



# CDC Preschool

## Handbook for Parents





# Welcome!

Dear Families,

Welcome to the Child Development Center! We are excited to have you join our program, and we are committed to providing your child with an excellent and enriching preschool experience. We pride ourselves on providing a nurturing, early intervention program that looks at the whole child.

We also support you, the family. We can help you find the resources you need, and we'll support you, without judgement or criticism, as you give your child the opportunity to grow developmentally. We are your partners in making your child's future academic experiences and LIFE experiences the best they can be by laying early and excellent foundations.

At CDC your child will feel valued and appreciated. And you'll see the results of the CDC experience as your child's knowledge and skills grow and bloom. Expect to be impressed with what your little one can do! Watch for regular communication on your child's progress and on happenings here at CDC. You've made the right choice bringing your child to CDC, and we applaud you on taking this very important step.

If you have any concerns or questions during your journey with us about policies, procedures, or the program in general, please feel free to ask. Concerns are addressed and resolved as soon as possible.

Once again, we welcome you to CDC Preschool. We look forward to a rewarding and exciting year!

Sincerely,



John Starnes  
Executive Director

<b>CDC MAIN:</b>	2020 E 12 <sup>th</sup> St   Casper WY 82601   307.235.5097
<b>CDC @ SUMMIT:</b>	2230 S Waterford St   Casper WY 82609   307.253.3098
<b>EMAIL:</b>	cdc@cdccasper.org
<b>WEB:</b>	cdccasper.org
<b>FAX:</b>	307.473.1440
<b>FAX @ SUMMIT:</b>	307.253.3097



# About the Child Development Center

## OUR MISSION

The Child Development Center exists to provide premier, family-focused, developmentally appropriate services for children birth through age five.

## OUR CORE VALUES

CDC subscribes to the 10 principles from the Code of the West:

1. Live each day with courage.
2. Take pride in your work
3. Always finish what you start.
4. Do what has to be done.
5. Be tough, but fair.
6. When you make a promise, keep it.
7. Ride for the brand.
8. Talk less and say more.
9. Remember some things aren't for sale.
10. Know where to draw the line.

## OUR PHILOSOPHY

We believe:

- Each child should have the opportunity to learn in a safe and nurturing environment that promotes the whole child.
- Children should be provided with a wide variety of learning experiences promoting independence, self-confidence and creativity.
- Children learn best through play-based experiences, with parents as a vital part of the learning process, promoting positive interactions.
- A qualified, dedicated staff is essential to a quality early childhood education.

## ACCREDITATION

CDC is proud to have earned NAEYC Accreditation, the mark of quality for early childhood education programs. [www.naeyc.org](http://www.naeyc.org)



## ABOUT CDC PRESCHOOL

CDC's developmental preschool provides inclusionary, high quality, educational services for children between the ages of three and five, with and without identified special needs. We offer a positive and healthy learning environment which promotes a child's self-esteem and social skills. CDC believes in a play-based learning environment where children learn through play and exploration of their environment. No child is ever denied participation in any program or activity because of race, color, religion, sex, national origin or disability. Classrooms are led by an Early Childhood Educator or Special Educator, along with an Assistant Teacher.

## HOURS

CDC's lobby hours are from 8am to 4pm. Classes are offered:

<b>Morning session:</b>	8:30 – 11:30am	Monday through Thursday
<b>Afternoon session:</b>	12:30 – 3:30pm	Monday through Thursday

Holidays and other closures are available on your Parent Calendar and on our website.

## WEATHER CLOSURE

CDC follows the school closure policy of the Natrona County School District. If NCSD schools are closed due to weather, CDC will be closed. If schools have a late start time due to weather, CDC will more than likely have a late start time. Check radio and television stations for confirmation, visit CDC's Facebook page, or call CDC after 6:45 AM for a phone message with updated information.

## TUITION

- Monthly tuition for children without special needs is due on the first of the month and can be paid at the front desk or via CDC's website – [cdccasper.org](http://cdccasper.org)
- Children qualifying for early intervention services attend CDC Preschool at no cost

## FIELD TRIPS

During the school year, children may go on field trips. By signing a field trip permission form, your child has the opportunity to share in adventures with classmates. Children will be transported by a CDC bus and typically, teachers will ask parents to help chaperone the field trip. Phones and first-aid kits will be aboard!

