



Developmental Preschool and Day Care Center

Part Time Preschool Parent Handbook

715 Shield Street
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Child's Classroom: Elephant Classroom

Classroom Teachers: Alicia Quintana and Jacki LaBrake

Child Care Coordinator: Brooke Benson

Assistant Child Care Coordinator: Anissa McCutchan

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 twelve 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.

Part Time Preschool Program Policies

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.

Meals: Breakfast (AM Preschool) or lunch (PM Preschool) 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. 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.

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 the 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.

Fees: Fees for preschool 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. These income statements must be redone annually, or whenever there are changes in income or family situations. If you are interested in full-time child care options, please contact the Child Care Coordinator. There are no fees charged during the time a child is receiving IEP services.

Payment Policy: Billing is done weekly. 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 will be subject to a 1.5% monthly finance charge. We offer a 10% discount for pre-payment of childcare by the month. 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.

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. Any other days the center must be closed, notice will be given to parents as much in advance as possible.

Attendance: The Part Time Preschool program has a specific calendar that will be provided to families at the beginning of the school year. It is expected that children attend preschool according to the calendar with exception of illness or planned vacation time. Children need to attend regularly to avoid feelings of confusion, separation anxiety, and isolation. Children should arrive on time for class so that they may participate in activities and field trips.

Please notify the center in advance if your child will be absent due to illness. Absence of more than two weeks without notification, or frequent absence without notification will result in termination of your child's enrollment. Please let us know if your child has an appointment, or an early or late departure or arrival so that we can plan field trips and activities accordingly and reassure your child if needed about your arrival time.

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 on 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. Tylenol, sunscreen, insect repellent and other topical ointments 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.

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 for those actions. Our discipline process is strength based and individualized based on a child's needs. For younger preschoolers, teachers frequently use redirection and positive reinforcement. Calm down time is used on occasion, to help the child regain control of their emotions, and only if developmentally appropriate for that child.

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.

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 warmer weather. During warm weather, you will need to supply a bottle of sunscreen per child that is water resistant, with an SPF of 15 or higher.

Suspected Child Abuse: Wyoming Statute 14-3-205 requires anyone who suspects an incident of child abuse or neglect to report that incident to the proper authorities. In accordance with this statute, any staff member observing an injury or other signs pointing to child abuse or neglect will report it immediately to the director, who will then report the incident to the Department of Family Services or law enforcement agency for investigation.

Communication: Regular communication between parents and child care staff is necessary to provide the best care for your child. Please feel free to request time to talk with staff about your child. Message boards in each classroom give information about daily happenings, as do weekly lesson plans and newsletters. The staff will document any bumps, scrapes, and unusual incidents, and a copy for the parent will be placed on the parent bulletin board by the front counter for you to pick up. Periodically newsletters and parent information letters will be on the front counter for you to pick up and read. General announcements will be posted on the parent bulletin board at the main entrance. A parent notebook is on the counter as well for any messages you would like to communicate to the staff about your child. Please make every effort to inform us about anything that we need to know in order to care for your child.

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

Registration Fees: A registration fee of \$50.00 for one child and \$75.00 for a family will be assessed at orientation time. This is credited to the first month’s child care fees, and reserves a child care slot for your child.

Check In: 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. Because of safety concerns, please do not allow your child to exit the building without you. 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.

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. 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 enrolled is required by the State of Wyoming to be completely immunized for their age, and to provide a record of those immunizations, signed by a nurse or physician, to the center upon enrollment. It is the responsibility of the parent to update those records as the child receives additional immunizations.

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. 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.

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. So as 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 ARK Cooper Center located on the corner of 4th and Shield Street. Parents would then be called to come and pick up your child. If we have loss of power to the building, our phone system does go down and parents will not be able to call in directly. Please call our satellite office as they have the ability to relay messages if needed and that number is 742-3571.

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.

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, to go on field trips, or come have lunch.

Insurance: Enrolled children are covered by a group accident co-insurance policy. We will assist you in filing a claim if necessary, after a claim has been made with your family's insurance company.

Transportation: Occasionally your child's class may participate in field trips that require transportation. All children riding the bus will be placed in appropriate car seats or seatbelts according to Wyoming's car seat law.

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 parent should submit a complaint to the Wyoming Department of Education Special Programs Division, State Director of Special Education, 320 West Main, Riverton, WY 82501 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.

Weapons: There are no weapons stored on the premises. 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.

Swimming and Wading Pool policies: If a public swimming pool is used by our preschool children, at least one adult will be present that is certified as a lifeguard. Staff: child ratios will be 1:4 for all children in center using the pool. Children will be instructed in the safe use of a swimming pool.

Trampoline Policies: 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.

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 year olds 4 and 5 year olds	1:10, 2:20, 3:24 1:12, 2:24, 3:30	24 30
School Age 6 – 12 year olds	1:18, 2:32, 3:40	40

(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

Non-Discriminatory Policy

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited basis will apply to all programs and/or employment activities.).

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

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