

LCCC  
Children's Discovery Center  
1400 E College Dr.  
Cheyenne, WY 82007  
307.778.1303



# General Information & Policies



Updated Spring 2023



Dear Families,

The staff of the LCCC Children's Discovery Center welcomes you as partners in your child's educational journey. We look forward to working with you in supporting your child's growth, development, and education during these incredibly important first five years of life. While your child is attending our school, he/she will participate in a variety of exciting activities in a safe and healthy environment, along with a caring and attentive staff of well-trained early childhood educators. The curriculum here is designed to encourage children to explore and experience the world around them through play-based activities. Our curriculum fosters growth in social, behavioral, cognitive, language, physical development as well as early literacy and mathematic skills.

Families are an important part of the development of every child. Our communication with you is essential to the success of our program. You will receive frequent, regular communication about your child's development and progress, as well as the projects, activities, and themes they are learning about in the classroom. We hold family/teacher conferences twice a year, but additional conferences can be requested at any time. We have an open door policy and want to hear your thoughts, ideas, and concerns. Your input can help us make changes to make our program stronger and better!

Our professional teaching staff and administrators look forward to working with you and your family in the coming years. Our goal is to provide your child with the highest quality early childhood education! Thank you for selecting us to be a part of your child's educational journey!

If we can answer any questions or be of any assistance, please don't hesitate to reach out to us, stop by the business office, give us a call, or send us an email. The phone number is 307.778.1303, or our email addresses are [bstorer@lccc.wy.edu](mailto:bstorer@lccc.wy.edu) (Beth Storer - Director) or [jrussell@lccc.wy.edu](mailto:jrussell@lccc.wy.edu) (Judy Russell - Assistant Director).

Sincerely,  
Beth Storer & Judy Russell

# LCCC Children's Discovery Center Vision Statement, Mission Statement, Philosophy & Core Values

The LCCC Children's Discovery Center has aligned our Vision Statement, Mission Statement, Philosophy and Core Values with those of Laramie County Community College (LCCC) and the National Association for the Education of Young Children (NAEYC).

## Our Vision Statement

Opportunities for young children within the LCCC and Cheyenne community as well as other surrounding communities, will be provided by dedicated staff to encourage learning and ensure that the children reach their fullest potential when enrolled at the LCCC Children's Discovery Center. The dedicated staff at the Children's Discovery Center continue to self-assess in effort to find ways to improve practices and create better experiences for the enrolled children and their families.





## Our Mission Statement

The LCCC Children's Discovery Center promotes the highest quality of early learning for young children. As a part of the LCCC Campus Community, we are compelled to aid early childhood learning by offering diverse, dynamic early childhood experiences to the children enrolled. As does Laramie County Community College, the Children's Discovery Center grounds their work in 4 foundational elements of our mission:


1. To prepare young children to be socially competent and provide them with a solid base of social skills needed to be successful in kindergarten (social preparation)
2. To engage the children in learning activities that will provide them with diverse opportunities to help them prepare to enter kindergarten and begin their academic journey (transfer preparation)
3. To encourage and assist CDC staff in their professional development, to be life-long learners who inspire the children they work with to love learning (professional development)
4. To build relationships with agencies and businesses in the community, to be able to refer families and provide information about these agencies and business when families and children need resources and services (community development)

# Our Philosophy

- We believe that all children benefit from a safe, welcoming, learning environment where they are provided lots of opportunities to play, learn, and explore the world around them.
- We believe that children are strong, intelligent, competent, and constantly learning, and we recognize that children are best understood and supported in the context of family, culture, community, and society.
  - We believe that families have the right to be full participants in their children's education.
- We believe that our teachers are caring professionals, trained to support the children in their learning and the parents/guardians in their participation.
  - We believe that teachers are researchers engaged in the creation of new knowledge as they work alongside the children in collaboration with other adults in the campus community.
  - We believe that children's play is extremely vital to healthy physical development, social/emotional development, and cognitive growth.
- We believe that children, parents/guardians, and teachers are all learners and teachers in this journey, and we respect the dignity, worth and uniqueness of each individual.
  - We believe that college students who participate in our programs at all levels of their study, from beginning observations to semester-long internships are unique, integral, and valuable members of our learning/teaching community.



