



**Laramie Educational  
Afterschool Facility**  
A Program of  
Developmental Preschool and Daycare

## **Parent Handbook**

**715 Shields Street  
Laramie, WY 82072  
307-742-9372  
DPDC 307-742-6374  
Fax 307-721-5982**

*Program Coordinator:* Jeff Tatay

*Assistant Program Coordinator:* Tessa Zander

*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.

The Laramie Educational Afterschool Facility is a program through Developmental Preschool and Day Care and provides care for school-age children.

## **Child Care Program Policies**

**Curriculum:** Each classroom teacher creates a weekly lesson plan, which incorporates developmentally appropriate activities. Areas of concentration include art, music, theater and STEM, while providing an individualized environment for each child that encourages creativeness, growth, learning, personal development and expression. 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.

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 develop self-control, effectively discipline and limit inappropriate behavior, understand children's emotions and communicate more effectively with children.

### **Typical Daily Schedule: (Summer/school holiday)**

- 6:45 - 8:15** Free play or outside during arrivals
- 8:15 - 9:00** Breakfast
- 9:00 - 11:15** Morning curriculum activity time, field trips, etc.
- 11:15 - 12:00** Lunch
- 12:00 - 12:45** Free time or outdoor play as the weather allows
- 12:45 - 3:00** Afternoon curriculum activity time, field trips, etc.
- 3:00 - 3:30** Snack
- 3:30 - 4:30** Choice activity time or outdoor play as weather allows
- 4:30 - 6:00** Free play during departures

### **Typical Daily Schedule: (After school)**

- 3:15 - 3:30** Arrive at LEAF from school
- 3:30 - 4:00** Snack
- 4:00 - 4:45** Curriculum activity
- 4:30 - 6:00** Free play during departures

**Meals:** Snacks are provided after school and breakfast, lunch and afternoon snacks are served during school closures and summer. 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 Program 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 facility by 8:15 for breakfast, and 11:15 for lunch. Meals are served family style in the classroom.

**Hours:** The facility is open after school from 3:00 PM to 6:00 PM and during school closings and summer from 6:30 AM to 6:00 PM, Monday through Friday.

**Closings:** The facility 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 facility 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 facility must be closed, notice will be given to parents as much in advance as possible.

**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. These income statements must be redone annually, or whenever there are changes in income or family situations. Fees are based on half, full and after school days. 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 monthly. However, if a child is on a drop-in basis only, no sibling discount will be given to the family (unless there are still at least 2 children enrolled regularly).

**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.

**Late Fees:** The center is closed at 6:00 PM. Please be courteous and make arrangements for your child to be picked up before this time. A late fee will be assessed to the family account for each child in attendance past 6:00 PM. This fee will be \$15 plus \$1 per minute for each minute after 6:00 PM. This late fee is paid directly to the staff members who must stay late with your child. Consistent late pick up will result in termination of enrollment.

**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 and/or your child(ren) use to check 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 setting up auto-pay on 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.

**Attendance:** Please notify the facility in advance if your child will be absent due to vacation or as soon as possible if your child is ill. Absence without notification is subject to a charge of 50% of the daily rate. 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.

Absence of more than two weeks without notification, or frequent absence will result in termination of your child's enrollment. Extended absences (more than 2 weeks at one time) must be discussed with the Child Care Coordinator in order to maintain your 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 your child misses more than 22 days per year (2 weeks for part time), those additional days will be charged at the current daily rate.

**Medications:** Medications can be given to children at the facility 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. If your child has a prescribed Epi-pen, we require that a current Epi-pen be provided and kept at the facility 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 and insect repellent 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 facility. 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 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. All parents and children will be required to sign the Guidelines and Discipline Policy.

**Personal Possessions:** Children should not bring toys, gum, or money to the facility. 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 make sure your child is dressed in comfortable play clothes so that they may enjoy our activities and field trips. This includes wearing footwear that allows your child to run, walk distances and climb safely. That means footwear that fits well and remains on the foot when engaging in strenuous play and climbing. Each child needs warm outdoor clothing for outdoor play marked with the child’s name. This should include boots, hat, mittens and coats in winter, 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 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 of the Incident Report will be provided to the parent. Periodically newsletters and parent information letters will be on the front counter for you to pick up and read. 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. Additionally, texts and email notifications will be sent to parents when students are out of the facility.

