



Developmental Preschool & Day Care Center

DPDC ★ ExCEL ★ Project Reach
Building brighter futures

Main Office: 1771 Centennial Drive, Laramie, WY 82070
Day Care Office: (307) 742-6374 Fax: (307) 721-5982
Early Intervention Office: (307) 742-3571 Fax: (307) 742-6397

Parent Handbook

**1771 Centennial Drive
Laramie, WY. 82070
307-742-6374
Fax 307-721-5982**

Child's Classroom:

Classroom Teacher:

Classroom Support Teacher:

Child Care Coordinator: Leah Elliott

Assistant Child Care Coordinator: Dawna Sanchez

Executive Director: Jaime Stine

Developmental Preschool and Day Care Center is a private, non-profit organization, which provides child care, special education and related services to young children and their families in Albany County. The Child Care program is licensed by the Wyoming Department of Family Services and offers a nurturing environment with developmentally appropriate activities for children birth through five years of age. The LEAF program is licensed by the Wyoming Department of Family Services and offers an educational school age program for kids 5-12 years of age. Fees are based on a sliding scale, which considers family size and income. Services to children with developmental delays or disabilities, birth through five years of age, include evaluation, special education instruction, speech and language therapy, occupational and physical therapy and inclusion in a regular classroom with their chronological peers. Special education services are provided to eligible children at no cost to the family.

Developmental Preschool and Day Care is dedicated to providing quality child care, preschool experiences, and early intervention for children with differing abilities in a playful, learning environment.

Each child care classroom is staffed with a classroom teacher and a support teacher who are responsible for the day-to-day care of your child. Classroom teachers generally have a degree in Elementary Education, Early Childhood Education, Child and Family Studies or a related field, or equivalent experience. All staff completes annual training requirements per DFS licensing, including CPR and First Aid.

Special education teachers and therapists provide for the educational need of the children with developmental delays or disabilities in the regular classroom. Occasionally practicum students, volunteers from the University of Wyoming, and persons from the Foster Grandparent Program are involved in classroom activities.

The Laramie Educational Afterschool Facility is a program through Developmental Preschool and Day Care and provides care for school-age children. While the LEAF program is a division of DPDC, it is important to note that it is an independent facility and NOT an extension of early intervention and special education services. Our staff provides quality care, oversight and direction for activities aimed at exposing children to the natural environment around them and to utilize STEM, self-help and lifelong skills for increased educational opportunities during their time outside of school.

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CHILD CARE ADMINISTRATION POLICIES

Hours

The Center is open from 6:30 AM to 6:00 PM, Monday through Friday, year round.

Typical Daily Schedule

- 6:45 - 8:15** Free play in gross motor room or outside during arrivals
- 8:15 - 9:00** Breakfast, toileting, hand washing and tooth brushing
- 9:00 - 11:15** Activity time and outdoor play as the weather allows
- 11:15 - 12:00** Lunch
- 12:00 - 2:00** Rest time for all children, free play as they wake (older children end rest time at 12:30 or 1:00)
- 2:00 - 3:00** Free play/structured preschool time in gross motor room, outside or in classroom
- 3:00 - 3:30** Snack, toileting, tooth brushing
- 3:30 - 4:30** Activity time, outdoor play as weather allows
- 4:40 - 6:00** Free play during departures

Closings

The center is closed New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday after Thanksgiving Day, and Christmas Day, or the days considered to be legal holidays if those days should fall on a weekend. During inclement weather the center will remain open as long as the building is accessible and operable. If the center must close, announcements will be placed on the local radio stations as soon as possible and emails/text messages will be sent via ProCare and/or KidReports. Any other days the center must be closed, notice will be given to parents as much in advance as possible.

Admissions

Priority for admission will be given to children with developmental disabilities, referrals from other service agencies, children from single parent families and children from low-income families.

Prior to a child's enrollment, parents will receive a parent orientation. This orientation will include completion of intake forms, assessment of fees, introduction of teachers, familiarization with daily schedules and routines, policies and overall philosophy of the Center, as well as the objectives and goals of the specific class the child is entering. Immunization records reflecting that the child is fully immunized according to state requirements are required upon enrollment. A registration fee is charged at the time of parent orientation. This fee is credited to the first month's child care cost, and is non-refundable if the child attends less than one week.