## Our Core Values

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- **Desire to Make a Difference** - We strive to further our professional development as staff to be able to offer opportunities for each child and family to achieve their full potential.
  - **Commitment to Excellence** - We are committed to promoting an environment for young children to succeed. To do this, we continuously strive for greater competence, by considering multiple sources of evidence and diverse perspectives to reflect on what we have done, not our progress and successes, and engage in continuous quality improvement.
  - **Passion** - Our center is wholly dedicated to sharing enthusiasm, excitement, and positivity with children and families as we strive to create a love of learning for each child we work with.
  - **Openness** - We are committed to transparency, where our best work demonstrates respect for each family, child, and staff member, as we build effective partnerships and trust.
  - **Collaborative Relationships** - We commit time and effort to ensure diverse participation and more effective outcomes by meeting quarterly with the Parent Advisory Committee. We act with integrity, respect, and trust to build solid relationships with families, as well as within the LCCC Campus and the community.
  - **Equity & Opportunity** - We advocate for policies, practices, and systems that promote full and inclusive participation, with the ultimate goal of offering equitable opportunities for all children and families enrolled at the CDC.

# Contact Information

Address: 1400 E. College Dr. (ARP & AT buildings)

Phone Numbers: ARP Business Office: 307.778.1303

AT Classrooms Landline: 307.778.1338

Fax Number: 307.432.1957

Director: Beth Storer - [bstorer@lccc.wy.edu](mailto:bstorer@lccc.wy.edu)

Assistant Director: Judy Russell - [jrussell@lccc.wy.edu](mailto:jrussell@lccc.wy.edu)

VP of Administration & Finance: Rick Johnson - [rjohnson@lccc.wy.edu](mailto:rjohnson@lccc.wy.edu)

## Hours of Operation:

The Children's Discovery Center is open Monday-Friday from 6:30am - 5:30pm.

The Children's Discovery Center is closed whenever the LCCC Campus is closed. See the Calendar of Closures on our website or refer to your Annual Fee Agreement to see a list of closure days.

The Children's Discovery Center has liability insurance through LCCC.



## Introduction

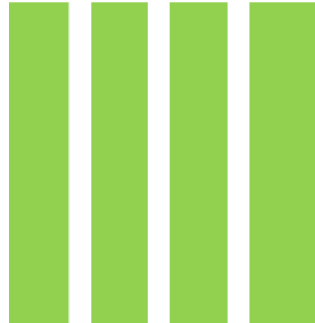
The LCCC Children's Discovery Center is, owned and operated by Laramie County Community College, that first started in 1971.

The Children's Discovery Center provides developmentally appropriate education and care for infants through preschool. The center is available to LCCC students, LCCC employees, and community members.

## Our Purpose

The purpose of the LCCC Children's Discovery Center is:

- To provide an educational environment with lots of opportunities for children to discover, explore, grow, and develop to their own unique potential.
  - To provide a safe, secure, and happy place for children.
- To strengthen and promote family relationships with the center by providing support through home-school communications and family-community partnerships.
- To provide an opportunity for LCCC students to receive hands-on experience and training in working with young children.





# Children's Discovery Center History

- In 1971, a private, non-profit firm started the first child care center at LCCC, in a small dressing room in the back of the theater, few children were served due to the limited space.
- In 1978, LCCC began developing a quality hands-on education program to train students for careers in early childhood. The child care center was incorporated into the training.
- In 1981, a center-oriented child care center was opened in the new ARP building. With more room, the Children's Discovery Center (CDC) began offering a preschool program in the mornings and child care in the afternoons.
- In 1982, forty permanent preschoolers attended the CDC each day, plus many drop-ins. Enrollment continued to increase, and in 1984 the CDC was almost at capacity.
- In 1986, the CDC expanded from just fall and spring semesters to year-round care.
- It was believed that the CDC was a reflection of LCCC, and that it should have the same high quality, and the center was eventually awarded National Association for the Education of Young Children (NAEYC) accreditation... at that time, it was the only center in Wyoming to have that high accreditation.
- In the late 1980s the college repurposed space in the Auto Diesel building (now the AT building) to be able to expand the program.
- In 2001, LCCC took over control of the center, oversight of the budget, and ensures that the center maintains the NAEYC Accreditation today.

Our  
History





## Partnering with Families

The Children's Discovery Center staff all understand and realize that your child/children are the most important part of your world! We want to thank you for trusting us to help care for and teach your children!

The CDC aims to build strong bonds between home and the center, sharing information about the CDC and home life in a collaborative effort to provide the child and family with a high quality early childhood experience. Families are encouraged to play an active part in their child's/children's experiences at the center. We want all of our families to feel welcomed, respected, and happy, and all children to be successful!

There are many ways to play an active part in your child's experiences, teachers will be sending out messages and newsletters letting you know what they are learning about, a great way is to ask your child about their day and have conversations about what they are learning about to extend their learning at home. Families are welcomed and encouraged to talk with their child/children's teachers about volunteering opportunities in their child's classroom... if you have something the children would love to learn more about, feel free to talk to your child's teachers or the office, the children love when family members come in to teach them about and share new things.

