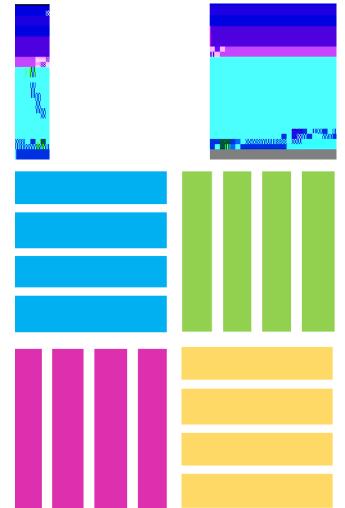
LCCC
<u>Children's Discovery Center</u>



General Information

& Policies

Updated Spring 2023

LCCC Children's Discovery Center Vision Statement, Mission Statement, Philosophy & Core Values

The LCCC Children's Discovery Center has aligned our Vision Statement, Mission Statement, Philosophy and Core Values with those of Laramie County Community College (LCCC) and the National Association for the Education of Young Children (NAEYC).

Our Vision Statement

Opportunities for young children within the LCCC and Cheyenne community as well as other surrounding communities, will be provided by dedicated staff to encourage learning and ensure that the children reach their fullest potential when enrolled at the LCCC Children's Discovery Center. The dedicated staff at the Children's Discovery Center continue to self-assess in effort to find ways to improve practices and create better experiences for the enrolled children and their families.

Our Mission Statement

The LCCC Children's Discovery Center promotes the highest quality of early learning for young children. As a part of the LCCC Campus Community, we are compelled to aid early childhood learning by offering diverse, dynamic early childhood experiences to the children enrolled. As does Laramie County Community College, the Children's Discovery Center grounds their work in 4 foundational elements of our mission:

- To prepare young children to be socially competent and provide them with a solid base of social skills needed to be successful in kindergarten (social preparation)
- 2. To engage the children in learning activities that will provide them with diverse opportunities to help them prepare to enter kindergarten and begin their academic journey (transfer preparation)
- 3. To encourage and assist CDC staff in their professional development, to be life-long learners who inspire the children they work with to love learning (professional development)
- To build relationships with agencies and businesses in the community, to be able to refer families and provide information about these agencies and business when families and children need resources and services (community development)

Our Philosophy

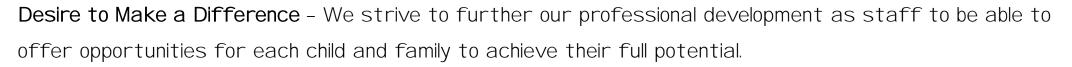
We believe that all children benefit from a safe, welcoming, learning environment where they are provided lots of opportunities to play, learn, and explore the world around them.
We believe that children are strong, intelligent, competent, and constantly learning, and we recognize that children are best understood and supported in the context of family, culture, community, and society. We believe that families have the right to be full participants in their children's education.
We believe that our teachers are caring professionals, trained to support the children in their learning and the parents/guardians in their participation.

We believe that teachers are researchers engaged in the creation of new knowledge as they work alongside the children in collaboration with other adults in the campus community. We believe that children's play is extremely vital to healthy physical development, social/emotional development, and cognitive growth.

We believe that children, parents/guardians, and teachers are all learners and teachers in this journey, and we respect the dignity, worth and uniqueness of each individual.

We believe that college students who participate in our programs at all levels of their study, from beginning observations to semester-long internships are unique, integral, and valuable members of our learning/teaching community.

Our Core Values



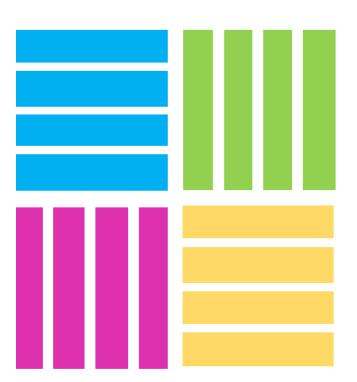
Commitment to Excellence – We are committed to promoting an environment for young children to succeed. To do this, we continuously strive for greater competence, by considering multiple sources of evidence and diverse perspectives to reflect on what we have done, not our progress and successes, and engage in continuous quality improvement.

Passion - Our center is wholly dedicated to sharing enthusiasm, excitement, and positivity with children and families as we strive to create a love of learning for each child we work with.

Openness - We are committed to transparency, where our best work demonstrates respect for each family, child, and staff member, as we build effective partnerships and trust.

Collaborative Relationships – We commit time and effort to ensure diverse participation and more effective outcomes by meeting quarterly with the Parent Advisory Committee. We act with integrity, respect, and trust to build solid relationships with families, as well as within the LCCC Campus and the community.

