

Children's Discovery Center

Exploring Nature, Experiencing Childhood

www.pinedalediscoverycenter.org



Preschool Program Parent Handbook

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Using this Handbook

Dear Parents/Guardians,

Welcome to the Children's Discovery Center preschool program. This handbook is designed to ensure that your family has a rewarding experience with the program. In the handbook we have tried to anticipate many of your questions about the program. The purpose of this handbook is to outline the program's policies and procedures. We strive to work closely with parents in a partnership that will facilitate the transitions between home and school. Daily communication and a sense of trust between parents and teachers are vital.

Our goal is to provide the highest quality care and education for children and to ensure that parents are valued and respected and to provide a warm, safe and developmentally appropriate environment for every child. To accomplish this, we depend on parents to be responsible and active childcare consumers. We expect parents to read this handbook, follow the policies and procedures outlined, provide us with all the necessary information, and be open and honest with us regarding your feedback about the program. We welcome your comments, questions, concerns and suggestions about your child's experience and the program. We understand that nothing is more important than your child's early education and care experience.

Given the nature of an ever-changing quality early education and care program, this handbook is a "living" document. The handbook will be updated as needed.

Come and talk with us should you have any suggestions, questions, or concerns.

Visit our website at www.pinedalediscoverycenter.org.

Sincerely,

Kalie Miles, Executive Director

History

The Children's Discovery Center was established in 1997 as an in-home daycare and moved into the building we are currently located at in 2000. The Children's Discovery Center is a 501 (c)3 non-profit organization administered by a Board of Directors. We are an early education facility with a **preschool** curriculum. The CDC operates year-round with a school session from September through May and a summer session from June through August.

As a child-care facility, we understand the importance of maintaining strict compliance with regulations in order to ensure a safe environment for all children: therefore, we comply with all applicable state licensing regulations and are licensed by the Department of Family Services.

The CDC is funded by these 6 sources:

- Parent Tuitions, Fundraisers, Donations, Grants, Town of Pinedale and Sublette County.

Mission Statement

The Children's Discovery Center provides a quality, affordable, early education and childcare program with a focus on environment and community. Our mission is to maintain a safe, healthy, affordable, and nurturing environment where the developmental and educational needs of children are addressed while providing engagement with the natural world, where nature is an integral, joyful part of daily learning.

Philosophy and Goals

The staff of the CDC believes children learn best by doing, creating, and exploring. Developing an interest and joy in active learning is our center's goal. Children see play as merely fun, but we view it as a crucial tool in the child's development. We guide these needs by providing an age-appropriate program in which we work with the specific needs of individual children in the areas of:

- Social/Emotional Development
- Fine and Gross Motor Skills
- Cognitive Development
- Speech-Language

At the CDC, we see the individual child as having the right to quality education and respect the child as a co-constructor of their learning process. This means the children's interests and their innate curiosity help choreograph our curriculum. We encourage the children's exploration of their environment as natural researchers and their need to be interactive learners. This form of education is supported through hands-on activities, art programs

and learning centers that engages the children’s explorative learning. The focus is on the process of learning and not just the end result or product.

Staffing/Ratios

The Children’s Discovery Center is a licensed childcare facility through the Department of Family Services Early Childhood Division and is in full compliance with staff regulations and certification requirements.

- First aid and infant/child CPR certification must always be completed biennially and kept current.

Staff qualifications:

- 16 hours of continuing education annually
- TB risk assessment or current TB test results if applicable
- A child abuse/neglect Central Registry screen done annually
- Full fingerprint based national criminal history record background check completed every 5 years
- National sex offender check results

The CDC has Full-time staff that consists of an Executive Director, Head Teacher, Assistant Director/Head Cook, 2 Teachers and a Teacher’s Assistant.

Ages of Children	Staff: Child Ratio	Maximum Group Size
24 months – 36 months	1:8, 2:16, 3:18	18
3-year old’s	1:10, 2:20, 3:24	24
4 and 5-year old’s	1:12, 2:24, 3:30	30

Board of Directors

- Jacob Radakovich, Chairman – Term began June 2018
- Casey Fairbanks, Vice Chairman – Term began June 2021
- Julie Maxam, Treasurer – Term began September 2015
- Katie Barngrover, Secretary – Term began December 2021
- Jeff Goltz, Member – Term began April 2015
- Liz Biffle, Member - Term began January 2022

*Board meetings are scheduled for every 3rd Wednesday of each month at 5:30 at Elevation Tax and Accounting.

General Policies and Procedures

Non-discrimination Policy

For all other FNS nutrition assistance programs, state or local agencies, and their subrecipients, must post the following

USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
program.intake@usda.gov

This institution is an equal opportunity provider.

Diversity & Inclusivity

The Children's Discovery Center embraces a community of all cultures, races, ethnicities, religions, family structures, sexes and sexual orientations, gender identities and expressions, learning styles, and world views, among others. Our student community is

admitted to all privileges, programs and activities available at the school and does not discriminate in the administration of its educational and admissions policies.

We oppose discrimination and consciously recognize the value of diversity throughout our hiring practices, admission process, classroom composition, and professional development.

The Children's Discovery Center calendar observes traditional American holidays. We discuss and present all holidays and customs in a non-religious manner.

Daily Schedule

School operational hours are Monday – Friday from 7:15 am – 5:30 pm during the months of September – May, and 7:30 – 5:30 from the months of June, July and August (except for school holidays listed and other school closures listed on the yearly calendar.) It is important that you drop off your child in a timely manner, thus allowing your child to participate in all activities planned. The Director will have a schedule available.