LET'S

play learn grow  
TOGETHER

## Partnering with Families

Prior to the first day of attendance, each family is required to attend an enrollment meeting with the Director or Assistant Director. During this meeting, the Director/Assistant Director will go over the Fee Agreement, the Family Handbook, the curriculum and assessment processes, getting information from the family regarding child/family considerations and needs (health, language, learning, personal family situations, etc.) and answering general questions. This meeting will also be a time for the family to meet their child's/children's teachers and see the classrooms.

Classroom surveys are sent out with the welcome packet to help the teacher identify information about the family demographics, home language, culture and traditions. There is also room for the family to share any extra information with the teachers that may help their child/children to be more successful.

Regular ongoing communication with families is facilitated in a variety of methods to build a strong relationship between the families and the center. Communication methods with the families include the CDC Website, a private Facebook Group just for families of enrolled children, classroom newsletters, family conferences (November & May, and as requested/needed), emails, the Procure App, daily informal communication at drop off & pick up, and the Parent Information Corner located by the office in the ARP building.

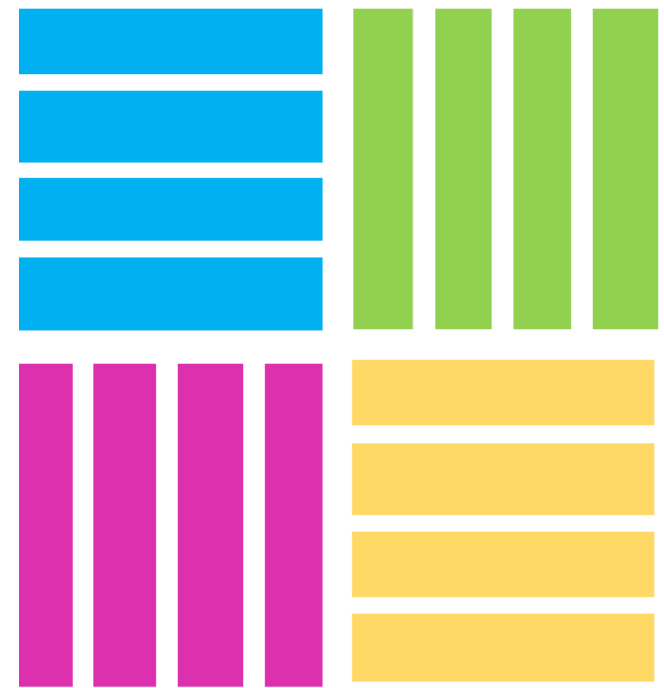
CDC is a multi-cultural, multi-lingual learning environment where all children and families are treated with respect and consideration. All program documents and information will be translated upon request into a home language other than English. If you feel you need a translator for a parent conference, please let your child's teacher or administration know. Children who do not speak English are welcome at the CDC. Teachers may ask parents for assistance with phrases and words in the child's native language to enable communication with the child while the child is learning English. Parents/guardians cultures are acknowledged and supported at the CDC.



Classroom cell phones are provided to facilitate family-teacher communication. Each classroom phone has the Procure App to aide in communication with families. Messaging through the app is the preferred method of messaging between families and classrooms. If something comes up and you need to call to talk to your child's teacher, please realize teachers may not be able to answer calls immediately, as the children are their number one priority. When parents need to speak with a teacher and cannot reach them on the classroom cell phone, they should call the CDC office (307) 778-1303. The office will arrange for the teacher to return the call. Each classroom's cell phone will be taken with the teachers any time they leave their classroom (i.e. walks around campus, walks to playground/gym). Teachers are not permitted to use their personal cell phones for parent communication.

#### Classroom Cell Phones:

- Meadowlark Room (Infants) . . . . 307-286-7267
- Bison Room (12-18 months) . . . . 307-286-7061
- Coyote Room (18-24 months) . . . . 307-286-7085
- Sundance Room (24-30 months) . . . . 307-286-7220
- Yellowstone Room (2.5 - 3.5 years) . . . . 307-286-7247
- Cowboy Room (3.5 - 5 years) . . . . 307-286-7265
- Jackalope Room (3.5 - 5 years) . . . . 307-286-7036
- Triceratops Room (Part Time 3 - 5 years) . . . . 307-214-7734



Classroom  
Cell  
Phones

The Children's Discovery Center offers full time classrooms for children ages 6 weeks to 6 years, as well as a part time option for children ages 3.5-5. For part time, children must be potty trained, and the children can attend half days or full days, these are contracted times that can be changed as ratios/enrollment allows. Drop-in Services are not available at the Children's Discovery Center.

