

# Children's Discovery Center

Exploring Nature, Experiencing Childhood

[www.pinedalediscoverycenter.org](http://www.pinedalediscoverycenter.org)



## Preschool Program Parent Handbook

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## **Using this Handbook**

Dear Parents/Guardians,

Welcome to the Children's Discovery Center preschool program. Our goal is to provide a warm, safe and developmentally appropriate environment for every child. This handbook is designed to ensure that your family has a rewarding experience with the program. In the handbook we have tried to anticipate many of your questions about the program. The purpose of this handbook is to outline the program's policies and procedures. We strive to work closely with parents in a partnership that will facilitate the transitions between home and school. Daily communication and a sense of trust between parents and teachers are vital.

Our goal is to provide the highest quality care and education for children and to ensure that parents are valued and respected. To accomplish this, we depend on parents to be responsible and active childcare consumers. We expect parents to read this handbook, follow the policies and procedures outlined, provide us with all the necessary information, and be open and honest with us regarding your feedback about the program. We welcome your comments, questions, concerns and suggestions about your child's experience and the program. We understand that nothing is more important than your child's early education and care experience.

Given the nature of an ever-changing quality early education and care program, this handbook is a "living" document. The handbook will be updated as needed.

Come and talk with us should you have any suggestions, questions or concerns.

Visit our website at [www.pinedalediscoverycenter.org](http://www.pinedalediscoverycenter.org).

Sincerely,

Allison Bolgiano, Executive Director

## **History**

The Children's Discovery Center was established in 1997 as an in-home daycare. The Children's Discovery Center is a 501 (c)3 non-profit organization administered by a Board of Directors. We are an early education facility with a preschool curriculum. The CDC operates year-round with a school session from September through May and a summer session from June through August.

The Children's Discovery Center believes children learn best by doing, creating, and exploring. Developing an interest and joy in active learning is our center's goal. Children see play as merely fun, but we view it as a crucial tool in the child's development. We guide these needs by providing an age appropriate program in which we work with the specific needs of individual children in the areas of:

- Social/Emotional Development
- Fine and Gross Motor Skills
- Cognitive Development
- Speech-Language

As a child-care facility, we understand the importance of maintaining strict compliance with regulations in order to ensure a safe environment for all children: therefore, we comply with all applicable state licensing regulations and are licensed by the Department of Family Services.

The CDC is funded by these 6 sources:

- Parent Tuitions, Fundraisers, Donations, Grants, Town of Pinedale and Sublette County.

## **Mission Statement**

The Children's Discovery Center provides a quality, affordable, early education and childcare program with a focus on environment and community. Our mission is to maintain a safe, healthy, affordable, and nurturing environment where the developmental and educational needs of children are addressed while providing engagement with the natural world, where nature is an integral, joyful part of daily learning.

## **Philosophy and Goals**

The staff of the CDC believes children learn best by doing, creating, and exploring. Developing an interest and joy in active learning is our center's goal. Children see play as merely fun, but we view it as a crucial tool in the child's development. We guide these needs by providing an age-appropriate program in which we work with the specific needs of individual children in the areas of: Social/Emotional Development, Fine and Gross Motor Skills, Cognitive Development and Speech-Language.

The philosophy of the Children's Discovery Center is based on the image of the child. We see the individual child as having the right to quality education. We respect that the child is the co-constructor of knowledge. This means that the children's interests and their innate curiosity help choreograph our curriculum. We support the children's exploration of their environment as natural researchers, and their need to be interactive learners. Through hands-on activities and learning centers, teachers facilitate and encourage exploration and learning at all ability levels.

We focus on the process of learning in all its intricacies, not just the [end] result or the product. The learner must be trusted and supported to follow the creative processes without the worry of what the finished product may be.

### **Staffing/Ratios**

The Children's Discovery Center is a licensed childcare facility through the Department of Family Services Early Childhood Division and is in full compliance with staff regulations and certification requirements.

- First aid and infant/child CPR certification must always be completed biennially and kept current.

#### Staff qualifications:

- 16 hours of continuing education annually
- TB risk assessment or current TB test results if applicable
- A child abuse/neglect Central Registry screen done annually
- Full fingerprint based national criminal history record background check completed every 5 years
- National sex offender check results

The CDC has Full-time staff that consists of an Executive Director, Head Teacher, Assistant Director/Head Cook, 2 Teachers and a Teacher's Assistant.

