



In Partnership with Families

Parent Handbook

School Year
2011-2012

1881 S. Sheridan Ave.
Sheridan, WY 82801
307-673-2700
Fax: 307-673-2722

Website: www.cdcregion2.org



Dear Families of Preschoolers,

Welcome to the 2011-2012 school year at the Child Development Center Region II. We are so excited to be working with your child at this important time of growth and development.

The Child Development Center Preschool is accredited by the National Association for the Education of Young Children, or NAEYC. The NAEYC's mission is to "serve and act on behalf of the needs, rights, and well-being of all young children with primary focus on the provision of educational and developmental services and resources (NAEYC Bylaws, Article 1., Section 1.1)." We are happy to be a part of such a great organization and are currently the only preschool in Sheridan accredited by the NAEYC.

This parent handbook has been developed to give you important school information. Please keep it for future reference.

Please read through the handbook and if you have any questions or concerns, please let us know.

***Remember this: If you receive something in the mail from us, it is important. Please open and read everything you receive carefully and from beginning to end. You might also want to save a copy for your files. Your child is important and so is the information we send home.**

The following information is included in this handbook:

- School Calendar
- Pre-school Curriculum
- Inclement Weather Policy
- Illness Guidelines
- Snacks
- And much, much more!

If you have any comments or ideas that might help us improve the quality of education for your child, please let us know. We are partners in your child's education and together we can make this a great learning experience for your child and for you.

Sincerely yours,

Sandi O'Dell, Executive Director

Mandy Dube, Preschool Coordinator

And

Child Development Center Region II Staff

Preschool Schedule

Preschool sessions run Monday through Friday. Morning session will run 8:30 a.m. to 11:00 a.m. and afternoon session will run 12:30 p.m. to 3:00 p.m.

Some times may vary according to your child's needs. You can discuss specific times and days with your child's teacher or educational team.

Please do not drop your child off early or pick them up late. The times before and after preschool sessions are very important for our staff. We understand that there will be uncontrollable circumstances that may prevent you from picking your child up on time. Please call us if this is the case. Late pickups will be dealt with on an individual basis and may result in a charge to your account.

Snacks

We have joined the USDA food program in order to better meet nutrition guidelines. We will be serving a snack in each class designed to provide nutritious food choices from two food groups.

In order to meet program guidelines, we need information from each family regarding family size and income level. This information is used only for food program purposes and is kept confidential. These forms will be part of your registration packet. Please be sure to return these forms to our front office.

Due to the serious nature of food allergies, NO FOOD of any kind may be brought in by families, even for birthdays.

If your child has food allergies, we ask that you assist us in providing appropriate snacks. Please let your child's teacher know about any allergies during your orientation session.

Clothing and Dress

Parents need to provide diapers and a change of clothing for children who are not toilet trained. **Please label** all belongings: coats, jackets, sweaters, boots, mittens, diapers, backpacks, and all extra clothing and other items provided. Please include first and last names.

Your child should be appropriately dressed for the current weather as we will be playing outdoors. Please send your child to school with hats, gloves, snowsuits, etc. as we will be going outside as long as the temperature and weather conditions permit. Boots should not be worn inside, please send a pair of other shoes for indoor use. A personal space is provided for each child's belongings at preschool.

Show and Share

We ask that all toys be left at home to prevent the child's items from being broken or lost. Parents will be notified from the teachers how their classroom will conduct show and share.

If your child chooses to bring a pet to school please follow these guidelines;

- All live animals must be restrained in a cage or on a leash.
- Any live animals must have current rabies shots.
- No poisonous or dangerous animals are allowed.

- Let the teacher know that your child will be bringing a pet for Show and Share several days before the scheduled visit.

If you should have questions regarding an item for show and share, please ask your child's teacher.

Child Safety

The safety of your child is our primary concern. We conduct fire drills on a monthly basis, safety checks of the premises on a bimonthly basis, fire marshal inspections annually, and health department inspections annually.