A thorough explanation of all CDC Preschool's  
**Policies, Plans & Procedures**  
is available @ [cdccasper.org](http://cdccasper.org)  
or by request from the front desk.



## EMERGENCIES

CDC keeps an *Emergency Procedures Plan Handbook* in every classroom and office, and requires staff to follow/familiarize themselves with all safety and disaster protocols. If you'd like to see these plans in detail, please let us know.

### Evacuation

If it becomes necessary to evacuate the CDC main site, our primary evacuation point is Park Place/Edgewood Senior Living at **1930 E 12<sup>th</sup> St.** Parents will be notified and children will be released to an authorized escort. The backup location (*if needed*) is Frontier Middle School/CCA at **900 S Beverly.** Students and staff at CDC @ Summit will follow that school's evacuation procedures. Please inquire with your child's teacher and/or Summit Elementary School for more information about their procedures.

### Fire Drills & Lockdown/Lockout

CDC practices monthly fire drills and occasional lockdown/lockout drills. If you happen to be present during a drill, we'll ask you to join in as we practice our safety procedures.

## PRESCHOOL ADMINISTRATIVE TEAM

John Starnes – Executive Director  
Lori Kapeles – Director of Education  
Marnie Camp – Director of Special Education

## BOARD OF DIRECTORS

CDC is governed by a Board of Directors that may include parents, educators, legislators, and members of health care, legal, and business segments of the community. Monthly meetings are open to the public and typically held the 3<sup>rd</sup> Wednesday of each month. Please call CDC for a list of Board Members or meeting dates. CDC also enjoys the support of an Advisory Board made up of donors, parents, community members, and various professionals who provide counsel on an as-needed basis.

## FAQs:

### What do I do if I need to have a new person pick up my child?

Fill out a Preschool Information Update form at the front desk. If a last minute situation prevents filling out the form, please call CDC at 235.5097. The new pick-up designee will need to show a photo ID upon arrival.

### I forgot my login code ...what now?

Ask the front desk for help.

### Can my kid still come to school with a fever or rash?

Certain conditions will prevent your child's participation. Specifics are available in your *Parent Handbook*.

### Can my child ride the bus?

Only children currently on an IEP are eligible for the bus, with very limited availability. Parents may fill out a transportation request at the front desk for consideration.

### My child's class isn't in their room - where would they be?

If the class is in the Big Room, on the playground, or on a field trip, a note will be posted on the classroom door.

### Can I enter or exit through other doors?

No, for children's safety, the only entrance and exit is the main entrance on the fire station side of our building.



# Stay Connected!

At CDC, we believe parents and teachers, working together, create the foundations of success for a child's education. Because we are partners in this great endeavor, we want to help you feel connected. Here are just a few of the ways you can do that:

## PLEASE LET US KNOW IF...

- There's been any change in your contact information, emergency numbers, address, authorized escorts or other pertinent personal information.
- Your child will not be attending preschool for the day for any reason.
- You need to add the name of a new individual to be authorized to pick up your child.

## VISITING & OBSERVING

Family members are welcome to visit CDC anytime between 8 and 4. All we ask is that you enter and exit through the main doors and sign in at the front desk, where you'll get a nametag. If a parent or family member is not allowed to visit their child due to court order or legal documents that are in place, the front desk staff, with administrative support, will address this issue with the individual. In some instances law enforcement will be called to enforce the court documents.

## VOLUNTEERING & PTA

Volunteer opportunities are open to all of our CDC families and vary, depending upon CDC's needs at that time. From chaperoning a field trip to classroom support, event planning to cultural exploration, and everything in between – we encourage you to participate in your child's preschool experience. If you'd like to volunteer, take the time to speak to your child's teacher and let's find a good fit for your skills and interests! CDC also has an organized Parent-Teacher group called CDC Parent Partners. To find out more about how you can become a part of the fun and planning, visit the CDC website or talk to your child's teacher.

## PARENT-TEACHER CONFERENCES

Conferences are held twice a year to update parents about the child's progress; it's a great time to talk to the teacher about questions or concerns you might have, and to share more about your child's feelings, interests, and needs. However, please don't hesitate to call or email ([cdc@cdccasper.org](mailto:cdc@cdccasper.org)) anytime you have concerns, and we will set up an individual conference.