Ages of Children	Staff: Child Ratio	Maximum Group Size
24 months – 36 months	1:8, 2:16, 3:18	18
3-year old's	1:10, 2:20, 3:24	24
4 and 5-year old's	1:12, 2:24, 3:30	30

### **Board of Directors**

Jeff Goltz, Chairman – Term began April 2015  
 Jacob Radakovich, Vice-Chairman – Term began June 2018  
 Julie Maxam, Treasurer – Term began September 2015  
 Meghan Monteith, Secretary – Term began February 2019  
 Emily Paravicini, Member – Term began June 2018

## **General Policies and Procedures**

### **Non-discrimination Policy**

In accordance with Federal law and U.S. Department of Agriculture policy, the Children's Discovery Center is prohibited from discriminating on the basis race, color, national origin, age, disability, sex, gender identity, religion, political beliefs, marital status, familial or parental status or sexual orientation.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

[http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all 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](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

The Children's Discovery Center does not discriminate based on race, religion, cultural heritage, political beliefs, marital status, national origin, or sexual preference. CDC does not discriminate based on HIV infection in accordance with the Americans with Disabilities Act of 1990. Staff and children are not required to disclose HIV infection status to CDC.

### **Daily Schedule**

School operational hours are Monday – Friday from 7:15 am – 5:30 pm during the months of September – May, and 7:30 – 5:30 from the months of June, July and August (except for school holidays listed and other school closures listed on the yearly calendar.) It is important that you drop off your child in a timely manner, thus allowing your child to participate in all activities planned. The Director will have a schedule available.

## Enrollment Policies

- Enrollment shall be open to any child, provided the center can meet the needs of that child and if there is availability.
- Children must be 2 years of age or older. Our yearly cutoff date follows the Pinedale Elementary school and is September 15<sup>th</sup>.
- Our school operates year-round from September – August. If you decide to drop out of school during the summer months (June, July and August), you will be charged a \$200 fee for each month in order to hold your child's "spot" for the next school year. If you choose to not pay the \$200, your child's "spot" will not be guaranteed and will be potentially be filled.
- Fees are due prior to receiving any services, along with completed enrollment forms, and a current immunization record.
- Appropriate clothing, diapers and wipes (if necessary) need to be provided by the parents.
- Administration and parents will set up a contract stating what days per week "spots". The contract and tuition are locked; changes may be made depending on availability. If changes are made, please refer to the Withdrawal/Schedule change request form.
- CDC reserves the right to terminate childcare if for any reason we feel we are not qualified to care for your child.

## Tuition Fees

For a month of childcare:

### Full Days

- 1 Day Per Week = \$200 monthly**
- 2 Days Per Week = \$300 monthly**
- 3 Days Per Week = \$420 monthly**
- 4 Days Per Week = \$560 monthly**
- 5 Days Per Week = \$700 monthly**

- There is no discount, refund, or other allowance for absence, illness, vacation, holidays, school closures, or any other reason.
- Drop-In Rate: \$40 Full day (advance notice required for drop-ins. Call or email the school) **Payment is due on the day of drop-in.**

Families meeting income and need requirements as determined by the Department of Family Services may be eligible for childcare assistance and we will arrange contracts accordingly.



## **Withdrawal Policy**

Parents/Guardians will be required to give **one month's notice** to terminate enrollment, submitted on the school *Withdrawal Notice/Schedule Change Request Form*. Parents/Guardians will pay tuition for the one-month notice period, even if the child does not attend the school during that month. Our school operates year-round from September – August. If you decide to drop out of school during the summer months (June, July and August), you will be charged a \$200 fee for each month in order to hold your child's "spot" for the next school year. If you choose to not pay the \$200, your child's "spot" will not be guaranteed and will potentially be filled.

## **Attendance Policies**

- Call the CDC to let us know if your child will be absent or if you will be picking up your child early. It is very helpful in our planning and meal preparations for each day.
- Your child's safety is our number 1 priority. Please accompany your child inside the building, sign in and note time of arrival in the sing-in book. As a school rule, the children are never allowed to touch/open or close the doors. Keep this in mind when entering/leaving the facility. Give any special instructions for the day in writing in the binder as well as verbally to staff.
- Drop off is at 7:15 AM from the months of September – May, and 7:30 AM from the months of June, July and August. Children must be picked up before 5:30 to avoid late fees.

## **Schedule Policies**

The Board of Directors approves a yearly schedule of facility closures. Tuition will not be adjusted for holidays and breaks. The daily schedule during school session is consistent and closely followed with the Pinedale public school calendar. Please see the calendar for the CDC school year.

## **Key Code Entry**

All parents will receive a code to use as an entry to the preschool on our keypad doors (2). This code shall not be shared with anyone else, including emergency contacts. All visitors must wait for a staff member to open the door and will ask for an ID if necessary. If this code is shared, or is compromised in any way, the CDC reserves the right to change the code, or possibly not allow the code to be provided.