The Child Development Center Region II receives notification of high risk sex offenders living in Sheridan County. These notices are available at the front desk if you wish to view them.

Please do not leave any child unattended in a vehicle. We are required by law to report any infractions to the local DFS office or appropriate authorities. When you bring your child to school, please turn off the vehicle's engine and set the parking brake.

Discipline

Creating a classroom community begins with learning how to build positive relationships. We focus on teaching children skills for communicating and problem solving.

Challenging behaviors usually have a message. Our teachers and staff will work with children to eliminate problem behaviors by helping them meet their needs in healthy ways. If behaviors reach a level that requires more intense interventions, the team will use a functional assessment to develop a behavior plan. Parents will be included in this process.

Inclement Weather Closure

If the public school districts cancel their school day, CDC will also be closed. If the public schools districts have a late start due to weather, CDC will cancel only the morning session. The CDC may cancel all, or part of, the school day even if the public school districts do not. This decision is because our students are between the ages of three and five and cold weather at times can affect young children more harshly.

If you have any doubts about whether we are open or not, please listen your local radio station or watch Channel 12 for cancellations and delays. You are also welcome to call the center to see if we are open.

Radio Stations

www.sheridanmedia.com

KROE	930 AM	672-7421
KYTI	93.7 FM	672-7421
KZKY	94.9 FM	672-7421
KWYO	1410 AM	672-0701

Illness

Your child should not come to school if he/she has any of the following: fever of 99 degrees or higher, diarrhea or vomiting, skin rashes, green or yellow discharge from his/her nose, strep throat, head lice, and/or conjunctivitis (pink eye).

To keep from spreading illness to other children and staff, this policy will require that we send children who are at the center home (parents will be notified to pick up their child) if they have any of the following symptoms:

- Fever of 100° and above
- Vomiting or diarrhea
- Bacterial and viral infections, including, but not limited to strep throat, impetigo, conjunctivitis (pink eye), ring worm, cold sores, respiratory infections, and/or skin infections
- Generalized rashes
- Head lice, nits or scabies
- Nasal discharge which is thick and green or yellow, persisting longer than three days or accompanied by any of the following: persistent cough, eye drainage, or ear pain, in which case the child should see a doctor

Criteria to be followed before returning a child to the center shall be:

- Fever – child should be without a fever for 24 hours before they return to the center
- Vomiting and diarrhea – children should be without these symptoms for 24 hours before returning to the center
- Bacteria infections- children should be on antibiotics for 24 hours before returning to the center
- Rashes – generalized rashes need to be diagnosed by a physician. Return to the center will be at the provider's discretion. Children with contagious rashes must be treated before returning to the center. A medical release to return to the center shall be obtained from a physician or health provider
- Children with chicken pox should stay home until their sores are dry (5-7 days)
- Head lice – the child's hair must be treated and free of lice and nits

Your child will be more comfortable at home if they are not feeling well. **Please call the center if your child stays home ill (673-2700).**

Medications

If your child needs a prescription medication while at school, that medicine must be given to us by a parent or guardian. **DO NOT SEND MEDICATION OF ANY KIND TO SCHOOL WITH YOUR CHILD.** Any prescription medication must be in the original prescription bottle with the child's name properly labeled by a registered pharmacist, as prescribed by law.

The medication must be given to a teacher, therapist, nurse, or the information clerk. The staff member taking the medication will ask you to sign a form that states the date and time you delivered the medication and the amount that is in the container. You will

also be asked to sign a consent form giving the CDC staff permission to administer the medication.

Preschool Curriculum

The most important goals of our preschool curriculum are for children to get along well with others and become enthusiastic learners. We want children to become independent, self-confident, curious learners who can work well with children and adults. We're teaching them **how** to learn, not just in preschool, but all through their lives. We do this by creating purposeful and productive play experiences that help children grow in all areas.

Our curriculum identifies goals in four areas of development.