## COMMUNICATION

It's easy to stay connected to what's happening at CDC and in your child's classroom. Each class sends home a **monthly newsletter**. You can help us save money and go green by providing your email address and receiving that newsletter electronically (If you'd like your communication in a language other than English, please let your teacher know). You are also invited to sign up for general CDC emails via our website. Plus, CDC has both a Facebook page ([facebook.com/cdncCasper](https://facebook.com/cdncCasper)) and YouTube channel ([youtube.com/cdcCasper](https://youtube.com/cdcCasper)) to keep you connected. Please "friend" us and if you see your child's smiling face, like it and pass it on to family and friends!



## TRANSLATION

Staying connected is critical! That's why we hire team members who are fluent in other languages, including sign language. Translation services are available upon request.

## PHOTOS, VIDEO & MORE!

At CDC we like to show off the shining faces of our students. By allowing your child's photo to be used for publications, on our Facebook page, our website, and in other materials, you help build our CDC community. And just FYI, our standard practice is to use no names unless we ask your permission first. Please be sure to sign your **photo release form** as soon as school starts. CDC uses video and photo in a variety of ways. Recording classroom activities helps us document a child's growth, demonstrate the learn-through-play philosophy at work, and maintain exceptional classroom standards. However, out of respect for all our CDC families, if you happen to take pictures of your child while at CDC or a CDC event, and if that photo shows the faces of other children, please do not post the photo to social media or any other public place.

## RESOURCES

We're here for you! Whether it's finding a way to put food on the table, seeking out emergency financial help or even finding doctors, dentists and child care providers, our staff members are here to support you and your family. We can help point you in the right direction for whatever help you are looking for.

## PARENT EDUCATION

CDC can connect you to a variety of parent education opportunities ranging from social-emotional support, guidance for addressing behavioral concerns, speech-language clinics and more. Please call CDC for more information or follow us on Facebook.

## PARTNERSHIPS, TRANSITIONS & CONTINUITY OF CARE

CDC enjoys broad partnerships and support from our Casper community. We strive to maintain strong relationships with the Natrona County School District, health care providers, community leaders, non-profits and local agencies that support the families we serve. CDC also hosts the Interagency Coordinating Council, whose mission is to educate and collaborate with community agencies to improve services and offer resources to children and families within Natrona County. At CDC we strive to provide continuity of care, and to help children make smooth and successful transitions, whether it's from classroom to classroom, to a new service provider, or even to the school district as children move on to kindergarten.



# Health & Safety

Your children are precious to us! Our teaching teams and other staff work diligently, so that you can relax knowing your child is learning and growing in a safe, healthy and welcoming environment. Here are a few things you can do to help us keep it going.

## READY FOR ANYTHING!

- Please dress your child each day for the appropriate weather. We recommend “layers” during cold weather so that children can be comfortable both inside and outside. We try to enjoy the outdoors as much as possible!
- Please apply sunscreen and/or insect repellent at home before bringing your child to school. Because of the possibility of allergic reactions, we are unable to apply it.
- If your child is not toilet trained, you must provide diapers or training pants each day. We also ask that you provide a change of clothing to keep at school (just in case!!). Be sure to label it with your child's name, since we cannot be responsible for loss of items that are not clearly marked.

## WHEN A CHILD IS SICK

For everyone's protection, please keep your child at home if they seem sick at all or have a contagious condition. If a child has signs or symptoms of illness, we'll make contact with you right away, and CDC reserves the right to ask that you come get your child. Certain conditions may require a note from a physician before returning to school. For more detailed information, please request a copy of our *Policies, Plans & Procedures Handbook* or view it at [www.cdccasper.org](http://www.cdccasper.org). Signs of illness may include:

- Diarrhea, vomiting or an upset stomach within 24 hours of school
- Severe pain or discomfort
- Difficult or rapid breathing
- Yellowish eyes or skin
- Pink or red eyes with a discharge
- Severe coughing
- Fever over 100.5 degrees Fahrenheit or higher
- Untreated head lice, nits or scabies
- Children suspected of being in contagious stages of chicken pox, pertussis, measles, mumps, rubella or diphtheria or skin rashes lasting more than one-day.

