entering the class in the fall. Another good guide for parents can be found in the official Indiana academic standards for pre-kindergarten and kindergarten. This gives you a specific idea about what the Indiana Department of Education expects children to be learning before and during kindergarten. These are available at the DOE web site at <http://www.doe.in.gov/earlylearning>.

### **My child takes a nap in the middle of the day at school; then I can't get them to settle down for bedtime at 8:00 PM! Help!**

For most children it is important to have a stable daily routine for napping and bedtime. Try to adjust your schedule so that you can, at least most of the time, have a regular routine or ritual with your child, including a bedtime story or other time for comfort and snuggling. Be sure to discuss bedtime issues with your child's teacher, so that each of you can understand the routine and how the child is reacting, both at home and school. Some adjustments in sleeping routines or schedules at home or school may be possible and helpful. For more about making bedtime work, go to "Stop Toddler Bedtime Battles" at <http://www.parents.com/toddlers-preschoolers/sleep/issues/stop-toddlerbedtime-battles/>