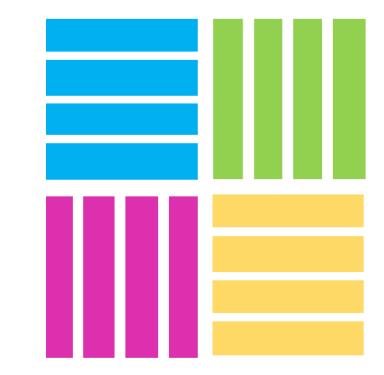
Equity & Opportunity – We advocate for policies, practices, and systems that promote full and inclusive participation, with the ultimate goal of offering equitable opportunities for all children and families enrolled at the CDC.



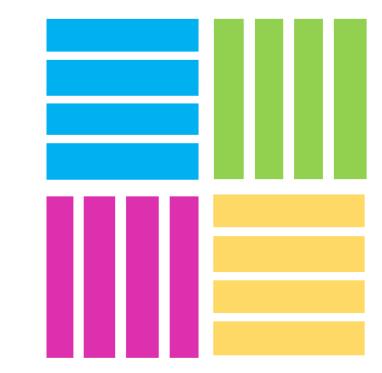
Partnering with Families

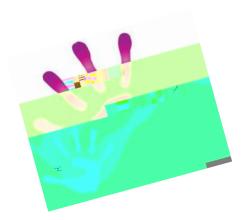
The Children's Discovery Center staff all understand and realize that your child/children are the most important part of your world! We want to thank you for trusting us to help care for and teach your children!

The CDC aims to build strong bonds between home and the center, sharing information about the CDC and home life in a collaborative effort to provide the child and family with a high quality early childhood









Admission Policy

Families interested in enrolling their child/children at the CDC must complete an application that can be found on the LCCC website. Once an application is received, the assistant director will get it entered into our system and send an email to let the family know that we received their application. Priority is given to families with siblings currently enrolled at the CDC, LCCC Students, Faculty, and Staff. Families from the community or towns near by are welcome to submit applications.

All applications are placed on the active waitlist. If we contact you that we have a spot for your child, and you do not accept the spot, your child will be removed from the waitlist unless you make a request to remain on the waitlist. It is the families responsibility to inform the center of any changes in contact information after submitting the application.

After a child is enrolled in the center, they will have their spot until they are withdrawn from the program or until they attend

kindergarten.

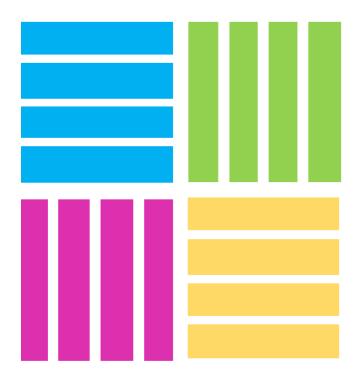
Withdrawal Policy



Drop Off

In the mornings, all children will be dropped off in the ARP building from 6:30 am -





Allergy Information:



At the LCCC Children's Discovery Center, the infant room is a NUT FREE classroom.

In the other classrooms, peanut butter and other nut items are permitted. However, if we enroll a child with a severe allergy, a notice will be sent out to all families in the classroom about said allergy. Depending on the severity of the allergy, families may be asked to make substitutions or to not bring certain item(s) due to the nature of the allergy.

Family Provided Supplies (Please label belongings)

Water cup

Daily Meals & Snacks

2 full changes of clothing (more if potty training) Diapers/pull ups as needed

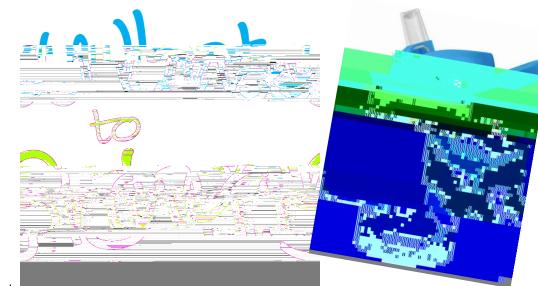
Sunscreen (spring/summer months)

Sunhat if you would like your child to wear one Weather Appropriate Outdoor Wear

> Jacket/Sweatshirt during warmer months Heavy Coat/Gloves or Mittens/Hat for colder months

 We try to get outside as often as we can and want the children to be warm enough to play and enjoy their time outside (Wyoming weather can be extremely inconsistent!)

Family Picture for the Classroom Family Tree Sheet/Blanket for nap/rest time (sent home Friday to be washed) a small stuffed animal to cuddle with is also ok



CDC Provided Supplies

Tissues

Sam's Club Unscented Baby Wipes Desitin or A&D Ointment

Labeling your Child's Belongings

Please label everything your child brings with their name. We have lots of children here at the center each day, and it is not uncommon for them to have the same items as somebody else. By labeling everything, it also helps the teachers and part time staff to insure that items are going home with the correct family.