**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 child care fees will be billed to you in lieu of notice.

**Check In/Out:** Parents are responsible for their children until they are checked in and escorted to their class and teacher. All children must check 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 school-agers must be walked into the building or the playground 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 facility 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 facility 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 facility 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 facility, 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 facility is not able to care for ill children. If your child is too ill to participate in daily activities of the facility, including going outside, your child is too ill to be at the facility.

In consideration of the health and safety of all children and staff at LEAF, the Program 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 facility if your child has been diagnosed with a transmissible disease. Additionally, if a sibling of a child attending LEAF has been diagnosed with a transmissible disease, parents should immediately notify the facility of possible exposure and consider keeping all children home to limit the risk of exposure to others at the facility. 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 child care will be required for some diagnosed transmissible illnesses.

**Emergencies:** If your child has an accident or sudden illness while at the facility, 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 Preparedness Plan:** 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 Program Coordinator or Executive Director have lifted the lock down order. Parents are asked not to drive to the facility until you

have been notified it is safe to do so. Any parent wishing to receive a complete copy of the Facility's Emergency Management Plan may ask for one at the front desk.

### **Emergency Fire Plan**

Appropriately marked fire exits will be maintained, with fire alarm pull stations located throughout the building as required by fire code. These are located near all outside exits. Fire extinguishers are located at various points throughout the building, and maintained yearly. The fire alarm system consists of smoke detectors and a sprinkler system, and is constantly monitored and maintained by API regular basis.

Fire drills will be conducted on a regular basis in accordance with fire code requirements. Floor plans showing escape routes will be posted near all room exits. Teachers are responsible for teaching these routes to the children in their classroom. At the first sound of the fire alarm, staff members are to instruct children to immediately stop what they are doing. Teachers are to lead the children to the nearest designated fire exit in a quiet and orderly fashion, closing the classroom door behind them as they exit. After leaving the building and vacating to a safe distance each teacher must make a count of their classroom to determine if the building is clear of all children. The director or designated staff member must then be notified of any missing children. Staff must not leave the children unattended and may not re-enter the building until the all-clear signal is given by the director or designated person. Children and staff may return after that signal is given. Those exiting from the northwest end of the building must locate to the parking lot of the adjoining apartment building, and those exiting from the south side must wait in the park immediately across the street.

Specific staff responsibilities are as follows:

- Teachers: Take attendance log and clipboard and supervise the evacuation of all children in their classroom.
- Program Coordinator: Check the building and the bathrooms to make certain all children are out of the building, and windows and doors are shut. If the Program Coordinator is out of the building, the Assistant Program Coordinator should assume this duty. Close doors to the office, then join teachers and children and assist as needed. Once children and staff have evacuated, the Program Coordinator must notify the Executive Director of the event.
- When the building has been determined to be safe, either by the fire department or the Director or Program Coordinator, then the all clear signal must be given to the waiting children and staff.

### **Tornado Safety**

During a tornado watch, all children and staff are to remain inside the building. During a tornado warning, all children and staff are to enter the Big Room and remain until the all-clear signal is given.

### **Evacuation Plan**



When evacuation is necessary from the building, all staff and children will regroup at the Laramie Youth Crisis Center at the southwest end of LaBonte Park. Teachers will bring attendance log and clipboard. Child Care Coordinator must notify the Crisis Center prior to evacuating building so they can be prepared for the children.

### **Violence/Threats of Violence**

Situations involving violence or threats of violence present special problems. Violence can be caused by a stranger or someone known in the building and may occur in the building or on the grounds. Administrators or their designees will evaluate the situation and act in a manner that will reflect the best safety interests of those in his/her charge.

