

Welcome Families!

Dear Parents/Guardians,

The staff of the LCCC Children's Discovery Center welcomes you as partners of the LCCC Children's Discovery Center. 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 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 child developmental issues. In addition to regularly scheduled parent/teacher conferences at least twice a year, individual conferences can be scheduled by request of parents or teachers at any time. More importantly, we hope to maintain daily communication as children arrive and leave.

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 I know that you will build a wonderful relationship with them.

Welcome!

Carrie Westling

Director of LCCC Children's Discovery Center

Introduction

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

The Center is licensed by the Wyoming Department of Family Services, and voluntarily has met national, professional standards for a quality early-childhood education program.

The Center is a NAEYC accredited child development center.

The Center has qualified for the CACFP program.

Philosophy

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

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

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

“The Creative Curriculum for Infants, Toddlers and Preschool Aged Children” is a research-based, nationally recognized curriculum that identifies goals in four areas of development: social/emotional, physical, cognitive and language.

School Hours

Laramie County Community College Children's Discovery Center classrooms open at 6:30 a.m. and close at 5:30 p.m., Monday through Friday.

Drop-in service is not available at LCCC Children's Discovery Center. (The success of the curriculum is based on providing stable, consistent schedules and routines.)

A Part time classroom is available and serves children age's two to five.

Office Hours: 7:00 a.m. to 5:00 p.m.

Main Phone: (307)778-1303

Pre-Kindergarten Phone: (307)778-1338

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 parents for the upcoming year of services.

Tuition bills 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.

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

A twenty five dollar non-refundable application 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 from your child's class. Parent meetings will be held throughout the year.

LCCC Children's Discovery Center will offer a variety of opportunities for families to participate in the program. Parent/Teacher Conferences are scheduled in the fall and spring and as requested by parent/legal guardian. We welcome parents, legal guardians, and family members on field trips.

Non-Violent, Respectful Community

LCCC Children's Discovery Center promotes a nonviolent 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.”
- Get plenty of sleep.
- Be on time for school.
- Dress for the weather, comfort, and play.
- 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 often.
- Discuss information that will help the staff better understand your child and your family. All comments are confidential unless state law requires disclosure.

Program Goals

The goals for the children in our program are consistent with the most up-to-date research on Early Childhood Development.

Social/Emotional: To help children develop independence, self-confidence, and self-control; follow rules and routines; and make friends and learn what it means to be part of a group.

Physical: To increase children’s large-muscle skills through balancing, running, jumping, throwing and catching, and to use the small muscles in their hands to do tasks like buttoning, stringing beads, cutting, drawing and writing.

Cognitive: To acquire thinking skills such as the ability to solve problems, to ask questions and to think logically; sorting, classifying, comparing, counting and making patterns; and to use materials and their imagination to show what they have learned.

Language: To use words to communicate with others, listen to and participate in conversations with others; understand the purpose of print; recognize letters and words; and begin writing for a purpose.

Classes for Children

Young Infants (3 to 12 months) (Penguins)

The infant classroom has been developed to best serve the needs of children who need a great deal of care. Children in this classroom are bottle fed or assisted in beginning to feed themselves. Children are also crawling, starting to sit up, and showing interest in walking.

Mobile Infants (12 to 18 months) (Turtles)

This infant program has been developed to best serve the needs of children who are in transition and building on the skills they have learned in the infant classroom. In this classroom, children are walking, using simple words, building a sense of independence, and beginning to show an interest in self help skills like toilet training and washing their own hands.

Toddlers (18 to 25 months) (Dragonflies)

This program has been developed to best serve the needs of children who are ready to become toilet trained, speak in two to three word sentences, and have an increased sense of independence.

Two and Three Year Olds (Bees)

This program has been developed to best serve the needs of children who are exceeding the infant and toddlers goals and objectives but are not quite ready for preschool. This classroom is used as a springboard for the preschool class setting.

Part Time Class (Monkeys)

The part time class is specifically designed for children who do not need full time care. Children must be 2 years old. It is not a drop in care service.

Infants and Toddlers

The Creative Curriculum is for Infants, Toddlers, and Two Year Olds.

LCCC Children's Discovery Center staff is committed to providing a high quality program for infants and toddlers.

Children's Discovery Center staff is dedicated to utilizing and implementing the most up-to-date research in early childhood care and education.

The first three years of life are critical to a child's development. Research tells us that the brain develops more rapidly during the first three years of life than any other time.

During this period children are discovering who they are, how to relate to others, what it means to express their feelings, and whether they are loved. Their brains are being organized into patterns for emotional, social, physical, and cognitive development.

Goal 1: To learn about self and others--- Social/emotional development

Goal 2: To learn about moving---Physical development

Goal 3: To learn about the world--- Cognitive development

Goal 4: To learn about communicating---Language development

The Five Components:

Knowing Infants, Toddlers, and Twos

Creating a Responsive Environment

What Children Are Learning

Caring and Teaching

Building Partnerships with Families

Preschool Program

In the preschool program, children continue to build on their skills to become ready for kindergarten. Children are assessed to determine their individual developmental needs in a developmentally appropriate setting. Children are then presented the opportunities they need to become successful learners as they master milestones on the Creative Curriculum Developmental Continuum.