## **Late Fee Policy**

- School operational hours are Monday – Friday from 7:15 am – 5:30 pm during the months of September – May, and 7:30 – 5:30 from the months of June, July and August (except for school holidays listed and other school closures listed on the yearly calendar.) Families picking up children after the conclusion of the scheduled departure, will be charged a late fee of \$1.00 for each minute they are late.
- The tuition fee is due before the **5th of each month**. When a payment is not received the space is no longer reserved for your child, and your child cannot attend the center. CDC may terminate childcare if an invoice has not been paid by the 5th of the month or payment arrangements have not been made with the administration.
- CDC is aware that parents experience occasional emergencies and with proper notice the fees may be waived by the administration.

## **Child Release Policy**

Only parents and others authorized by parents may remove a child from the supervision of CDC staff. ID will be required for anyone authorized to remove a child.

## **Medication Policy**

As required, all staff has received training on the administration of medication. When providing medications, please see the Director or Assistant Director to complete a Medical Consent Form. Medications can only be given when:

- Medications are prescribed by a licensed health professional
- Commonly used non-prescriptions over the counter medications including, but not limited to ointments, repellents, lotions, creams, teething gel, or powders for which a medication consent form has been given by the parents or legal guardians.
- Medications bear their original prescription label or manufacturer's label and are in safety lock containers, transported and stored safely regarding temperature, light and other physical storage requirements. Please refer to the Permission to use Sunscreen/Bug spray consent form in the Childcare Application.
- Parents are welcome to come to the facility to dispense their child's medication.

All medications must be labeled properly with the child's name.

## **Health Policy**

It is required that staff and children be immunized against certain diseases. The only exception to this requirement is if the family physician recommends against immunization on medical grounds, or for religious beliefs. A written statement must be kept on file.

If a child becomes sick while at the CDC, the parents will be notified to pick them up and the child will be isolated and made comfortable.

If an emergency occurs, the child's safety will be secured first. Appropriate personnel and parents will be notified. A teacher will accompany the child if transportation to a medical facility is necessary. In order to protect your child and others, we have set up some guidelines regarding illnesses. Children should refrain from coming to school or will be sent home if any of the following apply:

1. Fever – Temperature greater than 100.5 degrees – Students need to stay home until they have been without a fever for 24 hours (Director discretion)
2. Vomiting – Students need to stay home if they are vomiting and may not return until 24 hours of no longer vomiting.
3. Stiff neck with headache and/or fever
4. Jaundice
5. Skin lesions that are weeping or puss filled
6. Diarrhea
7. Chicken Pox
8. Pink eye – Purulent Conjunctivitis
9. Head Lice
10. Scabies
11. Any communicable disease that an authorized health care provider has deemed identifiable.
12. If illness requires treatment using antibiotics – students need to be off antibiotics for 24 hours before returning to school.

CDC reserves the right to request a Doctor's note before your child may return to the facility.

## **Universal Health Care Precautions**

1. Wash your hands:
  - On arrival for the day
  - After toileting (self or child) or diapering
  - After handling any bodily fluids coughing, blood, vomit, etc.
  - Before meals and snacks, before preparing or serving food, or handling any raw foods that requires cooking (meats, eggs, poultry)
  - After water play
  - Before and after administering medication

- After assisting a child with toileting
  - After handling garbage or cleaning
  - Before leaving the preschool (recommended).
2. Latex gloves must be worn when:
- Toileting a child
  - Contact with blood, vomit, etc.
  - Cleaning surfaces that have been contaminated
  - Wash your hands after you remove gloves
3. Use disinfectant to:
- Sanitize all table surfaces before mealtime
  - Sanitize toys/objects used by children

### **Children's Health Records and Immunization Requirement Policy**

All children are required to have a completed physician's examination form, a physical exam and all immunizations up to date at the time of enrollment. Immunizations are to be kept up to date thereafter following the Wyoming immunization guidelines schedule. Record of a physical is required every year. Health records are required which document the child is current for routine screening tests and immunizations according to the schedule recommended and published by the Wyoming Department of Public Health.

Immunization is an important public health policy effecting children. As a matter of state law, children in the program must:

- Be fully immunized, or
- Be in the process of becoming fully immunized according to the approved schedule, or
- Have a physician's statement that immunization is contraindicated for medical reasons, or
- File a Wyoming Department of Health Religious Exemption to Mandatory School Immunizations

The staff has a plan to identify and exclude any child promptly if a vaccine-preventable disease to which the child is susceptible occurs in the program. A list on any non-immunized or partially immunized child is confidential.

