

LCCC's Children's Discovery Center

Early Childhood Education Center / Lab School

Parent Handbook



Revised Fall 2017

Welcome Families!

Dear Parents/Guardians,

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.

Our communication with you, our parents, is essential to the success of our program. You will receive frequent, regular communication about your child's development and progress as well as updates about activities of the whole center, parent meetings, and celebrations. From time to time, you will receive informational hand outs related to developmental issues. In addition to regularly scheduled parent/teacher conferences at least twice a year, individual conferences can be scheduled by request of the parents or teachers at any time. More importantly, we hope to maintain daily communication as children arrive and are picked up.

Family involvement is central to our program and will be critical to our success. We look forward to seeing you in the coming year and thank you for enrolling your children in our program. Our professional teaching staff looks forward to working with you in the coming year, and we know that you will build wonderful relationships with them.

Welcome!

Carrie Westling ~ Director

Beth Storer ~ Assistant Director

Introduction

LCCC's Children's Discovery Center (CDC) is a non-profit organization, owned and operated by Laramie County Community College.

The CDC is a NAEYC accredited child development center.

The CDC is exempt from Wyoming Department of Family Services, but still voluntarily meets all of the state, national, and professional standards for an early childhood program.

Philosophy & Curriculum

LCCC's Children's Discovery Center's philosophy is based on the principle that all children can benefit from a high quality preschool program - one that provides a nurturing, safe, and developmentally-appropriate environment that offers abundant opportunities for children to become enthusiastic learners.

The goals for the children and families are developed in partnership with parents and teachers based on the needs of the child and family.

LCCC's CDC takes great pride in providing children and families with the necessary framework that is essential in implementing a high quality preschool program.

At LCCC's CDC, our commitment to quality includes a curriculum based on more than 75 years of early childhood development research.

The Creative Curriculum is a research based, nationally recognized curriculum that identifies goals in six areas of development and learning: social/emotional development, physical development, cognitive development, language development, literacy learning, and mathematics learning.

The CDC also implements the Zoo-Phonics Curriculum to help children grasp the letters and sounds of the alphabet quickly. Each letter has an animal, a sound, and an action to help the children learn them. This program is introduced beginning in the one year old classroom.

The two year olds and up also take part in the Sanford Harmony Curriculum to further develop their social/emotional development and help them with relationship building.

School Hours

LCCC Children's Discovery Center classrooms open at 6:30 a.m. and promptly close at 5:30 p.m., Monday through Friday.

Drop-in Service is not available at the LCCC CDC. (The success of the curriculum is based on providing stable, consistent schedules and routines.)

We have two part time classrooms. One classroom is available for ages 18 months to 5 years with hourly or daily rates. The second classroom is for 3 1/2 to 5 year olds, with half day and full day options, in this classroom they must be fully potty trained.

Office Hours: Monday-Thursday 7:30-5:00

Friday 7:30-4:00

Office Phone Number: 307.778.1303

Financial Operations

Our monthly tuition rate is set and approved by the LCCC Administration. The tuition is stated in the current CDC Enrollment Agreements. The Enrollment Agreement is a legal binding agreement signed by the parents for the upcoming year of services.

Tuition statements will be given to the parents during the last week of the month, and payment is required by the 15th of the following month. Payments can be made by credit card, debit card, check, or cash. Receipts will be given upon payment. At the end of the year, we will provide families with a statement showing everything they have paid from January through December.

One month's refundable tuition deposit is required for every child entering the program. The deposit can be used towards the child's last month of enrollment or refunded to the parent.

A \$25 non-refundable enrollment fee is required.

LCCC Children's Discovery Center's Role

We would like to get to know the families in our program. Every effort will be made to ensure that families feel safe, secure, and welcome. The staff is committed to communicating with families on a consistent basis.

Monthly, each family will receive a newsletter, via email, from your child's class.