- **Social/emotional:** to help children develop independence, self-confidence, and self-control, follow rules and routines, make friends, and learn what it means to be part of a group.
- **Physical:** to increase children's large muscle skills such as balancing, running, jumping, throwing, and catching and use the small muscles in their hands to do tasks like buttoning, stringing beads, cutting, drawing, and writing.
- **Cognitive:** to acquire thinking skills such as the ability to solve problems, to ask questions, and to think logically. For example: sorting, classifying, comparing, counting, making patterns, and using materials and their imagination to show what they have learned.
- **Language:** to use words to communicate with others, listen to and participate in conversations with others, understand the purpose of print, recognize letters and words, and begin writing for a purpose.

Through the activities we plan, the way we organize the classroom, the tools and materials we select, how we plan the daily schedule, and the manner and method in which we talk and interact with children, we seek to accomplish the goals of our curriculum and give your child a successful start in school.

Parent Teacher Conferences

Parent teacher conferences are an opportunity for you to meet with your child's teacher. Schedules for conferences will be determined by your child's teacher. Please try to arrange a time when you can visit with the teachers and therapists about your child's progress. This is an important event for your child as well as yourself. Parent input is a valuable tool in your child's educational experience. Please contact your child's teacher to see how you can help in this process.

Transition to Kindergarten

Transition to kindergarten is an important step for 5 year olds and their parents. We are here to make this a smooth transition for everyone. The process will be different for each child depending upon his/her needs and will begin in January. If you have any questions about this, please feel free to ask the Part B coordinator, your child's teacher or therapist. They will be glad to help you in any way possible.

Children's Records

Cumulative records shall be kept for all children enrolled in the Child Development Center Region II programs. It is the responsibility of the Part B coordinator or designated staff to maintain their quality and insure that these records are kept secure at all times.

Confidentiality

Confidentiality is a basic right shared by all students and their parents. Children's records are viewed only by your child's team and authorized personnel. We will share the content with other agencies once we have your written permission.

Fees

Fees break down to around \$3.25 per hour. This is very reasonable for a high quality preschool program with a research based curriculum and certified teachers.

Fees are:

2 days per week, 2.5 hours per day = \$70 per month

3 days per week, 2.5 hours per day = \$105 per month

**There is also a \$25 registration fee.*

A sliding fee is available for families who qualify according to income guidelines. Sliding fee scale rates and information are available from the business manager, Debbie Cole, at 672-6610.

Children with an IEP who receive therapy and services from CDC attend free.

Their program is paid for by state and federal education funding.

Payment Procedure for Pacers

(Children who do not receive developmental therapy or services)

Parents will be billed at the end of each month for the previous month of preschool. The fee is based on your child's schedule, not on your child's actual attendance. Please make your payment by the 15th of the following month and make your check payable to:

Child Development Center Region II
1881 South Sheridan Ave.
Sheridan, WY 82801

Questions?

If you have any questions or concerns, please call us at 307-673-2700.

Sandi O'Dell

Executive Director

Mandy Dube

Preschool Coordinator

Debbie Cole

Business Manager

Kathy Buchanan

Part B Coordinator

Rhonda Wollen

Case Management Assistant
Screening Coordinator

Lynn Gordon

SEB Coordinator
Counselor

Janine Demple

Preschool Teacher

Marcia Young

Preschool Teacher

Eva McCrary

Preschool Teacher

Kelsey Chamberlain

Co-Teacher

Courtney Kinniburgh

Preschool Teacher

Luanne Jones

Co-Teacher

Shari Mortensen

Preschool Teacher

Tammy Jager

Co-Teacher

Jessica Layher

Early Childhood Special Educator

Sara Mullen

Early Childhood Special Educator

Sarah Finkle

Speech & Language Pathologist

Beth Turner

Speech & Language Pathologist

Janelle Coon

Speech & Language Pathologist

Theresa Winnop

Physical Therapist

Rebecca White

COTA
ECSE Assistant

Erin Kay

Preschool Front Desk