Enrollment Policies

- Enrollment shall be open to any child, provided the center can meet the needs of that child and *if there is availability*.
- Children must be 2 years of age or older. Our yearly cutoff date follows the Pinedale Elementary school and is August 1st.
- Our school operates year-round from September – August. If you decide to drop out of school during the summer months (June, July and August), you will be charged a *\$200 fee* for each month in order to hold your child's "spot" for the next school year. If you choose to not pay the \$200, your child's "spot" will not be guaranteed and will be potentially be filled.
- Fees are due prior to receiving any services, along with completed enrollment forms, and a current immunization record.
- Appropriate clothing, diapers and wipes (if necessary) need to be provided by the parents.
- Administration and parents will set up a contract stating what days per week "spots". The contract and tuition are locked; changes may be made depending on availability. If changes are made, please refer to the Withdrawal/Schedule change request form.
- CDC reserves the right to terminate childcare if for any reason we feel we are not qualified to care for your child.

Tuition Fees

For a month of childcare:

Full Days

- 1 Day Per Week = \$200 monthly**
- 2 Days Per Week = \$350 monthly**
- 3 Days Per Week = \$470 monthly**
- 4 Days Per Week = \$600 monthly**
- 5 Days Per Week = \$735 monthly**

- There is no discount, refund, or other allowance for absence, illness, vacation, holidays, school closures, or any other reason.
- Additionally, If the school closes due to a Health Order, refunds will not be given.
- Drop-In Rate: \$40 Full day (advance notice required for drop-ins. Call or email the school) **Payment is due on the day of drop-in.**

Acceptable payment methods: Check, Cash, ACH or credit card using the Brightwheel App. Families meeting income and need requirements as determined by the Department of Family Services may be eligible for childcare assistance and we will arrange contracts accordingly.

Making Tuition Payments

The Children's Discovery Center uses Brightwheel to collect tuition payments easily and securely. Tuition payments will be quick and easy. ACH transfers (transfers from bank-to-bank) are .60 cents. Payments with a credit or debit card have a [processing fee].

Please note that the ACH Authorization form does not bind you to automatic recurring payment. The ACH Authorization form is meant to permit our processor to pull funds from your bank account when you actively click "Pay by Bank".

You may of course also continue to pay by check or cash if you choose, and you may use Brightwheel to access your tuition invoices, receipts and statements.

If you need technical help, please send a message to Brightwheel support, or email office@pinedalediscoverycenter.org

Withdrawal Policy

Parents/Guardians will be required to give **one month's notice** to terminate enrollment, submitted on the school *Withdrawal Notice/Schedule Change Request Form*. Parents/Guardians will pay tuition for the one-month notice period, even if the child does not attend the school during that month. Our school operates year-round from September – August. If you decide to drop out of school during the summer months (June, July and August), you will be charged a \$200 fee for each month in order to hold your child's "spot" for the next school year. If you choose to not pay the \$200, your child's "spot" will not be guaranteed and will potentially be filled.

Attendance Policies

- All parents and/or guardians are required to use the Brightwheel App and receive a 4-digit sign in code for signing their child(ren) in/out.
- Call the CDC or communicate through our Brightwheel App to let us know if your child will be absent or if you will be picking up your child early. It is very helpful in our planning and meal preparations for each day.
- Your child's safety is our number 1 priority. Please accompany your child inside the building, signing in using your 4-digit code through the Brightwheel App. As a school rule, the children are never allowed to touch/open or close the doors. Keep this in mind when entering/leaving the facility. Give any special instructions for the day in the Brightwheel App as well as verbally to staff.
- Drop off is at 7:15 AM from the months of September – May, and 7:30 AM from the months of June, July and August. Children must be picked up before 5:30 to avoid late fees.

Schedule Policies

The Board of Directors approves a yearly schedule of facility closures. Tuition will not be adjusted for holidays and breaks. The daily schedule during school session is consistent and closely followed with the Pinedale public school calendar. Please see the calendar for the CDC school year.

Key Code Entry

All parents will receive a code to use as an entry to the preschool on our keypad doors (2). This code shall not be shared with anyone else, including emergency contacts. All visitors must wait for a staff member to open the door and will ask for an ID if necessary. If this code is shared, or is compromised in any way, the CDC reserves the right to change the code, or possibly not allow the code to be provided.

Late Fee Policy

- School operational hours are Monday – Friday from 7:15 am – 5:30 pm during the months of September – May, and 7:30 – 5:30 from the months of June, July and August (except for school holidays listed and other school closures listed on the yearly calendar.) Families picking up children after the conclusion of the scheduled departure, will be charged a late fee of \$1.00 for each minute they are late.
- The tuition fee is due before the **5th of each month**. When a payment is not received the space is no longer reserved for your child, and your child cannot attend the center. CDC may terminate childcare if an invoice has not been paid by the 5th of the month or payment arrangements have not been made with the administration.
- CDC is aware that parents experience occasional emergencies and with proper notice the fees may be waived by the administration.

Child Release Policy

Only parents and others authorized by parents may remove a child from the supervision of CDC staff. ID will be required for anyone authorized to remove a child.

Medication Policy

As required, all staff has received training on the administration of medication. When providing medications, please see the Director or Assistant Director to complete a Medical Consent Form. Medications can only be given when:

- Medications are prescribed by a licensed health professional
- Commonly used non-prescriptions over the counter medications including, but not limited to ointments, repellents, lotions, creams, teething gel, or powders for which a medication consent form has been given by the parents or legal guardians.
- Medications bear their original prescription label or manufacturer's label and are in safety lock containers, transported and stored safely regarding temperature, light and other physical storage requirements. Please refer to the Permission to use Sunscreen/Bug spray consent form in the Childcare Application.
- Parents are welcome to come to the facility to dispense their child's medication.