Registration Fees

A registration fee of \$50.00 for one infant will be charged to you at orientation time or upon placement in the infant room. This is credited to the first month's child care fees, and reserves a child care slot for your child.

Payment Policy

Billing is done monthly and is a tuition based billing according to number of days per week and full or part time attendance. Your account may be accessed through the ProCare finger print check in system (the same system that you use to check your child(ren) in and out) on the computers at the front office. Additionally, you will be provided a monthly paper statement. Fees may be paid on a weekly, bimonthly, or monthly basis as long as the balance is cleared to zero every 30 days. **Failure to do so will result in termination of your child's enrollment.** Any amount past due may be subject to a 1.5% monthly finance charge. Accounts which remain past due without an effort to make arrangements for payment, or such arrangements are not followed will result in immediate suspension from our program. Accounts going past due (carrying a balance to the next month) two times will result in immediate termination with no option for re-enrollment. We offer a 5% discount for signing up for auto-pay, however, if auto-pays are declined 3 times, your auto-pay will be shut off and discount will be removed from your account. At the end of the year, a statement reflecting all payments made for that calendar year can be printed for your tax purposes upon request.

Fees

Fees for child care are based on a sliding fee scale. Parents can apply for the sliding fee scale by completing an income statement in order to determine eligibility. Proof of income (i.e., pay stub, bank statement) may be requested of families at any time to assist in determining eligibility. These income statements must be redone annually, or whenever there are changes in income or family situations. Families receiving Department of Family Services subsidies do not qualify for sliding scale fees in addition to subsidies, however, if DFS contracts lapse, sliding scale fees can be implemented if current income statements are submitted.

Fees are based on age and half, full and after school days. Rates are based on infant/toddler up to age 36 months, preschool age children 3-5 years, and school age are any children attending grade school. Attendance five hours or more in a day is considered a full day. Half days are billed at 70% of the daily rate for less than five hours of care during the day. After school care is billed at 30% of the daily rate, and is considered to be three hours of care during the day or less. Siblings are given a 10% discount from the first child's rate. "First Child" status is given to the child who attends the most hours and this status can change daily.

Late Fees

Parents arriving after closing time to pick up their child will be assessed a late fee at the rate \$15 per child per late pick up plus one dollar per child per minute late (i.e., 2 children left until 6:10 PM would result in \$25 per child, \$50 total being added to your bill). The late fee will go directly to the staff person(s) inconvenienced by staying past closing time. Repeated incidents of leaving a child past closing time may be reason for dismissal of the child from the day care program.

Attendance Policy

Children need to attend regularly to avoid feelings of confusion, separation anxiety, and isolation. Children should arrive by 9:00 AM so that they may participate in activities and

field trips. Children should not be brought in between 12:00 and 2:00 PM to avoid disruption of children's naps.

Parents must notify the center in advance if their child will be absent due to vacation or as soon as possible if their child is ill. Absence without notification is subject to a charge of 50% of the daily rate. They should also let us know if their child has an appointment, or an early or late departure or arrival so that we can plan field trips and activities accordingly and reassure their child if needed about their arrival time.

Absence of more than two weeks without notification, or frequent absence will result in termination of child's enrollment. Extended absences (more than 2 weeks at one time) must be discussed with the Child Care Coordinator in order to maintain child's enrollment and there is no guarantee we may be able to do so. We will allow absences for a total of 22 days annually per child free of charge (based on 2 weeks of vacation and 1 day per month) for children attending the center full time (5 days per week, full time). For part time children, there will be an allowance of 2 weeks annually for vacation times. If a child misses more than 22 days per year (2 weeks for part time), those additional days will be charged at the current daily rate.