Babysitting

Any CDC employee who accepts a babysitting job for a family, does so as an independent contractor and not as an employee of CDC/LCCC. CDC/LCCC cannot be held responsible or be held liable for any actions or incidents that occur when an employee is engaged in work outside of their employment with CDC/LCCC.

Custody

Parents who have legal restrictions on custody of their children must bring copies of the appropriate legal documents to the CDC Office to be added to the child's file. It is the CDC's policy to provide copies of the child's records, achievements, assessments, evaluations, etc. to both parents/guardians unless there is a legal requirement that states that a parent does not have custodial rights.

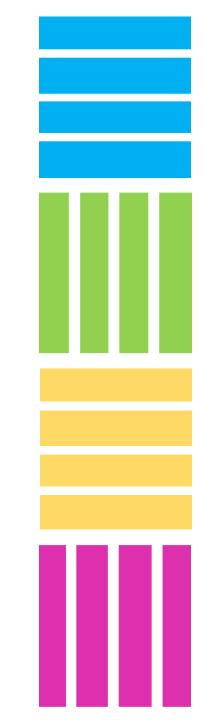
Fee Agreements/Permissions/Contact Information

Each year in June, families will be asked to sign a new Fee Agreement for the upcoming fiscal year. At this time, families will also be asked to update their permission preferences for their child(ren) as well as to verify and update all contact information and authorized people for pick up.

Confidentiality

It is the responsibility and expectation that all staff adhere to rules of confidentiality as outlined in the NAEYC criteria and subject to all applicable laws. With regards to children and families, staff will hold the following information in confidence, unless disclosure is mandatory by law:

- 1. Children and family enrollment records
- 2. A child's health status
- 3. Children's portfolio records
- 4. Children's assessment records, IFSPs, IEPs, and/or other documentation



Family Grievance Procedures

We encourage all families to talk with their child's teacher and bring up any concerns as soon as possible. If you are not comfortable in bringing the concern up with the classroom teaching team, **please**, speak to the Director or Assistant Director. If we aren't made aware of a concern, we can't help to find a resolution for the issue.

Families are encouraged to discuss concerns about their child or their child's classroom with their child's teacher, and/or the Director as soon as a concern arises.

Teachers or families may request a Family Conference at any time to discuss concerns. Families or teachers may request that the Director or Assistant Director attend the meeting.

The Director will facilitate a discussion with all parties involved, and will work to resolve the conflict.

Adherence to Americans with Disabilities Act

Our policy is to accept children in compliance with the Americans with Disabilities Act (ADA), its regulations, and any other applicable local state or federal laws pertaining to the provision of services to individuals with disabilities.

Special Education Plans (I.E.P.s & I.F.S.P.s) & Family Conferences

If a child attending the CDC is on an Individualized Family Service Plan (IFSP) or an Individualized Education Plan (IEP) parents may sign permission for the classroom teacher and team to participate as members of the multidisciplinary

Emergency Drills

The following emergency drills are conducted throughout the year in accordance with local fire code and licensing requirements:

- Emergency Fire Drills are conducted monthly, at various times throughout the day.
- Emergency Tornado Drills are conducted monthly from April through August.
- Lockdown and Evacuation procedures are discussed with all staff, but not practiced with the children so as not to frighten them.

Emergency evacuation routes (showing primary & secondary) are posted at each exit in each classroom.

Children are guided by teachers to their designated safe place.

Infants and young toddlers are placed in evacuation cribs to be transported to their designated safe place. For each emergency drill, the teachers carry their emergency packs (equipped with first aid kits, baby wipes, extra diapers if needed, a spare change of clothing), and their classroom cell phone (the Procare app is on all classroom cell phones and shows what children are signed in at that time, as well as having each child's contact information). If emergency evacuations from the college are deemed necessary,ea3ytheect4(cessa)4(9e)pl2@0400(4()-3(de)5(e)4(m)3(e)4(d

Emergency Procedures (As per LCCC Flip Chart)

Active Shooter

Should there ever be an active shooter on campus, CDC Administrators would be alerted. Upon receiving the alert, CDC staff would take the children to their "safe place". As soon as children and staff were secure in their "safe space", a Procare message notifying all families would be sent out. There would be continuous communication going out

from the Director or Assistant Director until the all clear was given, then that would also be communicated with families. We ask that families refrain from trying to communicate with teachers during this time as their primary concern will be the children.

Research shows that active shooter situations rarely last over 5-10 minutes, and we have been told that unless it starts in our buildings, it won't make it to our buildings before it was stopped.

If the active shooter is inside/near your building:

Remain calm Gather children and take them to your



Emergency Procedures (Continued)

Shelter in Place