All medications must be labeled properly with the child's name.

Health Policy

It is required that staff and children be immunized against certain diseases. The only exception to this requirement is if the family physician recommends against immunization on medical grounds, or for religious beliefs. A written statement must be kept on file. If a child becomes sick while at the CDC, the parents will be notified to pick them up and the child will be isolated and made comfortable. If an emergency occurs, the child's safety will be secured first. Appropriate personnel and parents will be notified. A teacher will accompany the child if transportation to a medical facility is necessary. In order to protect your child and others, we have set up some guidelines regarding illnesses. Children should refrain from coming to school or will be sent home if any of the following apply:

1. Fever – Temperature greater than 100.5 degrees (Can return once fever free for 24 hours without the use of fever reducing medication i.e. Tylenol, Motrin)
2. Vomiting (Can return to school once free from vomiting for at least 2 solid meals)
3. Body rash including skin lesions that are weeping or puss filled with itching and/or fever.
4. Stiff neck with headache and/or fever.
5. Jaundice
6. Diarrhea
7. Chicken Pox
8. Redness, Itching, and/or “crusty” drainage from eye (Pink eye – Purulent Conjunctivitis)
9. Head Lice
10. Scabies
11. Any communicable disease that an authorized health care provider has deemed identifiable.
12. If illness requires treatment using antibiotics – students need to be on antibiotics for 24 hours before returning to school.

If a child is sent home due to illness, they may not return to the Children's Discovery Center for twenty-four (24) hours. If a child is prescribed antibiotics for an illness, they must have been taking the antibiotic for twenty-four (24) hours before returning to the Children's Discovery Center. Please sign and check-in medication with a staff member.

CDC reserves the right to request a Doctor's note before your child may return to the facility.

Universal Health Care Precautions

1. Wash your hands:
 - On arrival for the day
 - After toileting (self or child) or diapering
 - After handling any bodily fluids coughing, blood, vomit, etc.
 - Before meals and snacks, before preparing or serving food, or handling any raw foods that requires cooking (meats, eggs, poultry)
 - After water play
 - Before and after administering medication
 - After assisting a child with toileting
 - After handling garbage or cleaning
 - Before leaving the preschool (recommended).
2. Latex gloves must be worn when:
 - Toileting a child
 - Contact with blood, vomit, etc.
 - Cleaning surfaces that have been contaminated
 - Wash your hands after you remove gloves
3. Use disinfectant to:
 - Sanitize all table surfaces before mealtime
 - Sanitize toys/objects used by children

Children's Health Records and Immunization Requirement Policy

All children are required to have a completed physician's examination form, a physical exam and all immunizations up to date at the time of enrollment. Immunizations are to be kept up to date thereafter following the Wyoming immunization guidelines schedule. Record of a physical is required every year. Health records are required which document the child is current for routine screening tests and immunizations according to the schedule recommended and published by the Wyoming Department of Public Health.

Immunization is an important public health policy effecting children. As a matter of state law, children in the program must:

- Be fully immunized, or
- Be in the process of becoming fully immunized according to the approved schedule, or
- Have a physician's statement that immunization is contraindicated for medical reasons, or
- File a Wyoming Department of Health Religious Exemption to Mandatory School Immunizations

The staff has a plan to identify and exclude any child promptly if a vaccine-preventable disease to which the child is susceptible occurs in the program.

Toilet Training

The preschool does provide diapering area facilities for children who are not fully toilet trained. All children are required to have an extra set of clothes at the preschool. The CDC will have extra underwear, clothes, diapers, and socks if needed.

Help with Separation Issues/Arrival and Departure

We understand young children often have difficulty with separation. We want to reassure you that we are always ready to talk to you and comfort your child. Always say good-bye, accompanied with a hug or a kiss. Be firm, but friendly about leaving. Try your best to follow the same routines.

1. Accompany your child inside the building, sign in using your 4-digit Brightwheel App code. Give any special instruction for the day in the Brightwheel App as well as verbally to staff.
2. Notify staff/Director if any persons will be picking up your child other than parents/guardians.
3. Please notify the preschool if your child will not be in attendance. It is very helpful in planning meals for each day, as well as allowing other students to possibly do a drop in.
4. Please check your child's cubby at arrival and departure.
5. At the time of departure, please sign out your child using your 4-digit Brightwheel code.

We are there to help during these transition times and help to comfort your child once you leave. We offer comforting words such as, "I know it's hard to say good-bye." Once you have gone through your good-bye routines a few times, your child will get to know what to expect and the good-byes will be less difficult. After a short period of time, your child's anxiety about you leaving ends quickly after you leave. Should this not be the case, we want you to know that we would call you to let you know how he/she is doing.

Your child will pick up on your confidence about having chosen a good place to him/her to be while you are away. Good feelings are contagious. So, the first step in adjusting to saying good-bye is to be sure you are comfortable with your decision to enroll your child in our program. Please let us know if we can be of further help. We want you to know that separation adjustment is normal, and we have the experience of help you and your child ease through this transition time.

Confidentiality Policy

Information contained in a child's record is privileged and confidential. Unauthorized removal of records or unauthorized divulgence of parents, children, staff, or program's confidential information is not tolerated at CDC.