The Children's Discovery Center is located in two different buildings on the LCCC Campus, the ARP building houses the classrooms for infants, toddlers, twos, and the younger preschoolers, the business office, and the observation room. The AT building houses the 3 older preschool rooms, one of these being a part time classroom.

The playground for all classrooms is located outside of the ARP building. During the winter months, the children have use of the multi-purpose room in the gym for large motor time.

The importance of continuity of teaching teams in the classrooms is one of the cornerstones of best practice. The CDC strives to keep teaching teams together. Changes may occur if a teacher resigns or takes a long term absence is needed. The CDC has a full time substitute that will cover teachers if this need should arise.

### Teacher-to-Child Ratios

Age Group	Teachers	Children
Infants (Up to 12 months)	2	8
Toddlers (12-24 months)	2	10
Twos (24-30 months)	2	12
Jr. Preschool (2.5-3.5 years)	2	16
Older Preschool (3.5-5 years)	2	20



# Program Options & Ratios



## Admission Policy

Families interested in enrolling their child/children at the CDC must complete an application that can be found on the LCCC website. Once an application is received, the assistant director will get it entered into our system and send an email to let the family know that we received their application. Priority is given to families with siblings currently enrolled at the CDC, LCCC Students, Faculty, and Staff. Families from the community or towns near by are welcome to submit applications.

All applications are placed on the active waitlist. If we contact you that we have a spot for your child, and you do not accept the spot, your child will be removed from the waitlist unless you make a request to remain on the waitlist. It is the families responsibility to inform the center of any changes in contact information after submitting the application.

After a child is enrolled in the center, they will have their spot until they are withdrawn from the program or until they attend kindergarten.

## Withdrawal Policy

The CDC encourages families to contact the office to discuss the withdrawal of their child/children at least 2 weeks prior to the last day the child will be attending.

## Early Closures / Snow Days

The CDC will close when Laramie County Community College closes. As soon as any information is released/announced from Laramie County Community College, a ProCare message will be sent out to all families to alert them. Families are also encouraged to look at the LCCC website ([www.LCCC.wy.edu](http://www.LCCC.wy.edu)) for announcements as well.

Should LCCC and the CDC close mid-day due to weather, a message will be sent out through Procare as soon as administration gets notice of the closure. We will set a reasonable time that the CDC will be closing, and ask that you come for your child as soon as possible so that our staff can get home safely to their families. No credits will be given for weather related closures.





## Drop Off

In the mornings, all children will be dropped off in the ARP building from 6:30 am - 7:15 am. Starting at 7:15 am, the children in the AT classrooms, will need to be dropped off in the AT building.

At drop off, you can ring the doorbell or knock, the teachers will take your child to the bathroom so they can wash their hands, and then will take them to their classroom.

## Pick Up

When you arrive to pick your child up, knock or ring the doorbell and you will be let into the center to go get your child and their belongings, and talk to their teacher.

If somebody you have authorized is picking your child up, they can also knock, ring the doorbell or go to the office, they will need to show their photo ID before being let in to get your child, unless the teachers or office staff recognize them from picking up at other times.

Parents may revise the Authorized Pick Up List at any time, they can come to the office to do this or give it to the teachers in writing.



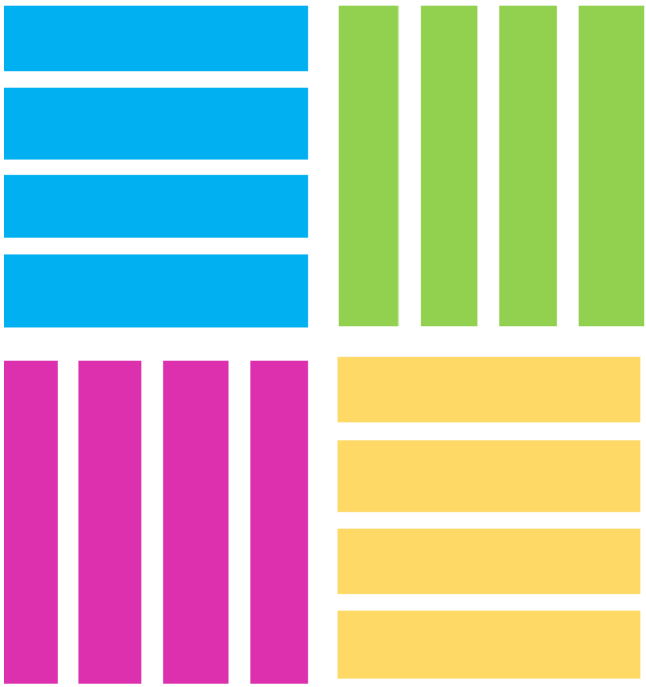
## Signing your child IN & OUT each day

It is extremely important that you sign your child IN & OUT each day on the Procure app! This is what the teachers in the classroom are using for their roster, by looking at the app, they should be able to glance at it and know exactly how many children are in their care at any given time. Yes, they are still counting and aware of how many children they have, but if there is an emergency situation, it helps when the children are signed in and out. Teachers will sign children in and out if they are dropped off or picked up by people you have authorized, they will not need the app.