### **Toilet Training**

The preschool does provide diapering area facilities for children who are not fully toilet trained. All children are required to have an extra set of clothes at the preschool. An extra underwear, diapers, and socks are also available if needed.

## **Help with Separation Issues/Arrival and Departure**

We understand young children often have difficulty with separation. We want to reassure you that we are always ready to talk to you and comfort your child. Always say good-bye, accompanied with a hug or a kiss. Be firm, but friendly about leaving. Try your best to follow the same routines.

1. Accompany your child inside the building, sign in and note time of arrival in the binder. Give any special instruction for the day in writing in the binder as well as verbally to staff.
2. Notify staff/Director if any persons will be picking up your child other than parents/guardians.
3. Please notify the preschool if your child will not be in attendance. It is very helpful in planning meals for each day, as well as allowing other students to possibly do a drop in.
4. Please check your child's cubby at arrival and departure.
5. At the time of departure, please sign out your child with time and signature.

We are there to help during these transition times and help to comfort your child once you leave. We offer comforting words such as, "I know it's hard to say good-bye." Once you have gone through your good-bye routines a few times, your child will get to know what to expect and the good-byes will be less difficult. After a short period of time, your child's anxiety about you leaving ends quickly after you leave. Should this not be the case, we want you to know that we would call you to let you know how he/she is doing.

Your child will pick up on your confidence about having chosen a good place to him/her to be while you are away. Good feelings are contagious. So, the first step in adjusting to saying good-bye is to be sure you are comfortable with your decision to enroll your child in our program. Please let us know if we can be of further help. We want you to know that separation adjustment is normal, and we have the experience of help you and your child ease through this transition time.

## **Confidentiality Policy**

Information contained in a child's record is privileged and confidential. Unauthorized removal of records or unauthorized divulgence of parents, children, staff, or program's confidential information is not tolerated at CDC.

## **Transportation Policy/Field Trips**

When children are transported there will be a 1st Aid Kit, emergency medical release forms and a current attendance record immediately available for roll call purposes. I/we follow Federal Motor Vehicle Safety Standards for child restraint systems and cannot transport without proper safety restraints. Layers and/or heavy jackets will not be worn underneath safety restraints. Both teachers and children enjoy field trips! Only qualified CDL drivers will transport children. We believe that field trips are a useful tool in increasing experiences in real world activities. Please refer to the field trip permission form in the Childcare Application.

## **Animals**

We do have animals on the premises. All animals must comply with Health and Sanitation and vaccination requirements. Any animal with a history of attacking even one person or demonstrating aggressive behavior will be made inaccessible to the children in care.

## **Drugs, Alcohol, Tobacco and Firearms Policy**

We strive to create a peaceful atmosphere; therefore, no alcohol, illegal drugs, tobacco or firearms are allowed on the CDC premises.

## **Meal Policy**

CDC will serve hot or cold family style meals and snacks for children everyday unless otherwise posted. The preschool provides one percent milk and water at all meals. Clean sanitary drinking water is available to children throughout the day. Our preschoolers and staff members eat every 3 hours (see your child's schedule). The preschool takes care in the selection, preparation and presentation of any foods prepared at the program. We ask parents to join our efforts to promote good eating habits and good food choices with any food coming into the school such as food for special celebrations. Staff handling food will be trained in nutrition, safe food handling, and meal preparation. The Health and Sanitation department inspects the facility at least once a year. CDC participates in the Child and Adult Care Food Program (CACFP), which helps us with our food expenses. CACFP plays a vital role in improving the quality of care by making nutritious meals available to low-income families daily.

Please fill out the meal benefit form as our reimbursement is based on the number of qualified families.

If you request that your child be provided a special meal or have accommodations made due to food intolerance(s) or other medical reasons, please fill out the Medical Statement to Request Special Meals, Accommodations and Milk Substitutions Form. A licensed medical physician, physician's assistant, registered nurse, nurse practitioner, or registered dietician must sign this form.

## **Use of Media**

Media images (i.e. photographs, video) are used by the program for documentation of the classroom program, research, advertising and news reports. On the enrollment forms, parents are asked for permission to use media images of their child.

## **Methods of Discipline**

We encourage children to develop their own control, autonomy, management of feelings, problem solving, and find their own rewards in cooperative social behavior. We advocate choices and consequences for the children. However, when a child acts in such a way that is, or could be, harmful to their self or another, or destructive to property, we do intervene. If the child cannot make a good choice, we may assist him/her by making a choice for them. Time out is ONLY used if a child is hurting himself or someone else. In extreme cases a meeting may be called with parents and teachers. We do not use corporal punishment, or spanking. A child is never subjected to cruel or severe punishment, humiliation, or verbal abuse. A child is never denied food or force feeding as a form of punishment. A child is never punished for wetting, soiling, or not using the toilet. (These are in accordance to licensing regulations.)