Transportation Policy/Field Trips

SAFETY PROCEDURES FOR TRANSPORTATION OF CHILDREN

1. Vehicles used to transport children shall be maintained in safe condition and comply with applicable motor vehicle laws.
2. Operators of vehicles used to transport children shall have the appropriate type of driver's license and be at least 18 years of age.
3. The number of persons in a vehicle used to transport children shall not exceed the manufacturer's recommended capacity nor the number of seat belts installed when the vehicle was manufactured.
4. Each child who is a passenger shall be properly secured in a child safety restraint system or seat belt as required by law. The child safety restraint system shall conform to Federal Motor Vehicle Safety Standards for child restraint systems.
5. When children are taken off site, there shall be:
 1. A first aid kit;
 2. Emergency medical release forms on all children;
 3. A current and updated attendance record (which documents periodic counts of children to include when getting on and off the mode of transportation);
 4. Direct staff supervision at all times, with a written plan for supervision maintenance at all times; and
 5. Physical boundaries identified for children.
6. Staff Child ratios must be maintained at all times.
7. Children will not be left unattended in the vehicle or at the site of care.
8. Guns, ammunition, alcohol or illegal substances, or hazardous materials shall not be transported in a vehicle transporting children.

PROCEDURE FOR LOADING AND UNLOADING SAFELY

To ensure each child is loaded and unloaded safely during transportation to and from home a recommended process would include: The monitor or van driver will check the restraint to assure the child is secure and document the time the child was loaded onto the van. When the van arrives at the facility the monitor or van driver will document the arrival time, unload the children and escort them into the building. Another staff will return to the van and check to see every child was unloaded, then sign the form verifying the information recorded by the van staff on the roll sheet is correct. Remember – once in the child care center you must sign the children into care.

Helpful Hints: Once children are unloaded and enter the child care facility, an authorized staff must record the arrival time on the official daily attendance record at the facility. When children leave the facility each day to be transported to their home or to school (for school age children), an authorized staff must document the departure time when the children left the child care facility to board the van.

PROCEDURE FOR ENSURING ADEQUATE SUPERVISION

Staff who are assigned to provide transportation (van drivers and van monitors) should have job descriptions that include the following assigned duties; i.e., who will check to assure each child is restrained properly, who will provide supervision while the van is moving; who will care for a fussy baby or upset toddler, who will record the time each child boards and departs the van, who will check to assure all children have departed the van, who will escort the children into the building and sign them in for care, who conducts the daily inspection of the van.

During transportation, the director must assure that adequate staff are present on the van to supervise and provide care to the children during each trip. Trips should be kept short so children do not have to spend excessive time in restraints. A plan should be in place in case a sole driver needs assistance when driving alone with children.

WRITTEN RECORDS

1) Have a written plan that details the following:

- The type of transportation; i.e., to and from home, field trips only, etc.
- The staff schedule; i.e., who is scheduled to drive, monitor, etc. and at what time.
- Transportation schedule; i.e., what time is the morning van run, mid-day runs or evening runs? · Plan to assure staff perform duties; i.e., job descriptions for Van Driver, Van Monitor, Teachers · Transportation route; i.e., for Run #1 leaving facility at 6:10 a.m. a list of each address in the order that the driver will use. Perhaps putting the addresses in Mapquest and printing out the directions to each child's home would be an idea? Or, see attached roster which includes a route and schedule on the form.
- A pre-arranged written plan shall be completed to designate where the child can be picked up if the parent or designee is unavailable; i.e., if no one is home to receive the child will the child be returned to the facility or will the driver try again later in the route?
- A daily inspection of the vehicle on the following: tires, lights, signals, mirrors, gauges, wiper blades, safety restraints, fuel and free of debris. This is best

recorded in a chart form where the staff assigned to this duty can check each box, record the date and put their signature verifying the information is correct.

- A transportation roster that includes the first and last name of each child, the time each child gets on and off the van and be completed by a staff member other than the driver.
- A policy stating staff who transport the children will practice emergency procedures monthly. Include verification (dates) that the procedures were practiced by these staff and the plan for evacuating the vehicle. (Again, perhaps a chart like you would use for your fire drills, recording the name of each staff along with the date and time of the drill.)

2) Records to keep in the van:

- Copy of van driver's current valid driver's license (must be 18 years old)
- Copy of the full coverage insurance for the vehicle
- Copy of CPR and First aid for the driver and/or the van monitor
- Copy of all written records described in section above.
 - A copy of each child's personal information; i.e.; name, address, phone #, and list of people who can receive the child (your pick up list) so your driver knows who they may leave the child with.
(This is important and often overlooked.)

Animals

We do have animals on the premises. All animals must comply with Health and Sanitation and vaccination requirements. Any animal with a history of attacking even one person or demonstrating aggressive behavior will be made inaccessible to the children in care.

Drugs, Alcohol, Tobacco and Firearms Policy

We strive to create a peaceful atmosphere; therefore, no alcohol, illegal drugs, tobacco or firearms are allowed on the CDC premises.

Liability Insurance

The Children's Discovery Center is covered by liability insurance with Philadelphia.

Violations

Any violation of the CDC can be found at <https://findchildcarewy.org/maps>

Infants

The CDC does not provide care to infants.

Meal Policy

CDC will serve hot or cold family style meals and snacks for children everyday unless otherwise posted. The preschool provides one percent milk and water at all meals. Clean sanitary drinking water is available to children throughout the day. Our preschoolers and staff members eat every 3 hours (see your child's schedule). The preschool takes care in the selection, preparation and presentation of any foods prepared at the program. We ask parents to join our efforts to promote good eating habits and good food choices with any food coming into the school such as food for special celebrations. Staff handling food will be trained in nutrition, safe food handling, and meal preparation. The Health and Sanitation department inspects the facility at least once a year. CDC participates in the Child and Adult Care Food Program (CACFP), which helps us with our food expenses. CACFP plays a vital role in improving the quality of care by making nutritious meals available to low-income families daily.

Please fill out the meal benefit form as our reimbursement is based on the number of qualified families.