## Parking

Parking spaces are provided for families for drop off and pick up at both the ARP and AT buildings. The parking spaces in these locations are limited to 30 minutes. Please do not leave your car running or leave children unattended in your car.

**DO NOT PARK IN THE HANDICAP PARKING SPACES UNLESS YOU HAVE A PERMIT** (this could result in your car being ticketed).



# Financial Operations

- The fiscal management is oversighted by LCCC. The CDC Director works with the Vice President of Administration and Finance to develop an annual operating budget.
- The monthly tuition rate is set and approved by LCCC Administration. The tuition is stated in the current annual CDC Fee Agreements. The Fee Agreement is a legal binding agreement signed by the parents/guardians for the upcoming year of services.
- There will not be tuition reduction for sick days or vacations. Tuition will be charged during the days the college is closed.
- Tuition statements will be emailed to parents/guardians during the last week of the month, and payment is due the 20<sup>th</sup> of the following month. Payments can be made by credit card, check, or cash. Payments can be made on the Procure App, or online at [www.myprocare.com](http://www.myprocare.com) using the email address on file from the child's application. LCCC and the Children's Discovery Center do NOT accept American Express Cards for payment. There will be a \$10 fee charged for returned checks.
- There is a \$25 non-refundable enrollment fee required at the time of enrollment.
- A refundable tuition deposit equal to one month of tuition will be required for every child in the program. The deposit can pay the child's last month of enrollment or it will be refunded to the family.
- Receipts are available at the request of the parent/guardian. At the end of the year, the CDC will provide families with a statement showing payments from January to December for tax purposes.
- After 30 days, if the tuition is not paid, the family will receive notice that the child may not return to their classroom until the balance is paid. After 60 days, if the Center has not received payment, we are required to forward the account to the colleges Accounts Receivable Office. The refundable deposit the family paid will be used to offset the balance on the account. Collections efforts may include a hold being placed on student accounts and could involve the use of an outside collection service.



## Meals & Snacks

Families are responsible to bring nutritious meals and snacks each day for their child(ren). Breakfast (optional), lunches, and snacks are in each classroom's daily schedule. Please check with your child's teacher to find out their class meal schedule.

Each child will need a cup/water bottle each day, these will be sent home each night to be cleaned. If you would like your child to have milk with meals, please put it in a thermos or insulated bottle/cup to keep it cold for meal times.

Children 12 months to age 5 will practice "family style dining". Family style is integrated into our curriculum and provides opportunities for children to learn and develop social skills, cognitive skills, and manners as well as to build relationships and engage in meaningful conversations with peers and adults.

**ONLY** the infant and toddler classrooms have the capability of heating meals up. If you would like your child's meals to be heated, it must be in a paper or glass container. No food shall be heated in the microwave in plastic or Styrofoam containers, plates, bags, or wraps.

It is recommended to use ice packs and/or thermos and insulated lunch boxes, no microwaves or refrigerators will be available for the children in the two-year-old classrooms and up. Please include your child's name on their lunch box. CDC is not peanut free. You will be notified in writing if there is a serious food allergy in your child's classroom.

Every measure will be taken to ensure that we keep all children safe while they are eating their meals, and accommodations are made whenever possible to protect children with food allergies. Teacher team members will wash their hands and glove up while organizing the children's meals and snacks. The eating area surfaces will be cleaned prior to meals/snacks being served as well as after. Please see infant feeding policies in regard to ensuring food safety.

Please check expiration dates as per NAEYC requirements, if teaching staff see food/drinks that are past the expiration date, they are required to discard it.

For any child with special feeding needs, and for all infants, teachers will document the type and quantity of food the child/infant consumes and will share this with the child's family.





## Allergy Information:

At the LCCC Children's Discovery Center, the infant room is a NUT FREE classroom. In the other classrooms, peanut butter and other nut items are permitted. However, if we enroll a child with a severe allergy, a notice will be sent out to all families in the classroom about said allergy. Depending on the severity of the allergy, families may be asked to make substitutions or to not bring certain item(s) due to the nature of the allergy.