Check In/Out

Parents are responsible for their children until they are checked in and escorted to their class and teacher. All children must be checked in and out at the front counter daily for billing and safety purposes. We are subject to different rules than the school district, so even school-agers must be walked into the building or the playground and checked in by an adult. Because of safety concerns, please do not allow your child to exit the classroom without you, children cannot be allowed to run through the building without adult supervision, even if you have checked them out. Children must not be allowed to exit the building without an adult. When navigating the parking lot, please teach your child to always go immediately to the sidewalk, DO NOT let them run through the parking lot. Vehicles are pulling in and out all the time, safety is incredibly important.

Release to Authorized Persons

Children are released only to persons who are authorized by the parent or guardian on the enrollment form or by written permission. If an emergent situation requires someone to pick up your child without the possibility of gaining written permission, you may call the center to notify staff. Staff may require you to verify your identity to ensure safety for your child. The person picking up the child from the center will be asked for proof of identification if they are not known to us.

Immunizations

Every child is required to have a current record of immunizations on file at the Center within thirty days of enrollment. Failure to provide current documentation of immunizations or lack of required immunizations will result in the child's dismissal from the program until proper documentation can be obtained. These records must be updated as needed. If a child is not immunized because of religious or medical reasons, an exemption form must be filled out and approved by the county or state health official prior to the child being enrolled.

Medications

Medications can be given to children at the center if the parent gives written permission. Medication is given at 11:00 and /or 3:00, any other times are the parent's responsibility. Permission slips are available at the front counter. Prescription medication can be given only to the child whose name is listed on the bottle, only in the amounts listed on the bottle and medicine must not be past the expiration date. It must be in the original labeled bottle or container. If your child has a prescribed Epi-pen, we require that a current Epi-pen be provided and kept at the preschool and that it includes the prescription label with the child's name. It is the parent's responsibility to ensure that a new Epi-pen is provided once the previous one reaches the expiration date. Tylenol, sunscreen, insect repellent, and diaper ointment must be supplied by the parent and permission slips must be signed prior to administration. All medications are kept in locked cabinets here at the center. Please do not leave your child's medication anywhere it may be accessible to the children; this includes cough drops and chapstick.

Health

Children may not attend the center if any of the following symptoms are in evidence: contagious disease, diarrhea, vomiting, or a fever over 101 degrees. If your child becomes ill while at the center, you will be notified so you can come and pick up your child. For your child's comfort, he/she shall be picked up within 30 minutes. It is important that parents provide current and accurate information on where to reach them in case of emergency. The center is not able to care for ill children. If your child is too ill to participate in daily activities of the center, including going outside, your child is too ill to be at the center. If the child has been running a fever, they must be fever free for 24 hours without medication before returning to the Center. The only exception is if the fever can be directly attributed to a non-transmissible infection (i.e., teething), fever can be controlled by OTC medications, and the child is able to participate in the classroom.

In consideration of the health and safety of all children and staff at DPDC, the Child Care Coordinator will require that a child who has been diagnosed with a transmissible disease (i.e., chicken pox, RSV, flu) be kept home for a length of time specified by the Coordinator or Executive Director. In any case where possible exposure has occurred, notification will be provided to parents of children at risk of exposure. Parents must notify the center if your child has been diagnosed with a transmissible disease. Additionally, if a sibling of a child attending DPDC has been diagnosed with a transmissible disease, parents should immediately notify the center of possible exposure and consider keeping all children home to limit the risk of exposure to others at the center. To ensure the safety and well-being of your child, a physician's note authorizing that your child is safe to return to preschool and/or day care will be required for some diagnosed transmissible illnesses.

Emergencies

If your child has an accident or sudden illness while at the center, every effort will be made to reach you. Please provide work and home phone numbers and class schedules to make this possible. In case of extreme emergencies or inability to contact you, we will call 911. This will be your financial responsibility.

Emergency Center Plans

If for any reason we would need to evacuate the building, we would evacuate to the Fairfield Inn and Suites by Marriott located at 1773 Centennial Drive. Parents would then be called to come and pick up your child. If we have a loss of power to the building, our phone system does go down and parents will not be able to call in directly. We will provide a contact number to call when you are notified of the emergency.