LCCC CDC will offer a variety of opportunities for families to participate in the program, including surveys requesting your thoughts and feedback. Parent/Teacher Conferences are scheduled in the fall and again in the spring, and as requested by parents/guardians

Non-Violent, Respectful Community

LCCC's CDC promotes a non-violent community for the children and families we serve. All activities and celebrations must be conducted with dignity and respect of all cultures.

If a celebration involves costumes, the costumes must be nonviolent and respectful of all cultures.

No real or toy weapons are allowed in or around the facility.

Children and families who speak different languages are encouraged to enroll in the program. It is the responsibility of our teaching staff to support bilingual language development and the celebration of all cultures in their classrooms.



Partnering with Families

The center believes that parents can provide the most support for their children. The following ideas will help children to have the best daily experience possible:

- ◇ Help your child attend regularly. This gives him/her the message that “school is important.”
- ◇ Newsletters are emailed out from each classroom monthly.
- ◇ Dress for the weather, comfort, and play... remember play can be messy.
- ◇ Create a partnership and share ideas with your child’s teaching team.
- ◇ Communicate with the staff concerning any problems or concerns that may arise.
- ◇ Take an interest in what your child has to say and what he/she may bring home.
- ◇ Read with your child daily.
- ◇ Discuss information that will help the teaching staff better understand your child and your family. All comments are confidential unless state law requires disclosure.

Program Goals - Teaching Strategies GOLD

The goals for the children in our program are consistent with the most up-to-date research on Early Childhood Development. All of these goals are linked to the Wyoming Early Readiness Standards. Each classroom designs and develops lessons to help children progress through the milestones in the GOLD Assessment through the following areas:

- ⇒ **Social/Emotional Development:** We aim to help children develop independence, self-confidence, and self-control; follow rules and routines; make friends, and learn what it means to be part of a group.
- ⇒ **Physical Development:** We aim to increase children’s large-muscle skills through balancing, running, jumping, throwing, and catching; as well as to use the small muscles in their hands to do tasks like buttoning, stringing beads, cutting, drawing, and writing.
- ⇒ **Cognitive Development:** Our goal is to help children acquire the thinking skills such as the ability to solve problems, to ask questions, and to think logically; sorting, classifying, comparing, counting, and extending and creating patterns; and to use materials and their imagination to show what they have learned.

- ⇒ **Language Development:** Our goal is to help children be able to use their words to communicate with others, listen to and participate in conversations with others, to understand the purpose of print, to recognize letters and words and begin writing with a purpose.
- ⇒ **Literacy Learning:** Our goal is to help children learn the letters and their sounds, to be able to recognize, read, and write sight words, and to begin putting sounds together to create words and stretching them out to sound words out.
- ⇒ **Mathematics Learning:** We aim to help the children grasp the concept of numbers and shapes, through counting out loud and counting objects, to recognize the numbers and know how to count that many objects out.

Classes for Children

Infants (6 weeks to 12 months) Penguins

Our infant classroom has been developed to best serve the needs of each infant. Infants in this classroom are bottle fed or assisted in beginning to feed themselves. The teachers in this classroom work with each infant to progress through the developmental stages, this includes activities like providing tummy time, as well as encouraging and helping them to be able to sit up, crawl, and start to walk on their own.

Younger Toddlers (12-18 months) Turtles

This classroom is designed to help each infant extend what they have been building on the skills they have learned in the infant classroom. In this classroom, children may be walking, starting to use simple words and sign language. They are beginning to build a sense of independence, and trying to do many things on their own, including eating. This classroom starts to introduce a few of the animals and sounds of Zoo-Phonics.

Older Toddlers (18-24 months) Dragonflies

This classroom has been developed to help each child become more independent, the children are learning to walk together throughout campus, speak in 2-3 word sentences, and may be showing an interest in toilet training. The children in this classroom are starting to work with colors and shapes, as well as introducing the animals and sounds of Zoo-Phonics.

2 Year Olds (2-3 years) Bees

The two year old classroom has been developed to continue the development of each child in the classroom. This classroom has more structured activities to help prepare the children for a preschool setting. This classroom strives to help children become fully potty trained. The children start learning all of the letters, animals, and sounds of Zoo-Phonics.