Sometimes a child may display individual needs that are beyond the scope of our program and /or the expertise of the teachers. Behavioral problems that result in injury to other children or adults or require excessive one-on-one staffing to prevent frequent disruptions of the group routines are responded to as outlined in the Suspension/Expulsion policy of the preschool.

## **Suspension/Expulsion Policy**

The Children's Discovery Center promotes positive social and emotional growth and includes age appropriate behavior supports. This practice enables us to offer the most proactive and supportive environment for children. However, there may be a time when we have exhausted all efforts to help a child interact in a positive manner in our program. If this situation should arise with your child, we will adhere to the following guidelines:

- Share with parents in writing behavioral concerns and what steps the facility has taken to change those behaviors.
- Schedule a conference with parent(s)/guardians to discuss steps implemented, local resources available and develop a plan for next steps.
- If expulsion or suspension is warranted, discuss with parents' terms of child returning and length of suspension.

## **Parental/Guardian Rights**

In accordance with Wyoming Child Care Licensing Regulations, we are obligated to provide you the following informational statements. Parent/Guardian(s) shall have:

- Unrestricted and immediate access to his/her child(ren) and any area of the facility where child-care is located;
- The right to view to inspection reports;
- Weekly menus;
- All known and/or treated injuries that occur to his/her child while in care and

- Any situation that occurred during child-care that caused concerns for the child's health or safety.

### **Policy to Avoid Termination of Enrollment Policy**

Termination is always a last resort action which is carried out only when the director and teachers feel that such action is in the best interest of the child or the other children enrolled. If the preschool is unable to meet the needs of the child and/or family, every effort will be made to refer the parent to a more appropriate program for their child. The circumstances under which a child may be terminated are explained below.

1. The child exhibits extremely aggressive behavior which endangers other child and/or staff.
2. The child's health and safety at the preschool cannot be assured due to circumstances such as impulsive, risk-taking behavior.
3. Unwillingness of the parent(s) to work with teachers in the management of their child's behavior, and/or refusal to follow the preschool's recommendations for outside support services.
4. The child's developmental needs are not being met at the preschool due to general immaturity. Behavior indicative of a child's immaturity may include severe ongoing separation issues, excessive need for teacher attention, and inability to function independently or with the group.
5. The child has individual special needs which require accommodations causing an undue burden on the preschool. Accommodations related to the toileting needs of a child with a documented disability shall not be considered an undue burden.
6. If suspension or termination is due to the child's behavior, Children's Discovery Center will give specific examples, and let parents know whether we will accept the child back if he receives counseling, or sees his doctor, or some other change occurs. Parents will receive a written explanation of the reasons why, and the circumstances under which the child may return. Recommendations for return will be made by the referral services in consultation with the Children's Discovery Center.
7. The Children's Discovery Center preschool will prepare the child being terminated with sensitivity and consideration of their developmental ability. Children in the preschool program would be informed in an age appropriate manner that the child will be attending another school.
8. Nonpayment of tuition. (Student parents will not be allowed to attend until tuition owed to the preschool is paid in full.)
9. Continued lateness of parents picking up their child.
10. Parent's display of inappropriate behavior towards staff or children. May include disrespectful language, disregarding program policies, verbal and/or physical harassment or any unlawful behavior.

CDC reserves the right to terminate childcare if for any reason we feel we are not qualified to care for your child.



## **Supervision Policy**

Daily sign-in policy is maintained. Parents sign child in and out daily. Records are kept. Daily attendance is completed by the lead teacher or teacher. Upon daily arrival at the preschool, each child is observed by a teacher for signs of illness or injury that could affect the child's ability to participate in the daily activities. The family will supplement these observations as needed. No child will be left unsupervised while attending the preschool. The teacher will regularly count children on a scheduled basis, at every transition time and whenever leaving one area and arriving at another to confirm the safe whereabouts of every child always. All emergency problems will be reported to the director will be notified immediately.

## **Child Abuse Reporting Policy**

As professionals in contact with young children and their families, we are required by law to help Department of Family Services (DFS) become aware of children who may be abused or neglected. Any suspected cases of child abuse and/or neglect are to be reported to DFS immediately by telephone and to follow up in writing within 24 hours.

- Child abuse: non-accidental commission of any act by a caretaker that causes or creates a substantial risk of harm to a child's physical and emotional well-being, including sexual abuse.
- Child neglect: failure by a caretaker, either deliberately or through negligence, to take those actions necessary to provide a child with minimally adequate food, safety, clothing, shelter, medical care, supervision, or other essential care.
- Reasonable cause; after examining all the facts in a situation, most people with similar training and experience would also suspect abuse and/or neglect.