During tornado warnings, we ask that you not remove your child from the building until the warning has been lifted due to safety concerns with being in a vehicle in a tornado warning situation. In the event of a lock down situation, parents will be notified but will not be allowed to enter the facility until the Child Care Coordinator or Executive Director have lifted the lock down order. Parents are asked not to drive to the center until you have been notified it is safe to do so. Any parent wishing to receive a complete copy of the Center's Emergency Management Plan may ask for one at the front desk.

Insurance

Enrolled children are covered by a group accident co-insurance policy. If your child is injured while in our care, we will assist you in filing a claim if necessary. The insurance will provide coverage after a claim has been made with your family's insurance company.

Staffing Requirements

(a) Staff: child ratios and maximum group size shall be maintained as follows during all hours of operation when children are separated into age groups:

Ages of Children	Staff : Child Ratio	Maximum Group Size
Infants Birth to 12 months	1:4, 2:8, 3:10	10
Toddlers 12 months to 24 months 24 months to 36 months	1:5, 2:10, 3:12 1:8, 2:16, 3:18	12 18
Preschool 3 years old 4 and 5 years old	1:10, 2:20, 3:24 1:12, 2:24, 3:30	24 30

(b) When age groups are combined, the staff: child ratios and maximum group size for the youngest group present shall apply or, the following staff:child ratios shall be maintained within licensed capacity. These options represent maximum numbers of children per youngest age group and total. Fewer may be present in the youngest age group and slots shifted to older age groups, but the age of the youngest child will dictate the option. The number of staff caregivers is indicated for each of the following options:

Ages of Children	One Caregiver	Two Caregivers	Three Caregivers
Birth – 24 months	2	4	6
2 years – 12 years	8	11	14
Total	10	15	20

Dismissal of Child from Program

A child may be dismissed from the program for the following reasons: repeated incidents of leaving the child past closing time, failure to make satisfactory payments for child care services, failure to provide documentation of immunizations, if it is determined that the family or child have caused repeated and serious disruption of the program and all other measures to correct the situation have failed, if a child is absent for two or more weeks without notification, and if a child's attendance is consistently irregular and all attempts to arrange a suitable enrollment schedule have failed.

Suspension/Expulsion Policy

We promote positive social and emotional growth in a safe, age appropriate environment. Our staff are skilled at working with children who are exhibiting inappropriate and disruptive behaviors. However, if these behaviors are excessive and ongoing, there could be a concern for appropriate learning opportunities for the entire classroom. If these behaviors become a concern, the following steps will be taken:

- Thorough account of the child and staff's actions will be documented and share with the parent/guardian.
- Parent/guardian will be notified of disruptive behaviors and a conference will be scheduled to discuss improving behaviors.
- Local resources such as developmental screenings (for kids not already being served with an Individualized Education Plan), mental health consultants and others will be shared during the conference.
- Staff and parent/guardian will develop a plan of improvement to help improve child's behaviors.

If no improvement is seen,

- Parent/guardian will be advised in writing about the child's behavior warranting an expulsion.
- Length of suspension or expulsion will be provided.

For children who are currently being served with an Individualized Education Plan (IEP), additional supports can be put in place to help the child be successful in the classroom. Children with a current IEP will NOT be suspended or expelled from the IDEA mandated preschool program (part time attendance M-Th). However, they may be suspended or expelled from full-time child care services in the same manner a child not on an IEP would be. Return or re-enrollment to the program will require documentation that the negative behaviors have stopped or that the child is receiving resources (i.e., IEP, counseling, etc.) to help the child better cope with disruptive or inappropriate behaviors.

This suspension/expulsion policy is specific to behavior based concerns of the child only. DPDC may still suspend or expel the child/family for other reasons as spelled out in the **Dismissal of Child from Program** section of this handbook (i.e., non-payment, failure to provide required records, attendance, etc.)

Parental Withdrawal from Program

Two weeks notification is required prior to withdrawing your child from the program. If you are unable to give two weeks notification, two weeks child care fees will be billed to you in lieu of notice.

Weapons

There are no weapons stored on the premises. No weapons are permitted in the facility by parents or visitors, except at necessary for law enforcement officers. We would also appreciate your assistance in not allowing your child to bring in toy weapons of any kind, or anything that could be used as a weapon such as fingernail clippers, pocket knives, etc.