If you request that your child be provided a special meal or have accommodations made due to food intolerance(s) or other medical reasons, please fill out the Medical Statement to Request Special Meals, Accommodations and Milk Substitutions Form. A licensed medical physician, physician's assistant, registered nurse, nurse practitioner, or registered dietician must sign this form.

Use of Media

Media images (i.e. photographs, video) are used by the program for documentation of the classroom program, research, advertising and news reports. On the enrollment forms, parents are asked for permission to use media images of their child.

Methods of Discipline

We encourage children to develop their own control, autonomy, management of feelings, problem solving, and find their own rewards in cooperative social behavior. We advocate choices and consequences for the children. However, when a child acts in such a way that is, or could be, harmful to their self or another, or destructive to property, we do intervene. If the child cannot make a good choice, we may assist him/her by making a choice for them. Time out is ONLY used if a child is hurting himself or someone else. In extreme cases a meeting may be called with parents and teachers. We do not use corporal punishment, or spanking. A child is never subjected to cruel or severe punishment, humiliation, or verbal abuse. A child is never denied food or force feeding as a form of punishment. A child is never punished for wetting, soiling, or not using the toilet. (These are in accordance to licensing regulations.)

Sometimes a child may display individual needs that are beyond the scope of our program and /or the expertise of the teachers. Behavioral problems that result in injury to other children or adults or require excessive one-on-one staffing to prevent frequent disruptions of the group routines are responded to as outlined in the Suspension/Expulsion policy of the preschool.

Suspension/Expulsion Policy

Occasionally a situation may arise when a child is having difficulty adjusting to the day to day life in child care. This can lead to having a child removed from the classroom/facility. Our facility works diligently to avoid these circumstances however, if situation should arise with your child, the following procedures may be utilized.

In order to prevent a suspension/expulsion from happening, our staff is committed to the following:

- Creating a positive environment to nurture self expression and opportune learning.
- Modeling positive behaviors to ensure children are treated with respect and kindness
- Be consistent and clear with expectations and rules of the classroom
- Use redirection and positive guidance and praise appropriate behaviors

If a child is having a difficult time maintaining appropriate behaviors in the classroom the following steps will be taken:

- Thorough account of the child and staff's actions will be documented and shared with parent/guardian.
- Parent/Guardian will be notified of disruptive behaviors and a conference will be scheduled to discuss improving behaviors.
- Staff and parent(s)/Guardian(s) will develop a plan of improvement to help improve child's behaviors.

If there is no improvement in the child's behavior after these steps have been taken:

- Parent/guardian will be advised in writing about the parent or child's behavior warranting a suspension.
- Length of suspension will be provided at the time. Tuition will be non-refundable for the suspension period.
- Expected behavior changes required in order for the child to return to the facility will be discussed, documented and shared with parent/guardian.

Repeated behavior issues may result in expulsion.

Reporting Concerns

Open communication between provider and families is crucial for your child(ren)s success. I/we will strive to communicate with you on a regular basis the events of your child's day as well as topics of concern that arise. We appreciate any and all feedback from families to help continue our growth and success as a childcare. If at any time you have a question or concern, please:

- First, speak with your child's teacher regarding classroom concerns and objectives;
- If concerns cannot be resolved with child's teacher contact the facility Director;
- Email the CDC board or speak with board member, posted on our website: www.pinedalediscoverycenter.org
- In addition, please feel free to contact the local childcare licenser, *Kelli Dunne at (307) 249-5848* to report any concerns.

All providers/staff are required by the Child Protective Services rules to report cases of suspected child abuse or neglect.

Licensed childcare complaint and compliance history can be found at findchildcarewy.org or by contacting the local childcare licensing official.

Parental/Guardian Rights

In accordance with Wyoming Child Care Licensing Regulations, we are obligated to provide you the following informational statements. Parent/Guardian(s) shall have:

- Unrestricted and immediate access to his/her child(ren) and any area of the facility where child-care is located;
- The right to view to inspection reports;
- Weekly menus;
- All known and/or treated injuries that occur to his/her child while in care and
- Any situation that occurred during child-care that caused concerns for the child's health or safety.

Policy to Avoid Termination of Enrollment Policy

Termination is always a last resort action which is carried out only when the director and teachers feel that such action is in the best interest of the child or the other children enrolled. If the preschool is unable to meet the needs of the child and/or family, every effort will be made to refer the parent to a more appropriate program for their child. The circumstances under which a child may be terminated are explained below.

1. The child exhibits extremely aggressive behavior which endangers other child and/or staff.
2. The child's health and safety at the preschool cannot be assured due to circumstances such as impulsive, risk-taking behavior.
3. Unwillingness of the parent(s) to work with teachers in the management of their child's behavior, and/or refusal to follow the preschool's recommendations for outside support services.

4. The child's developmental needs are not being met at the preschool due to general immaturity. Behavior indicative of a child's immaturity may include severe ongoing separation issues, excessive need for teacher attention, and inability to function independently or with the group.
5. The child has individual special needs which require accommodations causing an undue burden on the preschool. Accommodations related to the toileting needs of a child with a documented disability shall not be considered an undue burden.
6. If suspension or termination is due to the child's behavior, Children's Discovery Center will give specific examples, and let parents know whether we will accept the child back if he receives counseling, or sees his doctor, or some other change occurs. Parents will receive a written explanation of the reasons why, and the circumstances under which the child may return. Recommendations for return will be made by the referral services in consultation with the Children's Discovery Center.
7. The Children's Discovery Center preschool will prepare the child being terminated with sensitivity and consideration of their developmental ability. Children in the preschool program would be informed in an age appropriate manner that the child will be attending another school.
8. Nonpayment of tuition. (Student parents will not be allowed to attend until tuition owed to the preschool is paid in full.)
9. Continued lateness of parents picking up their child.
10. Parent's display of inappropriate behavior towards staff or children. May include disrespectful language, disregarding program policies, verbal and/or physical harassment or any unlawful behavior.