#### *Prevention*

- Classroom exterior doors will be locked and the control of entry is monitored through the front door.
- All staff will familiarize themselves with the procedures for responding to violence or threats.
- All staff will notify the office of any situation (stranger, threat, or custody battle) that could result in violence and the administrator or person in charge will determine if there is potential for violence.
- The facility will have procedures for closure with the children kept in the building and for evacuation to a safe area outside the building.
- There will be a plan to keep the children beyond regular dismissal if there is continued danger.

#### *Intervention*

- Stranger on the grounds
- Notify Program Coordinator
- Call 911
- Staff is encouraged to make use of the police any time there is a reason for concern
- Staff supervising children in the classroom shall close doors
- Secure immediate attention and order
- Account for each child
- Follow “duck and cover” drill if indicated
- Special Education staff shall supervise children in the classroom or therapy room
- Wait for and follow further instructions from Law Enforcement
- Coordinator/designee will notify Executive Director in Laramie and complete any needed paperwork

#### *Bomb Threats*

- Most bomb threats turn out to be a hoax but must be treated as serious until such a determination is made.
- Phone Call Recipient:
  - Keep caller on phone as long as possible and do not hang up

- Signal to someone near you to alert coordinator
  - Complete Bomb Threat Report form
- Coordinator/designee will call 911 and report that a threatening phone call has been received
- Coordinator/designee will make decision as to if evacuation is needed
- Children and staff will be directed outdoors or to designated “Safe” areas on or off Facility grounds
- Children and staff will be directed to exit the building without touching, opening or altering furniture, light switches, etc. In inclement weather and unavailability of a safe area, the Coordinator/designee will have students and staff to use their coats.
- Unlike fire evacuation, bomb threat evacuations do not allow closing of classroom doors, windows or turning off lights.
- Teacher/Therapists shall remain with their children and be responsible for their supervision during any evacuation
- All persons directed outdoors or to designated safe areas will remain there until instructed to relocate or return to the building
- The Coordinator/designee in liaison with law enforcement officials shall implement a building sweep procedure
- The Coordinator/designee shall notify the executive director and complete any paperwork as needed
- If it is determined that the bomb threat is suspicious and that evacuation is not warranted, for example, several threats in a short time;
  - Activities shall be continued as normally as possible
  - Teachers and Therapists shall remain with their students and be responsible for their supervision
  - The Coordinator/designee in concert with law enforcement shall implement a building sweep procedure

**Accidents and Injuries:** Enrolled children are insured with a group accident insurance policy. If a child requires medical attention because of an injury occurring at the Center, designated staff will complete appropriate claim forms.

In the event of minor accidents and injuries, staff can administer appropriate emergency help. In the event of a serious injury or accident, 911 must be called, and appropriate intervention, as advised by Red Cross, in CPR and First Aid training, must be made until the arrival of emergency personnel. Every effort must be made during this time to reach a parent.

All injuries require an experience sheet to be written immediately after care is provided to the child and provided to families the same day. Copies of the report must be kept in the child’s file according to state licensing requirements.

**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, go on field trips, or bring your lunch and eat with your child here at the facility.

**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:** The facility will provide bus transportation for children from public school to our after school program. Parents must notify the facility if their child is not riding before 2 PM or an absence without notification fee will be charged. Additionally, your child's classroom may occasionally 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. A complete transportation policy is included in the enrollment packet and must be completed annually.

**Complaint Procedures:** It is the policy of LEAF 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.
- 2) If the parent is not satisfied with the response from the teacher, the parent should notify the Program Coordinator and request a meeting.
- 3) If the parent is still not satisfied with the response or outcome of the meeting with the Program 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 Family Services, 3817 Beech Street, Suite 200, Laramie, WY 82070. Complaint and compliance histories of all licensed facilities 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 enrolled children, at least one adult will be present that is certified as a lifeguard. Additionally, staff:child ratios will be 1:4 for children age 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 Policies:** No full-sized trampolines are in use at the facility. 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:

<b>Ages of Children</b>	<b>Staff : Child Ratio</b>	<b>Maximum Group Size</b>
4 and 5 year olds	1:12, 2:24, 3:30	30
6 – 12 year olds	1:18, 2:32, 3:40	40

### **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](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](mailto: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.