The preschool program has been developed to best serve the needs of children 3 and 4 years old or children who may be entering preschool for the first time.

Pre-Kindergarten Program

The pre-kindergarten program has been developed to best serve the needs of children 4 and 5 that are getting ready to enter kindergarten. Children in this classroom have been in a formal preschool setting.

In the pre-kindergarten program, children 4 to 5 years old continue to make progress on the developmental continuum. Their individual skills and strengths are linked to the Wyoming Early Readiness Standards in order to prepare each child for entry into kindergarten.

Preschool and Pre-Kindergarten

LCCC Children's Discovery Center utilizes "*The Creative Curriculum for Preschool*" (fourth edition) as our blueprint for planning and implementing a developmentally appropriate program. Staff is trained on the five components of the Creative Curriculum framework to plan for children:

- How children develop and learn
- The learning environment
- What children learn

- The teacher's role
- The family's role

Each classroom is divided into 11 interest areas:

Dramatic Play	Music and Movement
Computers	Cooking
Art	Sand and Water
Toys and Games	Library
Blocks	Discovery
Outdoors	

Early Closure/Snow Days

LCCC Children's Discovery Center will close when Laramie County Community College closes.

Parents are asked to listen to a local radio or TV stations for closure announcements. Parents are encouraged to go to the LCCC website for announcements. Staff will be notified via campus alert and should refer to the Crisis Communications.

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

Children's birthday will be celebrated. Parents are welcome to bring or send simple **store bought refreshments** to be shared with the class. Parents are asked to please make these 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 our DFS and Health license. **We are a peanut free facility.**

Children may bring items to share during "Show and 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

Lost and found items will be kept for 30 (thirty) days. Please contact your classroom staff for more information. Items not claimed will be recycled into the classrooms or donated to a local charity.

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.

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, and an extra pair of shoes, hats, and gloves. All clothing should be marked with child's name and appropriate for the season.

Child Release Procedures

For the safety of all families, all children must be signed in/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 the parents/guardians or 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 Business Office and present a photo ID which will be checked with the child's application. The CDC staff will then escort them to the classrooms.

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

Meals

Breakfast is served from 8:30 a.m. – 9:00 a.m.

Lunch is served from 11:30 p.m. – 1:00 p.m.

The children will receive a snack between lunch & going home.

Rest Period

All children are expected to rest after lunch from approximately 12:30 – 2:30 p.m.

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.

Field Trips & Transportation

Field trips and nature walks are considered an important part of the educational program. Staff ratios will meet or exceed the Department of Family Service requirements. Parents/legal guardians will have advance notice.

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. Parents may use the LCCC parking for extended parking.

Vehicles should not be left running or double parked.

Parking in handicap stalls is prohibited. Law Enforcement will be contacted. Please contact LCCC Children's Discovery Center if you require additional information.

Wyoming Statues 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 Director immediately.

The Director will notify the Department of Family Services by calling (307) 777-5176. The 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.

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 childcare 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. (Children must be symptom free to attend LCCC Children's Discovery Center.)

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 or symptoms of illness will be unable to attend or will be sent home:

- 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 48 (forty-eight) hours.

- Pink eye or suspected pink eye

Child must be on antibiotics for 48 (forty-eight) hours before returning.

- 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
- Scabies
- Chicken Pox
- Measles
- Mumps
- Rubella
- Diphtheria

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

Classes will be released back to their classrooms by the Director.

In the case of a real fire everyone will go to their prospective meeting places.

There are emergency routes posted at all of the exit doors.

Tornado Warnings

In the event of a Tornado Warning all classrooms in the Main center will be moved to the shelter in place (ARP 128 & ARP 133)

The Classrooms in the Auto Diesel will be moved to the shelter in place (Classroom directly behind CDC)

If you are on a walk when a Tornado Warning occurs go to the nearest shelter in place and contact the Director or office staff to inform them of your location.

The Director or office staff will communicate with each other to ensure everyone 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.

The CDC phones will be forwarded to the Business office cell phone.

Lockdown

In the event of a terrorist threat both centers will be locked down immediately.

In the main center the children will be moved to the closest and bathroom where doors can be shut and locked.

The Auto Diesel classes will lock their doors and move all of the children to the teacher's office and bathrooms where doors can be shut and locked.

The Director and office staff will communicate with each other to ensure everyone is safe.

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

Chemical Spill

In the event of a Chemical Spill all classrooms in the Main center will be moved to the shelter in place (ARP 128 & ARP 133).

The Classrooms in the Auto Diesel will be moved to the shelter in place (Classroom directly behind CDC).

If you are on a walk when a chemical spill occurs, go to the nearest shelter in place and contact the Director or office staff to inform them of your location.

The Director and office staff will communicate with each other to ensure everyone 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.

The CDC phones will be forwarded to the cell phone of the Business office to take any calls from the parents of the children.

The Director will follow the protocol of LCCC Crisis Communications.

Flash Flood

In the event of a Flash Flood all classes are to move to the highest place.

The classes in Auto Diesel will be able to remain where they are.

The classes in the Main CDC building will work their way to the Administration Building.

The CDC phones will be forwarded to the cell phone of the Business office to take any calls from the parents of the children.

The Director and office staff will communicate with each other to ensure everyone 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.