Activities in the Susan Gray School Classroom
Program Related to Service, Research, Training and Demonstration: Information and Consent

2015-16

The Susan Gray School (SGS) is a vital part of Vanderbilt University and Peabody College of Education. Within this unique structure, we have four distinct missions: (1) to provide high-quality services to children, families, and the community; (2) to participate in the training of university students (e.g. teachers, health care providers, therapists, researchers); (3) to demonstrate a program of high-quality early childhood education and early childhood special education practices; and (4) to help university researchers conduct research. To fulfill this four-fold mission, the children, families, and staff of SGS are continually involved in a variety of activities. The purpose of this document is to ensure you understand all the activities that occur at SGS and to ensure your consent to have your child to be a part of these activities.

MISSION: Provide High-Quality Services

SGS is committed to both providing and demonstrating a developmentally appropriate inclusive program for all children in the school. Visitors from across Nashville and around the world tour the school to see how our program operates, giving us the opportunity to describe our program and share our philosophy. To ensure we are providing the high quality program we demonstrate, we conduct developmental assessments of children in the program and use the information from these assessments to guide our instructional program. These assessments are conducted by SGS teachers or other SGS staff and focus on the developmental domains of cognition, language/communication, social, and motor skills. Assessment occurs throughout the school year to ensure progress toward goals is being made and the curriculum for the children is appropriate to meet needs and support growth.

Included in our commitment to high quality services is the availability of related service professionals (e.g., occupational therapist, physical therapist, speech-language therapist, nurse) to consult with our classroom teachers. Classroom teachers may request related therapy consult services when they need more specific input on how best to support the children in their classroom. Consultation typically would include the therapist discussing the teacher’s concerns, informally observing or interacting with the child in the classroom, and then providing the classroom team with advice, guidance, staff training, or materials. If the therapist felt a formal screening was warranted, parents would be contacted to give consent. Teachers may also request consult services if parents have questions pertaining to specific developmental domains the teachers are unable to answer. Consultation could include providing resources for the teacher to share with parent or meeting with the parent and teacher. Related therapy consult services are not assigned to an individual child, but rather a serve as a resource for the classroom team.

MISSION: Support Undergraduate and Graduate Training Programs

SGS plays an important role in the training of graduate and undergraduate students from Vanderbilt and other local institutions of higher education. Noted below is information about various ways SGS supports university students.

Student Observations and Course Assignments: University students receive valuable experience through field placements in a SGS classroom and through completing coursework assignments with SGS children. Most
assignments require students to observe and evaluate children's skills in one of the developmental domains (i.e. language, motor, social, and self-help) and develop an instructional program designed to teach a new skill. Some assignments require students to access a child’s SGS educational record. All student activities are conducted with the knowledge and supervision of a SGS teacher as well as a university supervisor. SGS children are never required to participate in a student activity if they indicate an unwillingness to do so.

Audio- and Video-recorded Observations Related to Training: As part of university training, university students sometimes need to have audio and video recordings of their activities with children in SGS. These recordings are viewed only by the university student, other students in their course, and their university professor. University students are required to destroy training recordings at the end of the course.

Developmental Testing: Another part of university training involves learning to administer developmental assessments to young children. Assessments are conducted in the classroom or another location in the school. Assessments are not conducted with any child who indicates reluctance to participate. All assessment training done at SGS is supervised by SGS staff and the trainee’s university supervisor. Assessments conducted by university trainees are not considered valid and trainees do not share results with a child’s family.

MISSION: Support Research

SGS supports student and faculty researchers in two very different ways. First, SGS supports research preparation activities that do not involve parental informed consent. These include activities such as:

- Providing researchers with contact information of potential research participants
- Providing a site for researchers to pilot a research protocol
- Providing a site for researchers to become proficient with a research coding procedure
- Providing a site for researchers to test audio and video equipment

The second way SGS supports research is by providing a site for research to occur. Most often, this research is conducted by students for their theses or dissertations. These studies must first be approved by the Vanderbilt University Institutional Review Board (IRB) to ensure compliance with federal, state, and university research guidelines. If a researcher wishes to work with your child, you will be provided with written information about the study (known as an informed consent document) and you will have the opportunity to decide whether you want to grant permission for your child to participate. Your written informed consent must be obtained by the researcher before your child can participate in any IRB approved study.

Studies conducted in SGS are educationally appropriate and often involve opportunities for children to learn a new skill or activity. We encourage SGS families to consider any study that is presented to them. However, we want families to understand participation is research is strictly voluntary. Your child will never be asked to participate in a research study unless you have given specific written consent for participation.

SUMMARY

This general information covers standard mission-related activities that occur at SGS. A copy of this information form is provided in the SGS Parent Handbook for your records. If you ever have questions about your child’s involvement in any of these activities, you should ask your child’s teacher, the SGS Assistant Director, or the SGS Site Director.

________________________________________
Child’s Name

________________________________________  __________________
Parent Signature      Date
Susan Gray School (SGS) is a vital part of Vanderbilt University and Peabody College, therefore, photography of our children, teachers, and activities is often featured publicly. We want families to understand ways in which we use photography and give consent for us to use photography in the described ways.

One use of photography is for promotion and presentation so we can showcase the exciting things that are occurring in SGS. Photography of children in SGS may appear in printed materials such as brochures, newsletters, and informational pamphlets. Sometimes photographs also are displayed on the SGS/Vanderbilt web sites.