3 Year Olds (3-4 years) Zebras

This classroom is designed to provide opportunities to help the children become successful learners. The teachers provide a developmentally appropriate setting where children are learning at their independent level while preparing them for the next classroom. The classroom focuses on a letter each week to help the children learn to recognize the letters and their sounds.

Pre-K (4-5 years) Eagles

This classroom is designed to help children continue their development, while preparing them to successfully enter kindergarten. The children in this class are working on writing both first and last names as well as identifying and writing all of the letters in the alphabet. Many of the children are starting to read by the time they go to kindergarten. The teachers work with the children on science, literacy, math, and social lessons.

Part Time Pre-K (3.5-5 years) Explorers

In this classroom the children can attend half or full days. This classroom is designed to help children continue their development, while preparing them to successfully enter kindergarten. The children in this class are working on writing both first and last names as well as identifying and writing all of the letters in the alphabet. Many of the children are starting to read by the time they go to kindergarten. The teachers work with the children on science, literacy, math, and social lessons.

Multi Age Part Time (18 months - 5 years) Monkeys

This classroom has children from 18 months up to 5 years. The children are provided with experiences and activities to help them develop social/emotional, physical, cognitive, language, literacy, and mathematics skills. Contracts are agreed upon per semester with an hourly option (min. of 2 hours), or full day option. This is not a drop in service.

Summer School Age Program – S.T.E.P. (Summer Time Education & Play)

This program runs through the summer for children from kindergarten through 5th/6th grade. The program aims to keep children learning through the summer while having fun. The program has 2 days a week that they are on field trips (all staff driving for field trips has had a bus driver training provided by the college). The children all participate in a summer reading program. They have a movie day each week, go to the library once a week, and have an opportunity to go to Laramie for a field trip twice throughout the summer. Field trips and activities vary from year to year, on field trip days, they typically leave campus about 9:00 and return to campus between 3:30–4:00. The hours for this program are **Monday–Friday 7:30 am – 5:15 pm.**

Early Closures / Snow Days

LCCC Children's Discovery Center will close when Laramie County Community College closes. Parents are encouraged to go to the LCCC website for announcements. **No discounts will be given for days missed from school due to illness, adverse weather conditions, or situations beyond the control of LCCC Children's Discovery Center.**

Birthdays and Treasures from Home

Parents are welcome to bring or send simple **store bought refreshments** to be shared with the class. Parents are asked to make arrangements with the teacher at least two days in advance of the child's birthday. No food items from home will be allowed in accordance with Wyoming Health policies.

Children may bring items to share during "Show & Share" days only. Toys, treasures, and money should be left at home. LCCC Children's Discovery Center will not be held responsible for lost or damaged items.

Lost and Found & Clothing

Please contact your child's teachers regarding lost items. If items are not claimed, after three months, they may be donated.

Children are involved in cooking, art, outdoor play, and other activities that may cause wear and tear on clothing. Children are asked to wear clothes appropriate for play. The Center cannot be held responsible for clothes that become torn or stained. Please make sure your children have suitable shoes for long walks around campus.

Every child who attends LCCC Children's Discovery Center is required to have an extra set of clothing **AT ALL TIMES**. Please include shirt, shorts, pants, socks, underwear, an extra pair of shoes, hats, and gloves/mittens. All clothing should be marked with child's name and should be appropriate for the season.

Child Release Procedures

For the safety of all families, all children must be signed in and out daily by parent or legal guardian.

Parents, legal guardians, and those designated on the child's application are the only ones who may pick up the child from the Center. We ask parents/guardians and staff **not** to share the doors security codes with any other individuals..

Only individuals that the parent/legal guardians have given written permission on their application may pick up their child. Those individuals must come to the CDC Office or knock on the upstairs classroom doors, and present a photo ID which will be checked with the child's application. The CDC staff will escort them to the classrooms.