CDC reserves the right to terminate childcare if for any reason we feel we are not qualified to care for your child.

Supervision Policy

Daily sign-in policy is maintained by using the 4-digit sign in code in our Brightwheel App. Parents sign their child(ren) in and out daily. Records are kept. Daily attendance is checked by all teachers. Upon daily arrival at the preschool, each child is observed by a teacher for signs of illness or injury that could affect the child's ability to participate in the daily activities. The family will supplement these observations as needed. No child will be left unsupervised while attending the preschool. The teacher will regularly count children on a scheduled basis, at every transition time and whenever leaving one area and arriving at another to confirm the safe whereabouts of every child always. All emergency problems will be reported to the director will be notified immediately.

Child Abuse Reporting Policy

As professionals in contact with young children and their families, we are required by law to help Department of Family Services (DFS) become aware of children who may be

abused or neglected. Any suspected cases of child abuse and/or neglect are to be reported to DFS immediately by telephone and to follow up in writing within 24 hours.

- Child abuse: non-accidental commission of any act by a caretaker that causes or creates a substantial risk of harm to a child's physical and emotional well-being, including sexual abuse.
- Child neglect: failure by a caretaker, either deliberately or through negligence, to take those actions necessary to provide a child with minimally adequate food, safety, clothing, shelter, medical care, supervision, or other essential care.
- Reasonable cause; after examining all the facts in a situation, most people with similar training and experience would also suspect abuse and/or neglect.

If an employee has reasonable cause to suspect child abuse and/or neglect they should report to the director. If they are not satisfied with the results, they should contact DFS directly.

DFS can be reached at 307-367-4124

Emergency Procedures

We have a partnership with the US Forest Service, located at 29 East Fremont Lake Rd Pinedale, WY 82941 (307) 367- 4326 and our secondary, the Sublette Center, located at 333 N. Bridger, Pinedale, WY 82941 (307) 367-4161 where we can meet in the case of and evacuation at CDC. Parents are encouraged to familiarize themselves with our emergency procedures. In case of an evacuation children will be relocated to the US Forest Service located at 29 East Fremont Lake Rd

Pinedale, WY 82941 (307) 367-4326 or Sublette Center, located at 33 N Bridger, parents will be contacted by phone, and instructed to come and pick up their child. Children will be reunited and released to children by staff in accordance with release policies.

In the event of a school closing, you will be notified via Brightwheel, email, and the school Facebook page.

In the event of inclement weather, the school may either close for the full day, have a one- or two-hour delayed start, or an early closure. We will notify you of any delays or closures via Brightwheel, email, and the school Facebook page.

Fire:

We are following the fire department standards, including yearly inspections. Smoke detectors and fire extinguishers are serviced and inspected regularly as required by licensing and the State Fire Marshall. Emergency drills are conducted and recorded

monthly. In the event of a fire staff and children will exit the facility and make for the appropriate outdoor assembly area. Director will be responsible for operating critical equipment before evacuation and do final sweep of building. The Director will be responsible for accounting for occupants after evacuation and contacting local emergency personal by cell phone. Full time trained staff will be responsible for emergency medical aid.

If necessary, staff and children will evacuate to the Sublette County Public Health Building, located at 619 East Hennick St. Pinedale, WY 82941 (307) 367 – 2157 and our secondary evacuation place is the Sublette Center, located at 333 N. Bridger, Pinedale, WY 82941 (307) 367-4161. Parents and or emergency contacts will be contacted by phone.

If Director is unavailable, Assistant Director will be responsible and in charge of evacuation proceedings.

Bomb Threats:

If a bomb threat is called in, staff and children will exit the facility and go to the Sublette Center. The proper authorities will be notified, and the children's emergency contacts will be notified by phone.

Earthquakes:

If indoors: Staff and children will quickly gather in the doorway between the big room and the toddler room. Everyone will DUCK, COVER, and HOLD. The staff will talk to the children in a calm manner until it is safe to move. The staff and children will not attempt to run or attempt to leave the building while the shaking is occurring.

If outdoors: staff and children will move to a clear area, far away from glass, brick and power lines. All staff and children will duck and cover.

After the earthquake occurs, all children, staff and visitors (if any) will be accounted for. All staff, children and visitors (if any) will be checked for injuries and administer first aid if necessary. If life-threatening emergencies occur, 9-1-1 will be called. All staff and children will remain outside of the building until it has been inspected for re-entry. Director will monitor the radio for information and emergency instructions.

Blizzard:

Staff and children will remain indoors until the blizzard is over. Emergency provisions will be accessible.

Floods:

Staff and children will exit the facility and go to the Sublette Center. The proper authorities will be notified, and the children's emergency contacts will be notified by phone.

Wildfire:

Parents will be contacted, and school will be closed.

Tornados:

Staff and children will gather in the doorway between the big room and the toddler room everyone will cover their heads with their arms to protect themselves from flying debris.

Power Failures:

Appropriate personnel will be notified. Staff and children may remain in building if temperature and light are adequate. If the power is out for more than one day, the facility will be shut down until repaired. Extra provisions will be accessible.

Safety during violent situations:

Staff and children will be removed from the situation; emergency personnel will be contacted.

Vehicle Emergency:

In the event of an emergency involving children on the bus, the children's safety will be ensured, and emergency personnel contacted. Emergency contacts for all children will be carried on board and will be notified of the situation and asked to pick up their child.