Suspected Child Abuse and Neglect Mandatory Reporting

Wyoming Statute Section 14-3-205 requires “*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.*” It is NOT the responsibility of DPDC staff to investigate to determine if abuse or neglect actually occurred; parents may or may not be notified of the concerns prior to reporting, depending on the circumstance. If parents are not notified prior to reporting, report and information within it shall be kept confidential.

Complaint Procedures

It is the policy of DPDC to provide quality services to children and families as regulated by rules and regulations. If a parent has a concern or grievance regarding their child’s services, the following procedures should be followed:

1. The parent should discuss the concern with the child’s teacher or therapist.
2. If the parent is not satisfied with the response from the teacher/therapist, the parent should notify the Special Education Coordinator or Child Care Coordinator and request a meeting.
3. If the parent is still not satisfied with the response or outcome of the meeting with the Special Education Coordinator or Child Care Coordinator, the parent should notify the Program Director or Executive Director in writing to request a meeting to discuss the grievance.
4. If the parent is not satisfied after following steps 1 through 3, the parent should contact the President of the Board of Directors.

If all these steps have failed to provide satisfactory results, the parents should submit a complaint and/or request for mediation to the Wyoming Department of Education Individual Learning Division, State Director of Special Education, 2300 Capitol Avenue, Cheyenne, Wyoming 82002 for issues related to special education services. For day care issues, the parent should submit a complaint to the Wyoming Department of Family Services, 3817 Beech Street, Suite 200, Laramie, WY 82070. Complaint and compliance histories of all licensed centers and providers can be obtained from the Department of Family Services in Laramie, WY.

CHILD CARE PROGRAM POLICIES

Infant Program

The Center offers an infant program for children birth through 12 months (occasionally, infants over 12 months may be held in the infant program if developmentally appropriate or until space is available in the 1 year old class). There are two classrooms that make up the infant program, infants may be combined into one classroom if needed for staff coverage, as long as proper ratios are maintained. An infant room information sheet needs to be filled out by the parent for their child prior to receiving care in the infant room. Parents need to supply a nap blanket, bottle, bottle liners (if applicable), pacifiers, diaper cream, Tylenol (if needed), extra clothing, teething gel (if needed), and disposable diapers. We cannot use cloth diapers due to storage issues. If you will be bringing in breast milk for your infant, the milk must be in single use bags and clearly labeled with your infant's name and the date and time the milk was expressed.

Toddler Program

The Center's toddler program is for children 12-36 months of age. There are 4 classrooms that make up the toddler program. Children may be combined in fewer classrooms based on staff coverage as long as proper ratios are maintained. Please provide diapers, extra clothing, blanket, water bottle and other necessary items for your child. Blankets will be laundered weekly at the center.

Preschool Program

The Center's preschool program is for children 3-5 years of age and is made up of 3 full time classrooms and 2 part time classrooms. Children requiring full time child care will be placed in the 3 classrooms while those only receiving preschool programming will be placed in the AM classes (3-4 years of age) or the PM classes (4-5 years of age and going the Kindergarten the following year). Please provide diapers (if child not yet potty trained), extra clothing, blanket (full time children only), water bottle and other necessary items for your child. Blankets will be laundered weekly at the center.

School Age Program

An after school, vacation and summer program is provided for children five through twelve years of age through our affiliate program, Laramie Educational Afterschool Facility.

Screenings

Free developmental screenings are conducted throughout the year by our program. During screening, children are asked to perform tasks in gross and fine motor, communication, and cognitive development that children typically master at their age. The child's performance at these tasks can give parents and teachers an approximate indication of a child's developmental level or need for further evaluation. Vision and hearing screenings are also conducted. Written permission from the parents or legal guardians must be obtained before the screening can be done. Parents are informed of all results of the screening.