## Family Provided Supplies (Please label belongings)

- Water cup
- Daily Meals & Snacks
- 2 full changes of clothing (more if potty training)
- Diapers/pull ups as needed
- Sunscreen (spring/summer months)
- Sunhat if you would like your child to wear one
- Weather Appropriate Outdoor Wear
  - Jacket/Sweatshirt during warmer months
  - Heavy Coat/Gloves or Mittens/Hat for colder months
    - We try to get outside as often as we can and want the children to be warm enough to play and enjoy their time outside (Wyoming weather can be extremely inconsistent!)
- Family Picture for the Classroom Family Tree
- Sheet/Blanket for nap/rest time (sent home Friday to be washed) a small stuffed animal to cuddle with is also ok

# What to Bring



## CDC Provided Supplies

- Tissues
- Sam's Club Unscented Baby Wipes
- Desitin or A&D Ointment





## Birthday Treats

Each of our teaching teams have their own creative ways to make your child feel extra special on their birthday. Families are welcome to bring/send simple “store-bought goodies” to be shared with their child’s class. If you are wanting to bring birthday treats, please talk with your child’s teachers prior to bringing them in to ensure all health requirements will be met, and arrangements can be made for any children with allergies.

## Treasures from Home

During nap time, as long as it does not cause issues, children are welcome to bring a small stuffed animal to cuddle with.

Some of our classrooms have “Show & Share”, in those classes, the teachers will notify families when their child is scheduled to bring item(s) from home to share with the class. This provides a great opportunity for children to work on developing their expressive language as they tell their friends about what they have brought, and why they chose what they did.



*Birthdays  
&  
Treasures  
from Home*



## Labeling your Child's Belongings

Please label everything your child brings with their name. We have lots of children here at the center each day, and it is not uncommon for them to have the same items as somebody else. By labeling everything, it also helps the teachers and part time staff to insure that items are going home with the correct family.



## Babysitting

Any CDC employee who accepts a babysitting job for a family, does so as an independent contractor and not as an employee of CDC/LCCC. CDC/LCCC cannot be held responsible or be held liable for any actions or incidents that occur when an employee is engaged in work outside of their employment with CDC/LCCC.



## Custody

Parents who have legal restrictions on custody of their children must bring copies of the appropriate legal documents to the CDC Office to be added to the child's file. It is the CDC's policy to provide copies of the child's records, achievements, assessments, evaluations, etc. to both parents/guardians unless there is a legal requirement that states that a parent does not have custodial rights.



## Fee Agreements/Permissions/Contact Information

Each year in June, families will be asked to sign a new Fee Agreement for the upcoming fiscal year. At this time, families will also be asked to update their permission preferences for their child(ren) as well as to verify and update all contact information and authorized people for pick up.

## Confidentiality

It is the responsibility and expectation that all staff adhere to rules of confidentiality as outlined in the NAEYC criteria and subject to all applicable laws. With regards to children and families, staff will hold the following information in confidence, unless disclosure is mandatory by law:

1. Children and family enrollment records
2. A child's health status
3. Children's portfolio records
4. Children's assessment records, IFSPs, IEPs, and/or other documentation

No records or documentation will be shared without the expressed written permission from the child's parent/guardian unless disclosure is mandatory by law.

The content of each child's health and safety file is confidential, but is readily available upon request to:

- The child's parents or legal guardians.
- Regulatory authorities.

## College Students

Any college student entering the center meets with either the Director or Assistant Director to review the CDC Confidentiality Policy, and have to sign off, stating that they agree to abide by it.

If they are going back to their college class to discuss what they have observed, they are asked to change the names of the children or say "one child..." "another child did..." to maintain confidentiality for the children and their families.





## Family Grievance Procedures

We encourage all families to talk with their child's teacher and bring up any concerns as soon as possible. If you are not comfortable in bringing the concern up with the classroom teaching team, **please**, speak to the Director or Assistant Director. If we aren't made aware of a concern, we can't help to find a resolution for the issue.

- Families are encouraged to discuss concerns about their child or their child's classroom with their child's teacher, and/or the Director as soon as a concern arises.
- Teachers or families may request a Family Conference at any time to discuss concerns. Families or teachers may request that the Director or Assistant Director attend the meeting.
  - The Director will facilitate a discussion with all parties involved, and will work to resolve the conflict.

## Adherence to Americans with Disabilities Act

Our policy is to accept children in compliance with the Americans with Disabilities Act (ADA), its regulations, and any other applicable local state or federal laws pertaining to the provision of services to individuals with disabilities.