Intruder/Dangerous Person

Although various situations can happen, our staff will make the appropriate decisions to keep all children safe and calm. "LOCKDOWN" or "INTRUDER" will be called out to staff in the event this situation occurs. Inside, we will hide in our crawl space that is equipped with a backpack full of first aid supplies, food and water for the students, and blankets. If the students are outside, the staff will accompany the children to the Sublette County Public Health Building, located at 619 East Hennick St.

Lockdown may persist for several hours and during an incident, silence is essential. The Director will call 9-1-1 from a safe location, and then contact all parents to notify them of the situation.

Some examples of lockdown conditions: Dangerous animal within school building, intruder, angry or violent parent or student, active shooter.

Missing Child:

If a child is to go missing while at the CDC, the other children will be moved to the art room with two teachers to occupy them. The remaining staff will split up and search the grounds while simultaneously contacting local police department and/or School Resource Officers at 367-4378 as well as the parents. The cook will handle the phone line.

If a child is to go missing while on a field trip, the other children will be moved to the bus and two teachers will occupy them. The remaining staff will split up and search the grounds while simultaneously contacting local police department and/or School Resource Officers at 367-4378 as well as the parents.

Injuries:

Minor injuries are treated with soap and water, bandages, and an ice pack. The teacher observing the injury will complete "Boo Boo Report (accident/incident report) and place inside your child's cubby. Parents will be called immediately if we observe a head injury or in the event of any serious or questionable injury. In an emergency, the staff will contact 9-1-1, then the parents/guardians. Staff members present must fill out a Wyoming Child Injury Report and send to licensor.

School Communication

Because teachers are not available to speak on the telephone during class time, we ask that you refer to the contact information, and either email them or call and leave a message. Your question or concern will be addressed as soon as possible.

Monthly Newsletter – Distributed monthly via email or newsletter form; this publication provides important information regarding classroom activities, important dates, and articles of interest regarding early childhood issues. Please take a few minutes each month to read our newsletter--our most important vehicle for communicating school activity. If at any time you would like to have an article printed in the newsletter, please contact the Director.

Brightwheel App – This is sent out daily from your child's teacher. In this note, it will tell you the meals served for the day, the outdoor enrichment activity, any field trips that your child may have gone on, toileting, nap times, and any other notes the teacher may want to send.

Parent Bulletin Board - Located above the sign-in book. Please check this board daily for school information and articles of interest to parents.

Parent/Teacher Conferences – Individual parent/teacher conferences are held in the fall and again in the spring. You may meet with your child's teacher at any other time by

appointment. We encourage communication between parent, teacher, and our director any time a question, concern, or problem arises. At this time, we plan to hold conferences virtually.

By Phone/Email - Please be sure that your phone number and email address (if applicable) are kept current on your child's application. We encourage the use of email when possible to communicate with Director/Assistant Director.

Media Outlets – Facebook (<https://www.facebook.com/PinedaleDiscoveryCenter>) and Instagram (@childrensdiscoverycenter)

We use Brightwheel to:

- Manage enrollment and invoicing
- Send alerts, reminders, and messages to parents
- Log student temperatures twice a day
- Collect daily responses to a virtual health screening

You may access Brightwheel from the web, and there is also, conveniently, an app that you can download to your iOS or Android device.

You will be invited to join Brightwheel via text or email. Once you receive the invitation, follow these easy steps:

- Create a free Brightwheel account. Use either the web or mobile app. Make sure to use the same email address or cell phone number to which the invitation was sent.
- Confirm your child's profile. You will see your child's profile after you create an account - you can confirm information such as birthday, allergies, and additional contacts. If you do not see your child's profile, please contact us with the email address or phone number you used to sign up.
- Set your account preferences. You can adjust your notification preferences within your profile settings on the app or website.
- Add your payment information. Brightwheel offers a secure, automated online payment system that saves you time.

Celebrations

We enjoy celebrating about any occasion you can imagine! If your child would like to bring a special treat to share for a birthday, it would be welcome. Please get with the Head Cook to confirm head counts for the day and any allergies that are present. We do ask that you provide enough for either the whole school, or just your child's class. Like birthdays, or Valentine's day, we ask that you get with either your child's teacher or the Head Cook to confirm head counts. Please bring enough for either the whole school, or just your child's class.

What your child will need:

Individual cubbies will be available for each child so that items can be left at the center. Some children who are part-time, may share a cubby with another student due to lack of cubby space. We ask that you please properly label all belongings with your child's name. We spend a large amount of time outside, even during the Winter months.

These items are always asked to be in your child's cubby :

- Extra set of clothing (shirt, pants, underwear, and socks)
- Diapers (if necessary)

During the warmer months:

- Light jacket
- Sun Hat
- Sunglasses (if possible)
- Your own sunscreen if you choose not to use the school's supply

During the cooler months:

- Snow boots
- Snow pants
- Gloves/mittens
- Heavy Coat
- Hat (that covers their ears)

Disposable diapers and pull ups (if necessary), extra change of clothes (underwear, socks, pants and shirt in a labeled bag), snow clothes (boots, jacket, pants, gloves, hat) and we also allow a light blanket to be used during nap time only. We will provide a sleep sack (pillow and blanket). Blankets can be kept at school for weekly washing or can be taken home each week.