A second use of still and video photography is for professional presentation and training purposes. SGS is well known across the country as a model inclusive program that serves children with and without disabilities. Our staff often makes presentations or conducts training seminars and we like to include photography as a means of describing our program.

We encourage SGS families to allow photos and video-clips of their children to be used for the purposes stated above. If you do not want public presentation of photos and videos of your child, you may withhold permission and it will not jeopardize your child’s participation or enrollment in the SGS.

_____ I grant permission for my child ________________________________ to be photographed or videotaped for the above noted Susan Gray School uses.

_____ I do not grant permission for my child ________________________________ to be photographed or videotaped for the above noted Susan Gray School uses.

_________________________________   _____________
PARENT SIGNATURE      DATE
Health Physical and Immunization Record:
An annual health examination and current immunization record must be provided each school year. The accepted forms are available at your child’s pediatrician’s office.

Sick at School:
We will call and ask you to pick up your child if any of the following occur: temperature of 100°F or above, diarrhea (2x), vomiting (2x), or pinkeye. Noted in the SGS Parent Handbook are other, less common conditions that may prompt a call for a sick child pick-up.

Staying Home Sick:
Because sick children are not comfortable at school and pose a risk to other children, we ask families to keep their children home at least 24 hours after beginning any antibiotic. We also ask that children be fever free without fever-reducing medication and/or free from diarrhea and vomiting for 24 hours or overnight before returning to school.

Medications at School:
SGS staff does not give fever-reducing or cough medicine. In some situations, prescribed medications (over-the-counter medications, antibiotics, breathing treatment, feeding tube, etc.) may need to be administered at school and our staff can accommodate this need when the following conditions are met: 1) a SGS Medication Consent Form is completed, 2) SGS has received prescription information from your child’s physician including name of medication, dosage and delivery, and 3) the medication is brought in its original container with the prescription affixed if applicable and 4) training by a medical professional is completed if needed.

Bug Spray:
SGS staff will apply bug spray to children when mosquitoes are present. Families wanting their children to use a particular brand of bug spray may bring a bottle labeled with the child’s name.

Sun Screen:
Because our playgrounds are fairly shady, we do not routinely apply sun screen. However, on sunny days when protection is needed, SGS staff will put sunscreen on children as needed. We use hypoallergenic-fragrance free 50 SPF or above sunscreen. If you have a particular brand of sunscreen you would rather us use for your child, please send it in with their name on it.

Safe Footwear:
SGS children are very active, especially outdoors! As a preventative measure against potential accidents, children must wear full shoes, such as athletic sneakers, or sandals with a solid rubber sole and a heel strap. On water play days, children should wear water shoes. These typically have rubber soles and are made of mesh and nylon. Flip-flops or crocs are not appropriate for active SGS play, even on water play days!
Walking Trips on Campus:
When the weather is nice classrooms often take short excursions around the Peabody campus. On these short trips we do not cross 21st Ave. or Edgehill Ave but may use pedestrian bridge to access Vanderbilt’s main campus.

Release from School:
Children are released from the school only to their parents or a person the parents have authorized to pick up the child. Anytime someone unknown to SGS staff comes to pick up a child, we will request a photo ID and verify that the person is on the authorized pick-up list for the child. We will not release a child to any adult suspected of being under the influence of alcohol and/or drugs. Should the appearance of intoxication present a concern, the Vanderbilt Police and/or TN Dept. of Human Services will be called to help us make an appropriate decision regarding safe release of the child.

______I have read and understand the above information. I acknowledge this information can be found in the current SGS Parent Handbook for my reference.

Child’s Name: __________________________________

Parent Signature: ______________________________ Date: ____________
Early Care Arrivals:
The Early Care program operates between 7:30 a.m. and 8:30 a.m. Children in Early Care can be dropped off in the Early Care room anytime during the 7:30 to 8:30 hour.

School Day Arrivals:
The SGS school day begins at 8:30 a.m. Parents who arrive with their children before 8:30 are responsible for supervision of their child until the classrooms open for the school day. Morning snack is offered between 8:30 and 9:00. If you want your child to participate in morning snack, they need to arrive by 8:50. Morning snack is not served after 9:00.

Late Arrivals:
It is important to us that all children are present to participate in the day’s activities. Because late arrivals disrupt the morning routine, we discourage arrivals after 9:00 a.m. by charging a late fee of $1.00 per minute. We understand mornings with young children can sometimes be difficult, so we excuse one late arrival (up to 15 minutes) each month.

Excused Late Arrivals:
If your child has a scheduled appointment that necessitates a late arrival, we will not charge the late fee if you bring verification of the appointment to the office when you bring your child to school. Please note we do not accept children between 11:45 a.m. and 2:00 p.m., to avoid disrupting nap time. It is also important to check with your child’s teacher about the lunch schedule. We cannot hold lunch for excused late arrivals.

Late Pick-up:
To discourage late pick-up, we also charge a $1.00 per minute fee, per child. Please note we do not extend the once-a-month fee waiver for late pick-ups. Late pick-up fees apply to all pick up times (3:00, 4:30 and 5:30).

After 5:30 Pick-up:
SGS closes at 5:30 p.m. and families who purchase Late Care are expected to pick up their children before the school closes. Only three pick-ups past 5:30 per year are allowed. After the third pick-up past school closing, your child will no longer be permitted in the Late Care program.

I have read and understand the SGS Arrival, Pick-up, and Late Fee Policy. I acknowledge this information can be found in the current SGS Parent Handbook for my reference.

Parent Signature: _________________________________________  Date: ____________