All children must be picked up no later than 5:30!

Meals

Parents are responsible for providing all meals and snacks (check with your child's teachers to find out their meal schedule). We do not have facilities to refrigerate or microwave lunches. Please use ice packs to keep things cold and thermoses to keep things warm.

Rest Period

Children are not required to sleep and may look at books or engage in other quiet activities so as not to disturb the other sleeping children in the classroom.

Children may bring a small blanket and/or pillow with their name on it for rest time. All items must independently fit into a 12 quart Rubbermaid tote.

Rest times for participating classrooms begin approximately around 12:30 and end approximately around 2:30.

Parking

Parents/legal guardians may park in the designated CDC parking areas. 30 (thirty) minute parking is available along the white curb and is for loading and unloading only. Vehicles should NOT be left running or double parked, and children CANNOT be left in the vehicle.

Parking in handicap spots is prohibited. Campus security may issue tickets. Please contact the LCCC Children's Discovery Center if you require additional information.

Wyoming Statutes for Child Abuse

Section I 14-3-205

Wyoming law states:

Any person who knows or has reasonable cause to believe or suspect that a child has been abused or neglected or who observes any child being subjected to conditions or circumstances that would reasonably result in abuse or neglect shall immediately report it to the child protective agency or local law enforcement agency or cause a report to be made.

If a person reporting child abuse or neglect is a member of the staff of a medical or other public or private institution, school, facility or agency, he shall notify the person in charge or his designated agent as soon as possible, who is thereupon also responsible to make the report or cause the report to be made. Nothing in this subsection is intended to relieve individuals of their obligation to report on their own behalf unless a report has already been made or will be made.

Procedure for Reporting Child Abuse

Any staff member who suspects child abuse as defined above must report their concerns to the Director. In the event the Director is unavailable, the report must be made to the Assistant Director immediately.

The Director/Assistant Director will notify the Department of Family Services by calling (307) 777-5176. The Director/Assistant Director will complete an in house child abuse reporting form.

Photographs

Photographs of the children participating in our programs may be taken from time to time and may appear in newspapers, magazines, brochures, or other LCCC publicity materials. Your permission for photographs is part of the application.

Confidentiality Policy

LCCC Children's Discovery Center must have written consent from the parent or legal guardian who enrolled the child in our program to release information on any child, unless state law requires information disclosure.

All staff members, practicum students, and volunteers are required to sign a confidentiality statement. No Social Media involving children's pictures or names will be allowed.

Grievance

If you have a complaint or concern about any LCCC Children's Discovery Center staff member or about the program, please follow the appropriate steps to have your concern or complaint reviewed by the Director of the Children's Discovery Center.

Guidance & Redirection

LCCC Children's Discovery Center is dedicated to providing a high quality Early Childhood Program that is responsive to the needs of children and families. With this in mind, the center's staff has taken extra steps to ensure a safe and secure learning environment, and has established a predictable routine and schedule for each classroom to assist children in guiding and pacing their own behavior. The staff will assist children in guiding their own behavior by encouraging and demonstrating appropriate interactions with peers and adults.

Positive Reinforcement - Making an effort to recognize children when making appropriate choices on their own.

Cozy Corner - A time for children to redirect their own behavior. A child may take as much time as needed to gain control of his/her self.

Redirection - Teaching children different strategies to reach the same goal.

Health & Safety

Medical forms, including immunization records, must be completed and on file within 30 (thirty) days of enrollment.

LCCC is a smoke-free environment. Smoking is prohibited in the building, in the observation room, or on the playground. No exceptions!

ALL children are expected to participate in the indoor-outdoor curriculum. It is important for children's health and physical development to have outdoor activity daily.

Medication

Medication will be administered only when authorized by a physician. The Doctor's prescriptions must be current unless accompanied by a Doctor's note that allows the prescription to be used for ongoing episodes.

Over the counter medication **will not** be administered unless authorized by a physician.