## SANITATION

CDC follows a strict hand washing protocol to reduce the spread of infection, and encourages children and visitors to do the same. We also strive to maintain classroom cleanliness (not the same as a “clutterless” classroom, of course!). Toys are cleaned on a daily basis as needed, and sanitized if contaminated. We also follow recommendations from the Centers for Disease Control in situations involving bloodborne pathogens and other health risks.

## ADMINISTERING MEDICATION

For a child to have medication administered at preschool, special requirements must be met, including physician permission, medical release, medication labeling requirements, etc. Please contact your child's teacher for the full requirements or more information.



## HEALTH EMERGENCIES

CDC teaching staff and service providers are trained in both first aid and CPR. In the case of minor injuries, CDC will administer first aid. In the event of a more serious emergency, CDC will contact 911 and the parent/guardian. For children with known medical or developmental needs, individual care plans are developed with parents and staff. Certain documentation must be in place for CDC to honor a Do Not Resuscitate/ DNR order. Please speak with your child's teacher if necessary. CDC will always call 911 and family.

## SNACK TIME

Your child's teacher may ask you to provide a snack from time to time. If so, please consider healthy options for all children, taking into account allergies and other sensitivities.

## SMOKING, DRUGS & ALCOHOL

Smoking is not permitted by any employee or visitor to CDC in any area including facilities or grounds, or within any CDC vehicle. CDC also maintains a drug- and alcohol-free campus.

## WEAPONS & HAZARDS

Firearms, weapons, and any other hazardous risks to children or adults are prohibited in any building/facility/vehicle of CDC (An exception exists for law enforcement personnel who are required to carry firearms). Just how seriously do we take your safety? Possession or use of any weapon will result in suspension with the possibility of expulsion of the child involved, and any adult violating this policy may be banned from having access to the building!

## CLEAN TALK

Please avoid the use of profanity while visiting CDC.

## MISCELLANEOUS

- CDC is required by law to report any suspected abuse or neglect.
- We maintain a log of sex offenders currently living in Natrona County, and that information is available to you upon request.

## RESOLVING PROBLEMS

If you have any concerns or a grievance regarding your child's services:

1. Please discuss the concern with the teacher or therapist.
2. If not satisfied with the response, please notify the Director of Special Education or the Director of Education and request a meeting.
3. If you are still not satisfied with the outcome, please notify the Executive Director in writing to request a meeting to discuss the grievance.
4. If not satisfied after following steps 1 through 3, please contact the President of the Board of Directors.

## LICENSING INFORMATION

The Child Development Center is licensed through the Wyoming Department of Family Services. The guidelines for the state's licensing requirements can be found on the following website:

<http://dfswapps.state.wy.us/DFSDivEC/General/Resources.asp>



# Curriculum, Discipline & IEPs

## CURRICULUM GOALS & OBJECTIVES

At CDC, we believe an early childhood curriculum must be developmentally appropriate, research-based, and focus on the whole child. CDC's plan considers all areas of development including physical, cognitive, social/emotional, and speech/language. We've adopted Creative Curriculum and Teaching Strategies GOLD as the "framework" for curriculum and assessment. Goals are individualized for children in cooperation with family and staff.

## GUIDANCE & DISCIPLINE

CDC's policy for discipline focuses on teacher reinforcement of desirable social behavior through positive redirection, earned praise, and natural, logical consequences. Other techniques used to reinforce positive behavior include modeling of good behavior and encouraging children to express feelings verbally rather than "striking out" physically. Teachers help children to develop self-control, rather than teacher- or parent-imposed control. We work to create a nurturing environment where the child is stimulated and engaged in order to reduce the level of frustration that can occur in a group setting. For more information, including methods prohibited by the Wyoming Department of Family services, please visit:

<http://dfswapps.state.wy.us/DFSDivEC/General/Resources.asp>

## INDIVIDUAL EDUCATION PLANS (IEP)

Through screening, evaluation, observation, assessment, documentation, and family coordination, CDC effectively implements IEPs with care and compassion, and in accordance with IDEA and all applicable Rules and Regulations as outlined by the Wyoming Department of Education's Rules and Regulations Governing Services for Children with Disabilities and the Behavioral Health Division. For more information about how CDC assesses developmental skills and progress, please request a copy of our *Policies, Plans & Procedures Handbook*.