Communication

A parent bulletin board is maintained near the check-in counter at the entrance to the Center. Notes to parents, experience sheets, menus and notices are posted here. Each classroom maintains a dry-wipe board near the entrance to the classroom, with information about that specific class. This includes daily information about activities in the classroom, requests for supplies from parents such as diapers, clothing, baby food or formula. Lesson plans are posted in each classroom so that they are available to the parent. A dry-wipe board near the front entrance to the Center is available for classrooms to share information about their location, if they have left the Center for a field trip or trip to the park. Moving forward, teachers may send mass messages to classroom families to notify of out-of-center excursions to aid in child pick up.

KidReport online communication system is being utilized for parents to receive timely information on the happenings with your child. This system is electronic and requires teachers to update information periodically throughout the day on tablets supplied in each classroom. This provides a system for teachers to communicate directly with parents through a messaging system. Parents can send messages to the classroom teachers as well, in the event that parents/teachers are unable to meet up during drop off or pick up of children. Please keep in mind that teachers' number one responsibility is to care for the children and as such, they may not be immediately available to respond to messages. If you have an urgent situation, please call the center and ask to speak with the teacher.

The classroom teacher or the Child Care Coordinator will inform parents in writing prior to any classroom placement change. Parents are informed of any change in classroom staff with a written notice, including the name, background and schedule of the new staff person.

A parent logbook is available to the parents on the front counter for any notes or permissions given by the parent concerning their child. A staff logbook is available to the staff near the receptionist's desk for parent and staff messages. All staff members are required to read these logbooks daily to ensure good communication between staff and parents.

Documentation of all children's unusual incidents or accidents is required and will be provided via KidReport. This report is immediately available to parents if they have signed up to receive such notifications, or it will be provided in the daily report sent when the child is checked out for the day.

For emergency communications, we will utilize mass messaging through our ProCare and/or KidReport system. This will require parents/guardians to include an email address or mobile phone number to receive text messages (this will also require the cell phone provider). These messages can be sent out per classroom or per center. Please keep in mind that in the event of an emergency you may receive a message even if your child is not attending that day. We will try to provide as much information as possible about the emergency, but certain pieces of information may be withheld based on law enforcement guidance.

Curriculum

Each classroom teacher creates a daily lesson plan, which incorporates developmentally appropriate activities. Areas of concentration include fine and gross motor, speech and language, cognitive skills, and personal, social and self-help skills. Activities are carried out in large and small groups, with a strong emphasis on process oriented, experiential learning. Lesson plans are posted in each classroom weekly. We incorporate the Creative Curriculum®, a nationally recognized and research-based curriculum. More information about our curriculum can be found at www.teachingstrategies.com. It is aligned with State Kindergarten/Early Childhood readiness standards.

Additionally, our staff has been trained in Child Teacher Relationships and Conscious Discipline. These two programs provide skills in building meaningful relationships with each child to encourage appropriate behaviors in the classroom. These programs have been implemented to help children to develop self-control, effectively discipline and limit inappropriate behavior, understand children's emotions and communicate more effectively with children.

Behavior and Discipline

One of the goals of the program is to help children develop self-discipline, a positive self-image, and respect for others. Teachers use a variety of approaches to support children in this venture. These approaches include helping children develop problem solving skills, helping children make appropriate choices, helping children take responsibility for their own actions, and the occurrence of natural or logical consequences of those actions. Our discipline process is strength based and individualized based on a child's needs. Redirection and positive reinforcement are commonly used for younger children. Calm down time is used on occasion, to help the child regain control of their emotions, and only if developmentally appropriate for that child. In rare circumstances where more involved interventions are required, staff have received training in de-escalation techniques, removal from the classroom and restraint of children in danger of hurting themselves or others. Our complete seclusion and restraint policy is available at the front desk.

Meals

Breakfast, lunch and afternoon snacks are served daily. These meals are designed to meet the nutritional needs of children as determined by the Federal Child Care Food Program administered by the USDA. If your child requires an alteration to their meals due to allergy, food intolerance or a disability specific need, please notify the Child Care Coordinator. Please be aware that if you child has multiple food allergies, or is on an elimination diet to rule out potential allergens, and we have concern about possible cross contamination in our single kitchen facilities, we reserve the right to request that parents provide meals for their enrolled child. Additionally, we require that parents provide physician statements for any known or suspected allergies. The weekly menu is posted on the parent bulletin board. There is no additional cost to the families for these meals. A yearly income statement is required from the family by the Child Care Food Program. Children must be at the Center by 8:15 for breakfast, and 11:15 for lunch. Meals are served family style in the classroom.