If an employee has reasonable cause to suspect child abuse and/or neglect they should report to the director. If they are not satisfied with the results, they should contact DFS directly.

DFS can be reached at 307-367-4124

## **Emergency Procedures**

We have a partnership with the Sublette County Public Health, located at 619 East Hennick St. Pinedale, WY 82941 (307) 367 – 2157 and our secondary, the Sublette Center, located at 333 N. Bridger, Pinedale, WY 82941 (307) 367-4161 where we can meet in the case of an evacuation at CDC. Parents are encouraged to familiarize themselves with our emergency procedures. In case of an evacuation children will be relocated to the Sublette County Public Health, located at 619 East Hennick St. Pinedale, WY 82941 (307) 367 – 2157 or Sublette Center, located at 33 N Bridger, parents will be

contacted by phone, and instructed to come and pick up their child. Children will be reunited and released to children by staff in accordance with release policies.

### **Fire:**

We are in compliance with the fire department standards, including yearly inspections. Smoke detectors and fire extinguishers are serviced and inspected regularly as required by licensing and the State Fire Marshall. Emergency drills are conducted and recorded monthly. In the event of a fire staff and children will exit the facility and make for the appropriate outdoor assembly area. Director will be responsible for operating critical equipment before evacuation and do final sweep of building. The Director will be responsible for accounting for occupants after evacuation, and contacting local emergency personal by cell phone. Full time trained staff will be responsible for emergency medical aid.

If necessary, staff and children will evacuate to the Sublette County Public Health Building, located at 619 East Hennick St. Pinedale, WY 82941 (307) 367 – 2157 and our secondary evacuation place is the Sublette Center, located at 333 N. Bridger, Pinedale, WY 82941 (307) 367-4161. Parents and or emergency contacts will be contacted by phone.

If Director is unavailable, Assistant Director will be responsible and in charge of evacuation proceedings.

### **Bomb Threats:**

If a bomb threat is called in, staff and children will exit the facility and go to the Sublette Center. The proper authorities will be notified and the children's emergency contacts will be notified by phone.

### **Earthquakes:**

If indoors: Staff and children will quickly gather in the doorway between the big room and the toddler room. Everyone will DUCK, COVER, and HOLD. The staff will talk to the children in a calm manner until it is safe to move. The staff and children will not attempt to run or attempt to leave the building while the shaking is occurring.

If outdoors: staff and children will move to a clear area, far away from glass, brick and power lines. All staff and children will duck and cover.

After the earthquake occurs, all children, staff and visitors (if any) will be accounted for. All staff, children and visitors (if any) will be checked for injuries and administer first aid if necessary. If life-threatening emergencies occur, 9-1-1 will be called. All staff and children will remain outside of the building until it has been inspected for re-entry. Director will monitor the radio for information and emergency instructions.

**Blizzard:**

Staff and children will remain indoors until the blizzard is over. Emergency provisions will be accessible.

**Floods:**

Staff and children will exit the facility and go to the Sublette Center. The proper authorities will be notified and the children's emergency contacts will be notified by phone.

**Wild Fire:**

Parents will be contacted and school will be closed.

**Tornados:**

Staff and children will gather in the doorway between the big room and the toddler room everyone will cover their heads with their arms to protect themselves from flying debris.

**Power Failures:**

Appropriate personnel will be notified. Staff and children may remain in building as long as temperature and light are adequate. If the power is out for more than one day, the facility will be shut down until repaired. Extra provisions will be accessible.

**Safety during violent situations:**

Staff and children will be removed from the situation; emergency personnel will be contacted.

**Vehicle Emergency:**

In the event of an emergency involving children on the bus, the children's safety will be ensured and emergency personnel contacted. Emergency contacts for all children will be carried on board and will be notified of the situation and asked to pick up their child.

**Intruder/Dangerous Person**

Although various situations can happen, our staff will make the appropriate decisions to keep all children safe and calm. "LOCKDOWN" or "INTRUDER" will be called out to staff in the event this situation occurs. Inside, we will hide in our crawl space that is equipped with a backpack full of first aid supplies, food and water for the students, and blankets. If

the students are outside, the staff will accompany the children to the Sublette County Public Health Building, located at 619 East Hennick St.

Lockdown may persist for several hours and during an incident, silence is essential. The Director will call 9-1-1 from a safe location, and then contact all parents to notify them of the situation.

Some examples of lockdown conditions: Dangerous animal within school building, intruder, angry or violent parent or student, active shooter.