Prescription medication must be in the original prescription bottle and must be labeled with the child's name, name of medication, dosage amount, and time to be given.

Medications must be hand delivered to the teacher. A parent or legal guardian must sign an authorization form to administer medication. (If an authorization form is not signed the medication will not be given.)

Only CDC staff trained in medication administration will only be allowed to give medication to children.

Illness

Any child who has any of the following illnesses cannot attend school. **If a child is sent home because of illness, they may not return to school the next day, and must be symptom free before returning. If a child is required to have medication, they cannot return to school for at least one full day after starting the medication, and have a Doctor note releasing them to come back to school.**

⇒ Fever

A fever usually indicates an infection. A fever is defined as any temperature over 100 degrees Fahrenheit. The normal temperature of a child is 98.6 degrees. A child may return after he/she is fever free for 24 (twenty-four) hours.

⇒ Pink eye or suspected pink eye

⇒ Diarrhea

If diarrhea occurs more than twice during one (1) program day, parents will be notified and child will be sent home.

⇒ Dehydration

Dehydration is defined as fluid loss, identified by sunken eyes or poor skin elasticity. Children must have a physician's note to return if any evidence of dehydration, abnormal stools with blood or mucous, or diarrhea has occurred for more than 4 (four) days.

⇒ Vomiting

Children will be sent home after 2 (two) or more episodes of vomiting within a period of 1 (one) program day.

⇒ Skin Rashes

Special consideration will be given to diaper rash lasting more than one day.

⇒ Head Lice

⇒ Chicken Pox

⇒ Hand, Foot, & Mouth

Due to the nature of this being so highly contagious, we require that children being diagnosed with Hand, Foot, & Mouth be out for 7 calendar days from the day of diagnosis.

Accident Reports

In the event that your child falls, gets bit, or has any other accident that may leave a mark, your child's teacher will complete an Accident Report, telling you exactly what happened. Please sign the form, you get the bottom copy and the Director will sign the report and it will be placed in your child's file.

Fire Drills

Fire drills are performed monthly.

The following Classrooms meet by the Flag Pole:

Penguins, Turtles, Dragonflies, Monkeys, Bees

The following Classrooms meet on the grass area southeast of the playground:

Zebras, Eagles, Explorers

Classes will be released back to their classrooms by the Director and/or Assistant Director.

There are emergency routes posted at all of the exit doors. In the case of a real fire everyone will go to their prospective meeting places. Once the Director and/or Assistant Director ensure that all children and staff are safe, the Emergency Voicemail will be sent out to all parents/guardians, who have opted in, to let them know what happened, and that everybody is safe.

Tornado Warnings

In the event of a Tornado Warning all classrooms in the ARP Building will be moved to the shelter in place (ARP I28 & ARP I33)

The classrooms in the Auto Tech Building will be moved to the shelter in place (the Explorers' Classroom).

If the children are away from the classroom when a Tornado Warning occurs, the staff will take the children to the nearest shelter in place and contact the Director or Assistant Director inform them of their location.

The Director and Assistant Director will communicate with each other to ensure everyone is safe. Once the Director and/or Assistant Director ensure that all children and staff are safe, the Emergency Voicemail will be sent out to all parents/guardians, who have opted in, to let them know what happened, and that everybody is safe.

When the Director receives an all clear from the President of the college, all classes will be released from the shelter in place to return to their classroom.

Lockdown

In the event of a terrorist threat all classrooms will be locked down immediately.

In the ARP classrooms, the children will be moved to the center of the building where they cannot be seen in the windows, and the doors will all be locked.

The Auto Tech classes will lock their doors and move all of the children to the Explorers' Classroom where they cannot be seen through the windows.

The Director and Assistant Director will communicate with each other to ensure everyone is safe. Once the Director and/or Assistant Director ensure that all children and staff are safe, the Emergency Voicemail will be sent out to all parents/guardians, who have opted in, to let them know what happened, and that everybody is safe.

The Director and office staff will follow the protocols of LCCC Crisis Communication.