What to leave at home:

We discourage toys being brought to school as they serve as a distraction and can be broken or lost. If the toy is brought and causes a distraction to the class, the toy will be brought to the office and can be given back at the end of the day. We also discourage candy, gum and other food items. **Please do not leave food in cubbies.**

Caring for Our Children: National Health and Safety Performance Standards Appendix O

**CARE PLAN FOR CHILDREN WITH SPECIAL HEALTH
NEEDS -To be completed by a Health Care Provider**

			Today's Date	
Child's Full Name			Date of Birth	
Parent's/Guardian's Name			Telephone No. ()	
Primary Health Care Provider			Telephone No. ()	
Specialty Provider			Telephone No. ()	
Specialty Provider			Telephone No. ()	
Diagnosis(es)				
Allergies				
ROUTINE CARE				
Medication To Be Given at Child Care	Schedule/Dose (When and How Much?)	Route (How?)	Reason Prescribed	Possible Side Effects

List medications given at home:
NEEDED ACCOMMODATION(S)
Describe any needed accommodation(s) the child needs in daily activities and why: Diet or Feeding: _____ Classroom Activities: _____ Naptime/Sleeping: _____ Toileting: _____ Outdoor or Field Trips: _____ Transportation: _____ Other: _____ Additional comments: _____

Caring for Our Children: National Health and Safety Performance Standards Appendix O

CARE PLAN FOR CHILDREN WITH SPECIAL HEALTH NEEDS
Continued

SPECIAL EQUIPMENT / MEDICAL SUPPLIES
<ol style="list-style-type: none"> 1. 2. 3.
EMERGENCY CARE
CALL PARENTS/GUARDIANS if the following symptoms are present:
CALL 911 (EMERGENCY MEDICAL SERVICES) if the following symptoms are present, as well as contacting the parents/guardians:

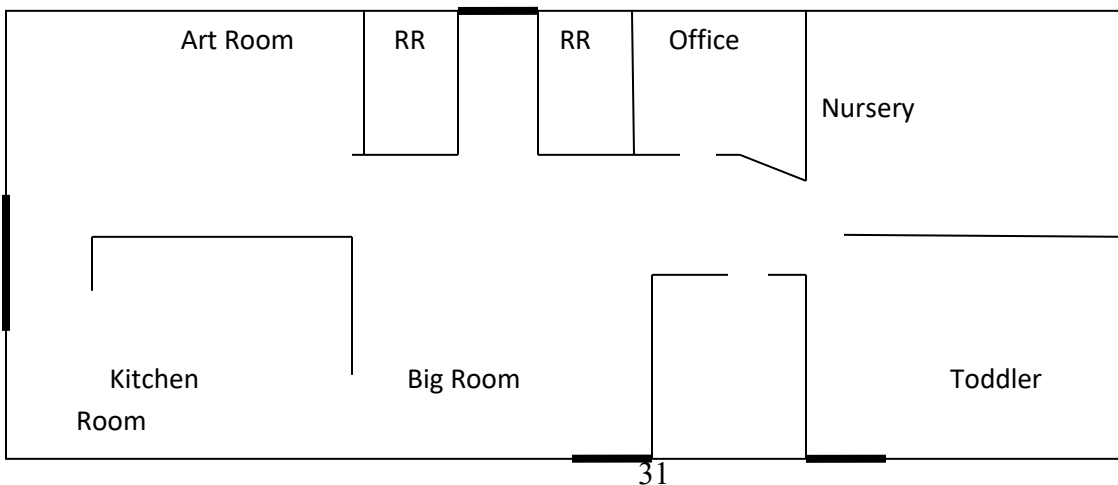
TAKE THESE MEASURES while waiting for parents or medical help to arrive:	
SUGGESTED SPECIAL TRAINING FOR STAFF	
Health Care Provider Signature	Date

PARENT NOTES (OPTIONAL)	
<hr/> <hr/> <hr/> <hr/>	
<i>I hereby give consent for my child's health care provider or specialist to communicate with my child's child care provider or school nurse to discuss any of the information contained in this care plan.</i>	
Parent/Guardian Signature	Date

Important: *In order to ensure the health and safety of your child, it is vital that any person involved in the care of your child be aware of your child's special health needs, medication your child is taking, or needs in case of a health care emergency, and the special actions to take regarding your child's special health needs.*
Wyoming adaptation 3/2022

FIRE SAFETY EVACUATION PLAN

1. Kalie Miles, Director, shall be responsible and in charge of all fire drills.
2. If Kalie Miles is unavailable, The Assistant Director, will be responsible and in charge. If Kalie and the Assistant Director are unavailable, the Assistant Teacher will be responsible and in charge.
3. All staff members will supervise the evacuation of the children. (Take attendance book, bus keys and cell phone)
4. Kalie Miles will do a sweep of the building to be sure that everyone leaves the building.
5. Kalie Miles will do a roll call of all students and staff to ensure all persons are present and accounted for.
6. Kalie Miles will call 911 and report the fire.
7. For a fire in the kitchen the children will exit out the back/east doors and meet on the hill behind the building for roll call.
8. For a fire elsewhere in the building the children will exit through the playground/south door and meet at the back fence for roll call.
9. We have a partnership with the Sublette Center, located at 333 N. Bridger, and Sublette County Public Health, located at 619 East Hennick St. where we can meet in the case of an evacuation at CDC. Parents will be notified by telephone and asked to come and pick up their child. Parents are encouraged to familiarize themselves with our emergency procedures.



Agreement

This parent handbook has been prepared as a summary of the policies, philosophies and procedures of the Children's Discovery Center (CDC). Please read it carefully. Upon completion of your review of this handbook, sign the statement below, and return it to the director.

I, _____, have received and read a copy of the CDC Parent Handbook which summarizes the goals, policies, procedures and expectations of CDC, as well as my responsibilities as a parent.

I have familiarized myself with the contents of this handbook. By my signature below, I acknowledge, understand, accept and agree to comply with the information contained in the Parent Handbook provided to me by CDC.

The Board of Directors and the administration retain the right to change the contents of this handbook as they deem necessary, with or without notice.

Parent/Guardian Signature

Date

Director Signature

Date

(Please tear off this page and turn into Director)