## EARLY INTERVENTION

If your child is receiving early intervention services through CDC, a big part of their preschool experience involves the many therapies and skill development opportunities that were outlined in the IEP. The services offered include:

- Physical Therapy
- Occupational Therapy
- Speech & Language Therapy
- Cognitive Skill Development
- Social & Emotional Development
- Family Service Coordination is also provided

You child's teacher will be working in conjunction with the early intervention team to regularly assess and evaluate progress. That progress will come to you in a variety of ways, including:

- Progress reports/notes
- Periodic review of goals
- Yearly review of goals
- Parent/teacher conferences
- Meetings with the parents/guardians as needed to discuss a child's progress
- Ongoing communication with parents



# Confidentiality

Your privacy is important to us! That's why CDC maintains a strict policy of confidentiality.

## **FILE KEEPING & CONSENT**

CDC Preschool keeps all information pertaining to children, families and staff members confidential. Access to those files is granted only to those with a relevant interest in the child's development, including parents/guardians, the child's classroom teaching staff, and other service providers if the child is on an IEP.

## **NO PHOTOS, PLEASE**

In order to protect the confidentiality of children, families, and staff at the CDC, please do not post any pictures or information of children, families, or staff in any public area such as social networks (e.g. Facebook, Myspace, Instagram, blogs, etc.). If you have questions or concerns, please speak with your child's teacher or a CDC administrator.

## **HOW LONG DO YOU KEEP THE INFORMATION?**

It is the policy of CDC in accordance with the Code of Federal Regulations 34 CFR 300.573 and Department of Family Services Rules and Regulations to dispose of a child's file at the end of five years after services with CDC culminate. If you desire information from your child's file in that five year time frame, please notify CDC in writing to request your child's file.

## **HIPAA**

If your child is receiving early intervention services at CDC, you should have received a notice of your privacy rights and signed an acknowledgement form. Our staff members do the same.



# Pick-Up, Drop-Off & Transportation

## PARENT TRANSPORTATION

- Parent parking is available on the east side (main entrance) of the CDC main site. A roundabout at the end of the parking lot will allow you to easily turn around and exit the parking lot. To ensure the safety of outreach staff coming and going, please do not drive through CDC's employee parking lot on the west side of the building.
- Handicapped parking is available ONLY to those with qualifying tags. All others will be asked to vacate these parking spaces.
- Never leave any children unattended in your vehicle in the parking lot, and please never leave your vehicle running if you are not in it.
- **ALWAYS HOLD YOUR CHILD'S HAND IN THE PARKING LOT. DRIVE SLOW!!!!**
- Please bring your child through the main entrance; sign in and out at the front desk. At the front desk you will use the unique computer code provided to you by CDC. It can take some getting used to, so don't hesitate to ask for help if you need it! Please also check your child in and out at the classroom each day.
- You should have received a drop-off/pick-up time from your child's teacher. By sticking closely to those windows of time, you help us alleviate congestion, and ensure safety.
- If an individual other than a parent is responsible for transporting a child, parents must delegate an adult (18 years+) to sign the child in and out each day (using the child's computer code) with the understanding that the individual assumes responsibility for the child's actions. Parents are responsible for providing CDC with a list of authorized escorts for their child. Children will not be allowed to leave with anyone not listed as authorized. Parents must notify CDC if someone not included on the list is to pick up their child.
- Children must not be unattended inside or outside a CDC classroom at any time. Please stay with your child in the waiting area until the appropriate "drop-off" time. Parents are also asked to wait with their child until a CDC staff member and/or teacher acknowledges, greets, or welcomes their child into the classroom before leaving.
- The transportation of CDC children to and from preschool is to be provided by the parent/guardian or a parent-designee, or on the CDC Bus or CATC Bus.
- **FAMILIES ENROLLED AT CDC @ SUMMIT:** Please follow Summit Elementary's traffic arrows and signs, and park in the designated parking area.
- If a child is not picked up within 15 minutes after class has ended, CDC will attempt to contact the parent/guardian to pick up the child. If the child has not been picked up within 30 minutes after class has ended, CDC will contact Department of Family Services (DFS) and follow DFS procedures.

## BUS TRANSPORTATION

- CDC provides bus transportation for a limited number of children with special needs and based upon qualifying circumstances.
- It may be necessary to use CDC buses for field trips. By signing a field trip permission form, you agree that your child may travel by CDC bus.