## Special Education Plans (I.E.P.s & I.F.S.P.s) & Family Conferences

If a child attending the CDC is on an Individualized Family Service Plan (IFSP) or an Individualized Education Plan (IEP) parents may sign permission for the classroom teacher and team to participate as members of the multidisciplinary team meetings. A written agreement exists between STRIDE and the CDC to provide early intervention services for children and families at our center.

Parent Teacher Conferences are held twice a year, in the fall and spring. Teachers share the child's Work Samples, ASQ and Wyoming Early Learning Standards, and discuss the child's growth and development. Parents and /or teachers may request a parent-teacher conference at any time.

# Building Security

All doors providing access to the CDC in both the ARP building and the AT building are only accessible by key or the code given only to staff members. Doors into the classrooms are locked at all times. The code to the doors is periodically changed throughout the year for security reasons. No CDC visitors or visiting LCCC students are given the access code.

Parents/guardians must sign their child in and out each day with the Procure App, by using the GPS location or scanning the QR code posted at the doors.

LCCC Campus Safety Officers work closely with the staff of the CDC to ensure that the children are safe. There are cameras throughout the college campus to assist campus safety in monitoring hall way activity.

No weapons are allowed on the premises Children's Discovery Center, unless it's an on duty law enforcement officer. As we are on a college campus, this follows Wyoming State Statute 6-8-104(t).

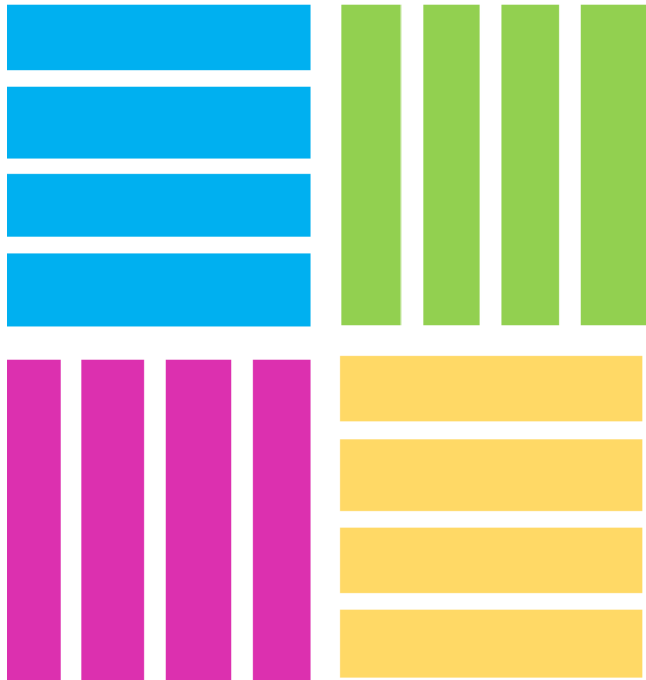
## Emergency Procedures

The Wyoming Highway Patrol Academy is located on the LCCC Campus, just east of the CDC. These are active duty officers that would be first responders in an emergency.

The following pages describe the Emergency Procedures that LCCC and the Children's Discovery Center will follow. These all come from the Emergency Procedures Flip Chart that is posted in each classroom.

For emergencies, it is important that all staff remain calm, the children need the teachers and adults to remain calm, they will feed off of anybody around them in panic mode.

Campus Safety can be reached at: 307.778.1122 OR 307.630.0645



## Emergency Drills

- The following emergency drills are conducted throughout the year in accordance with local fire code and licensing requirements:
  - Emergency Fire Drills are conducted monthly, at various times throughout the day.
  - Emergency Tornado Drills are conducted monthly from April through August.
  - Lockdown and Evacuation procedures are discussed with all staff, but not practiced with the children so as not to frighten them.
- Emergency evacuation routes (showing primary & secondary) are posted at each exit in each classroom.
- Children are guided by teachers to their designated safe place.
- Infants and young toddlers are placed in evacuation cribs to be transported to their designated safe place.
- For each emergency drill, the teachers carry their emergency packs (equipped with first aid kits, baby wipes, extra diapers if needed, a spare change of clothing), and their classroom cell phone (the Procure app is on all classroom cell phones and shows what children are signed in at that time, as well as having each child's contact information).
- If emergency evacuations from the college are deemed necessary, the Director/Assistant Director will coordinate with the Director of Risk Management and Campus Safety and LCCC Officials. Families will be contacted through the Procure App with information regarding the evacuation, as well as their child's location and when and where they can pick their child/children up.
- If there is an emergency lockdown, the Director/Assistant Director will coordinate with the Director of Risk Management and Campus Safety and LCCC Officials, and will be contacting families through the Procure App. There will be ongoing communication coming from the Director/Assistant Director until the lockdown is lifted.