### **Missing Child:**

If a child is to go missing while at the CDC, the other children will be moved to the art room with two teachers to occupy them. The remaining staff will split up and search the grounds while simultaneously contacting local police department and/or School Resource Officers at 367-4378 as well as the parents. The cook will handle the phone line.

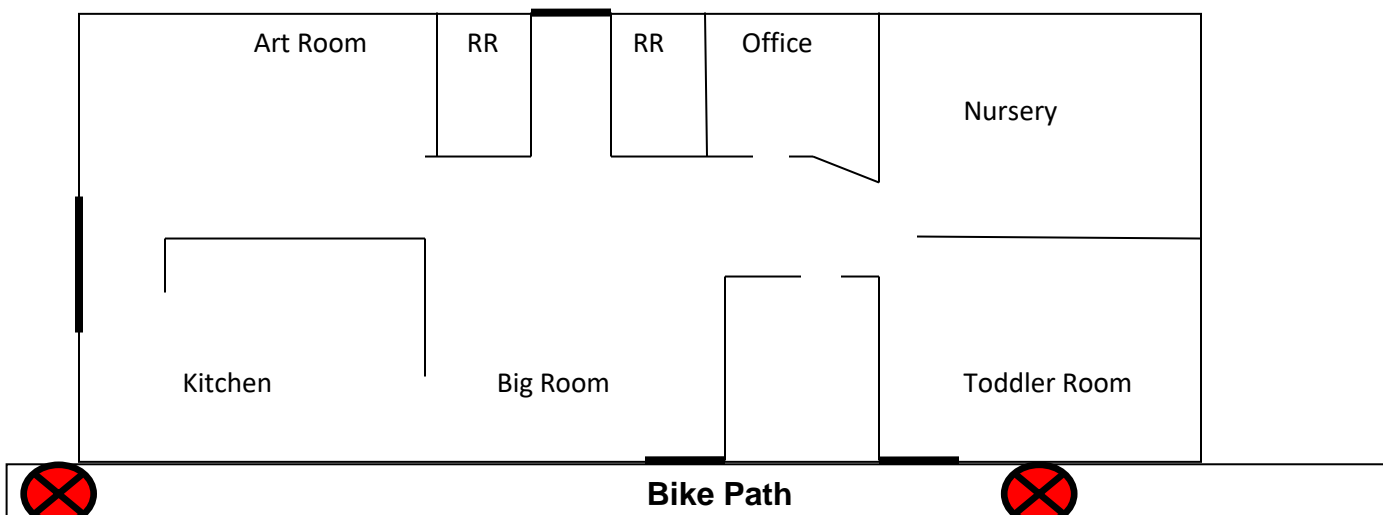
If a child is to go missing while on a field trip, the other children will be moved to the bus and two teachers will occupy them. The remaining staff will split up and search the grounds while simultaneously contacting local police department and/or School Resource Officers at 367-4378 as well as the parents.

### **Injuries:**

Minor injuries are treated with soap and water, bandages, and an ice pack. The teacher observing the injury will complete "Boo Boo Report (accident/incident report) and place inside your child's cubby. Parents will be called immediately if we observe a head injury or in the event of any serious or questionable injury. In an emergency, the staff will contact 9-1-1, then the parents/guardians. Staff members present must fill out a Wyoming Child Injury Report and send to licensor.

## **FIRE SAFETY EVACUATION PLAN**

1. Allison Bolgiano, Director, shall be responsible and in charge of all fire drills.
2. If Allison Bolgiano is unavailable, The Assistant Director, Kalie Miles will be responsible and in charge. If Allison and Kalie are unavailable, the Assistant Teacher will be responsible and in charge.
3. All staff members will supervise the evacuation of the children. (Take attendance book, bus keys and cell phone)
4. Allison Bolgiano will do a sweep of the building to be sure that everyone leaves the building.
5. Allison Bolgiano will do a roll call of all students and staff to ensure all persons are present and accounted for.
6. Allison Bolgiano will call 911 and report the fire, then notify parents of the situation.
7. For a fire in the kitchen the children will exit out the back/east doors and meet on the hill behind the building for roll call.
8. For a fire elsewhere in the building the children will exit through the playground/south door and meet at the back fence for roll call.
9. We have a partnership with the Sublette Center, located at 333 N. Bridger, and Sublette County Public Health, located at 619 East Hennick St. where we can meet in the case of an evacuation at CDC. Parents will be notified by telephone and asked to come and pick up their child. Parents are encouraged to familiarize themselves with our emergency procedures.