DPDC is a nut free facility. Due to the seriousness of nut allergies, we ask parents to be mindful of the potential risk to other children. Please do not send your child to school with any items which may have nuts or that was manufactured in a facility that processes nuts. If you are providing treats for your child's classroom, please ask the teacher about potential allergies for children in the classroom as there are often many other allergies that can be encountered.

Allergies

Due to the severity of some allergies, an "Individual Child Allergy Plan" will be required for EVERY child enrolled at the Center. This form must be completed and signed prior to a child being allowed in the Center. If the child has no allergies, no further information is required. If a child has allergies, an Allergy Alert Card must also be filled out. This card will be given directly to the child's teacher to alert them of the allergy. Parents or guardians will be required to provide a brief training to the child's teacher/support teacher and the cooking staff to ensure all involved staff understand the allergy and how to react if the child inadvertently is exposed to the allergen. If the allergy is to a food item, a Wyoming Department of Education Medical Statement must be provided. If one has been prescribed by a physician, a current, non-expired, EpiPen must be in the facility at all times when the child is present. If one is unavailable or expired, the child may not be in the facility without a parent/guardian until a new one is available. Again, Developmental Preschool & Day Care Center has become a peanut free facility. Please be sure to check for nuts before bringing snacks/treats to school.

Rest Time

All children are given the opportunity to nap/rest in their classrooms following lunchtime. A cot is provided for each child. Please supply a small blanket from home with the child's name marked clearly on it. Blankets will be laundered once a week.

Visitation

Parents are permitted access to their child at any time during the day. We welcome parents who would like to come in for special occasions, or to go on field trips, come have lunch, or to breast feed their child here at the center.

Transportation

The center will provide van transportation for children as needed and designated in an IEP. Parents must notify the center if their child is not riding before the bus leaves on its route. Additionally, your child's classroom may occasionally participate in field trips that require transportation. Typically, only children enrolled in the preschool program (3 years and older) will participate in field trips, however, there may be an occasional opportunity for the 2 year old classrooms to participate in a special community event. All children riding the van will be placed in appropriate car seats or seatbelts according to Wyoming's car seat law.

Personal Possessions

Children should not bring toys, gum, or money to the center. If the classroom requests that a child bring something for "show and tell," please make sure it is marked with the child's name and is of insignificant value as these toys can easily be misplaced or broken.

Dress

Please dress your child in comfortable play clothes so that they may enjoy our sometimes-messy activities. This includes wearing footwear that allows your child to run and climb safely. That means footwear that fits well, remains on the foot when engaging in strenuous play and climbing, and is reasonably easy for the child to put on and take off. Each child needs warm outdoor clothing for outdoor play marked with the child's name. This should include boots, hat, mittens and coats, and a light jacket in the summer. During the summer you will need to supply a bottle of sunscreen per child that is water resistant, with an SPF of 30 or higher. For safety reasons, no infant or toddler may wear earrings or other jewelry while at the center as these can come loose and be swallowed by your child or another child.

Swimming and Wading Pool Use

If a public swimming pool is used by our enrolled children, at least one adult will be present that is certified as a lifeguard.

Additionally, staff: child ratios will be 1:1 for children under 36 months of age, 1:4 for children ages three (3) to five (5), and 1:6 for enrolled school aged children (kindergarten completion through age 12). Children will be instructed in the safe use of a swimming pool.

Trampoline Use

No full-sized trampolines are in use at the center. There will be direct adult supervision for any child using a small exercise trampoline and they must be three years of age or older and permission must be signed.

NON-DISCRIMINATORY POLICY

In accordance with Federal Civil Rights law and U.S. Department of Agriculture (USDA) Civil Rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior credible activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

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

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender. Developmental Preschool and Day Care Center is an equal opportunity provider and employer.