# Emergency Procedures (As per LCCC Flip Chart)



In any Emergency Situation...

- Classroom Staff are responsible for their
- Classroom roster (on the cell phone, Procure App)
- Emergency backpack (containing the classroom First Aid Kit)

It is extremely important for families to sign their children in and out every day so that we can look at the app and know how many children we have at a glance!

## Active Shooter

Should there ever be an active shooter on campus, CDC Administrators would be alerted. Upon receiving the alert, CDC staff would take the children to their "safe place". As soon as children and staff were secure in their "safe space", a Procure message notifying all families would be sent out. There would be continuous communication going out from the Director or Assistant Director until the all clear was given, then that would also be communicated with families. We ask that families refrain from trying to communicate with teachers during this time as their primary concern will be the children.

Research shows that active shooter situations rarely last over 5-10 minutes, and we have been told that unless it starts in our buildings, it won't make it to our buildings before it was stopped.

If the active shooter is inside/near your building:

- Remain calm
- Gather children and take them to your classroom's "safe place"
- Turn off lights, keep children as quiet and calm as possible
- Close classroom blinds and our interior doors are all already locked, lock the doors to the playground in ARP and close curtains in AT
- Barricade doors by any means possible
- Do not open doors until given the all clear

If the active shooter is in another area of campus:

- Remain calm
- Keep children inside the classrooms.
- Lock playground doors (ARP) & close curtains (AT) as precautionary measure
- Be prepared to move to your classroom's "safe place" quickly if necessary



## Emergency Procedures (Continued)

- **911 Protocol - If dialing from a campus landline, dial 9-911 -**  
If in doubt, call 911... anytime that 911 is necessary, follow these guidelines: Identify yourself. Give the nature of your emergency. Give building address and precise location of emergency in the building. Give medical status of all visitors and staff if known/appropriate. Do not hang up unless told to do so by the 911 operator. After being released, alert campus safety by calling 307.630.0645.
- **Fire, Smoke, Explosion -**  
If fire, explosion, occurs in the building, or if you observe smoke, follow these guidelines: Assess the situation; activate the nearest fire alarm and call 911 (Identify yourself, give your location, name and address of building, give nature of incident and any known injuries). After being released by 911 operator call Campus Safety at 307.630.0645. Evacuate building (go at least 500 feet away, keep streets, fire lanes, hydrant areas, & walkways clear for emergency personnel). Do not attempt to return until "All Clear" is given.
- **Threatening Calls -**  
Collect as much information as possible - if caller id is possible, not the phone number - name of caller - location of caller - caller's complaint - how is caller threatening? - DO NOT hang up, even if the caller hangs up! From another phone, notify Campus Safety at 307.630.0645. If Campus Safety directs you to, call 911.
- **After-Hours Emergencies -**  
If there is: evidence of forced entry - severe vandalism - natural gas odors - visible physical damage from elements - water or wind damage to the building; Call 911 from a safe place. Do not enter the building. Call Campus Safety at 307.630.0645. If there is minor vandalism that does not require securing the building, alert Campus Safety at 307.630.0645.

## Emergency Procedures (Continued)

- Shelter in Place - Hazardous Materials Spills - Shelter in Place Rooms nearest CDC - APR 124/128/133 - AT 131 -
  - If the spill is OUTSIDE - Call 911. Alert Campus Safety at 307.630.0645. Move staff/children and visitors indoors. Turn off all ventilation systems. Go to designated Shelter in Place, close all windows and doors, and seal gaps with kits available in the rooms. Close as many internal doors as possible. If local authorities warn of explosion, close all shades and drapes. If you suspect gas or vapors have entered the building take shallow breaths through a cloth or towel. Remain in Shelter in Place until further notice.
  - If the spill is INSIDE - Evacuate affected areas of the building. Call 911 if needed. Alert Campus Safety at 307.630.0645. Move staff/children and visitors outside. Shut off ventilation system.
- Weather Situations -
  - Snow - The President of the College will decide with the Physical Plant Director and notify media and College Employees through the RAVE system of any closure by 6:00 am. CLOSED CAMPUS refers to all classes and activities in Cheyenne - including the CDC.
  - Flood - Watch = Possible, Warning = already occurring or will occur soon. Move from lower part of campus to higher ground. Stay away from power lines and electrical items. Look before you step, make sure there is something to step on (6 inches of moving water can knock a person down). Be alert for gas leaks. Stay on high ground until notified
- Lockdown Situations -

Lockdown - if determined necessary, designated person call 911. Alert Campus Safety at 307.630.0645. Lock classroom doors and cover windows. Remain in lockdown until the "All Clear" has been given.