## **School Communication**

Monthly Newsletter – Distributed monthly via email or newsletter form; this publication provides important information regarding classroom activities, important dates, and articles of interest regarding early childhood issues. Please take a few minutes each month to read our newsletter--our most important vehicle for communicating school activity. If at any time you would like to have an article printed in the newsletter, please contact the Director.

Daily Note – This is sent out daily from your child's teacher. In this note, it will tell you the meals served for the day, the outdoor enrichment activity, any field trips that your child may have gone on, toileting, and any other notes the teacher may want to send.

Parent Bulletin Board - Located above the sign-in book. Please check this board daily for school information and articles of interest to parents.

Parent/Teacher Conferences – October and February. This is an opportunity to discuss your child's development and progress in the classroom with their teacher.

By Phone/Email - Please be sure that your phone number and email address (if applicable) are kept current on your child's application. We encourage the use of email when possible to communicate with Director/Assistant Director.

Remind App - If you would like to subscribe to weekly reminders for "Show and Share", (as well as other important reminders, such as early release days, book order due dates, parent/teacher conference dates, etc.) we have starting using the service – REMIND. REMIND is a free, safe, and simple messaging tool that helps teachers share important updates and reminder with parents. All personal information is kept private. To receive reminders via text mess, text the phrase @playbased to 81010. To receive messages via email, send a blank email (even the subject line can be left blank) to playbased@mail.remind.com

Media Outlets – Facebook (<https://www.facebook.com/PinedaleDiscoveryCenter>) and Instagram (@childrensdiscoverycenter)

## **Celebrations**

We enjoy celebrating about any occasion you can imagine! If your child would like to bring a special treat to share for a birthday, it would be welcome. Please get with the Head Cook to confirm head counts for the day and any allergies that are present. We do ask that you provide enough for either the whole school, or just your child's class. Like birthdays, for Valentine's day, we ask that you get with either your child's teacher or the Head Cook to confirm head counts. Please bring enough for either the whole school, or just your child's class.

### **What your child will need:**

Individual cubbies will be available for each child so that items can be left at the center. Some children who are part-time, may share a cubby with another student due to lack of cubby space. We ask that you please properly label all belongings with your child's name. We spend a large amount of time outside, even during the Winter months.

These items are asked to be in your child's cubby at all times:

- Extra set of clothing (shirt, pants, underwear, and socks)
- Diapers (if necessary)

During the warmer months:

- Light jacket
- Sun Hat
- Sunglasses (if possible)
- Your own sunscreen if you choose not to use the school's supply

During the cooler months:

- Snow boots
- Snow pants
- Gloves/mittens
- Heavy Coat
- Hat (that covers their ears)

Disposable diapers and pull ups (if necessary), extra change of clothes (underwear, socks, pants and shirt in a labeled bag), snow clothes (boots, jacket, pants, gloves, hat) and we also allow a light blanket to be used during nap time only. We will provide a sleep sack (pillow and blanket). Blankets can be kept at school for weekly washing, or can be taken home each week.

### **What to leave at home:**

We discourage toys being brought to school as they serve as a distraction and can be broken or lost. If the toy is brought and causes a distraction to the class, the toy will be brought to the office and can be given back at the end of the day. We also discourage candy, gum and other food items. **Please do not leave food in cubbies.**

## Parent Involvement

I would like to be involved and support the Children's Discovery Center in the following ways: *(Please tear off this page and turn into Director)*

\_\_\_\_\_ Fundraisers – please circle (Day/Night Golf Tournament, Harvest Festival Fundraiser, Wreaths, Farmer's Market)

\_\_\_\_\_ Grant writing/editing

\_\_\_\_\_ Building Projects Indoor/Outdoor

\_\_\_\_\_ Volunteer Field Trips

\_\_\_\_\_ Classroom Parent Volunteer

\_\_\_\_\_ Guest Speaker

\_\_\_\_\_ Donation

A project I would like to help with is:

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A talent I would like to share is:

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A holiday party that I would like to plan is:

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Other ideas I have:

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## Agreement

This parent handbook has been prepared as a summary of the policies, philosophies and procedures of the Children's Discovery Center (CDC). Please read it carefully. Upon completion of your review of this handbook, sign the statement below, and return it to the director.

I, \_\_\_\_\_, have received and read a copy of the CDC Parent Handbook which summarizes the goals, policies, procedures and expectations of CDC, as well as my responsibilities as a parent.

I have familiarized myself with the contents of this handbook. By my signature below, I acknowledge, understand, accept and agree to comply with the information contained in the Parent Handbook provided to me by CDC.

The Board of Directors and the administration retain the right to change the contents of this handbook as they deem necessary, with or without notice.

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Parent/Guardian Signature

Date

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Director Signature

Date

*(Please tear off this page and turn into Director)*