



Parent's Manual

Visit us on the Web at www.cchecc.org

Kids' Campus Director

Laurie Heier

507 9th Street

Rawlins, WY 82301

Office: 307-324-2334

Cell: 307-321-9589

Or LHeier@cchecc.org

Welcome Families!

Dear Parents,

The staff of the Kids' Campus Child Care Center welcomes you as partners in creating and realizing the possibilities in our program. This is a very exciting time for your family and all of us at the Center. The most important key to success will be our ability to communicate with each other. You will receive frequent, regular communications about your own child's interests and development, the projects your child's class is engaged in, more general communications about activities of the whole center, and information on scheduled trips and parent meetings or celebrations. From time to time you will receive informational handouts related to child development issues. More importantly, we hope to maintain daily communication as children arrive and leave.

Family involvement is central to our program and will be critical to its success. We look forward to seeing old friends and making new ones and to establishing a web of new relationships. We think you will be very pleased with the wonderful staff working at our Center. Welcome!

At Kids' Campus it is our priority to ensure safe and healthy practices are followed at all times. Staff development is very important to us and we seek training to better ourselves and better serve enrolled families. Our staff maintains high standards of care and we participate in a fun-filled, play – based curriculum each and every day.

If, for any reason, you have a complaint, please contact me immediately so that we may resolve your issue. If I am unable to resolve your complaint and you feel it is necessary to contact the Department of Family Services, our licenser is Sharon Pauley. She can be reached at 307-352-2513. You may visit the DFS website for additional information at <http://dfswapps.state.wy.us>. Your child's care is our top priority!

Laurie Heier

Contact Information

Kids' Campus Address: 507 9th St., Rawlins

Phone: 324-2334 324-5555

Fax: 324-2541

Email: lheier@cchec.org

Director: Laurie Heier

Our Philosophy

We believe that children are strong, intelligent, competent and constantly learning.

We believe that parents know their children best and have the right to be full participants in their children's education.

We believe that our teachers and care providers will support and facilitate the children in their learning and the parents in their participation.

We believe that children have a right to a beautiful, caring, responsive environment in which to grow and learn together with other children and adults.

We believe that children, parents, and teachers are all learners and all teachers.

Our Approach

Kids' Campus Child Care is committed to providing a child-centered environment that respects and appreciates the uniqueness of each child and family.

Our goal is to encourage, enhance and extend the children's thinking, by emphasizing flexibility, positive reinforcement, and play-based learning.

Kids' Campus Child Care believes in supporting learning through play. Freedom to play and explore encourages children to develop social skills, self control, self esteem, and gives them a positive impression of the classroom environment.

We seek to foster the social, emotional, physical, and intellectual growth of each unique child through individual hands-on learning, engagement with real experiences in the Rawlins community, and participation with others in short and long-term projects and investigations based on shared interests.

Our Environment

We seek to create a warm and welcoming environment for children and adults.

We value the teaching function of a carefully prepared environment.

Our five home-base classes are arranged in two buildings and divided according to age. The main building facilitates children ages 12 weeks to 36 months. The multi-purpose room is the heart of the school, the site for meeting and greeting, fantasy and physical play, performances, parent meetings, and community dinners. Each home-base is a place where children can be divided into age-appropriate classrooms for small group activities, circle time, family style dining, and sleep or rest time. The Preschool building facilitates children ages 3 years and older. We offer a play based curriculum with development centers continually changing to meet the interests of the children. Both buildings exit into the playground area. The entryways to both building have interior locked doors so that staff may control who enters the building, thus making a more safe and secure environment for the children and staff in attendance. The other rooms house administrative and nurse's offices, and a kitchen.

Our Curriculum

Developmentally appropriate play is the basis of our curriculum. Through observation and documentation, we strive to stay attuned to the children's thought processes and level of understanding. The staff will be involved in the practice of continuous assessment of teaching and learning.

Our goal is to foster the development of each child's many kinds of intelligence: not only linguistic and mathematical, but also musical, visual-spatial, physical, scientific, and social.

Discipline

We believe that discipline issues are great opportunities for learning. Positive reinforcement and redirection are the discipline strategies the staff at Kids' Campus practices. We believe it is important to teach the child appropriate alternatives to inappropriate behaviors.

We will not engage in corporal punishment or any form of emotional or physical abuse, and no child's basic needs will be denied. Our staff will not use discipline methods that are humiliating, disrespectful, degrading, shaming, or intimidating.

Children will be encouraged to respect others, to be fair, and learn to be responsible for their actions. Aggressive behavior toward provider or children is unacceptable. Appropriate behavior will be encouraged and praised.

Parent/teacher communication is vital to behavioral issues. The staff will contact parents if problems arise. We also ask that parents contact the staff if there are concerns about their children or if changes in home life have occurred that may affect a child's behavior.

Financial Operations

The fiscal management of the Kids' Campus Child Care Center is the responsibility of Carbon County Higher Education Center. The administration and staff of Kids' Campus, work closely with one another to develop an annual operating budget and revenue projection.

A non-refundable \$25.00 registration fee is required to hold the child's place at the Center. Parents will be asked to sign an annual contract for their child's enrollment. Each child will be given a contract number upon enrollment. That number will be used for daily check-in and tuition payments. All of your child's records will be tracked using that number. There is a 10% fee reduction from the total monthly bill, for families with more than one child enrolled in the Center in full or part-time care.

There will be no tuition deduction for sick days, vacation, or holiday closures. Payment is required in advance to hold your child's slot. When your child is absent, the center cannot place another paying child in that slot. When you sign your contract, you are agreeing to pay for your child's slot for the chosen number of days annually. Please see holiday schedule for Kids' Campus closures.

FEE STRUCTURE

Infant Care (12 weeks through 24 months)

Full Day	\$563/month
Half Day	\$352/month

Toddler/Preschool Care (24 months to 12 years)

Full Day	\$485/month
Half Day	\$303/month

Project Reach / Child Development Center Enrolees

Half Day + Full Day Friday's \$348/month

Additional fees will accrue for full day child care at Kids' Campus for Project Reach / Child Development Center additional closures.

School-Age Care

Before/After school care \$245/month

Extra Care

Over hour charges/part-time enrolled students \$4.00 / hour

Extra Care will only be provided if there are slots available. We cannot guarantee extra care availability in advance. You must call on the day that care is needed, to check availability.

The Center does accept families receiving child care reimbursement through the Department of Family Services. Parents will be responsible for paying the amount listed on the DFS contract as well as any amount that exceeds the total contracted hours at the DFS rate per hour. It is the responsibility of the parents/guardians to fill out the necessary paperwork for reimbursement at the Department of Family Services, located in the Carbon Building at 3rd and Buffalo in Rawlins, 328-0612.

The center is opened from 7:30 a.m. – 5:00 p.m. Monday through Friday. We will schedule staff according to need for students taking classes after hours while they attend class. Late charges apply after 5:05 p.m. Please be courteous to the staff and be prompt for pick-up. After a long day working with children, they deserve to go home on time so they can re-energize.

Programs in both the half-day and full-day sessions are similar, recognizing that care and education cannot be separated. All will offer play-based learning, development of relationships and social skills, and engagement with long-term meaningful projects chosen to take into account known student interests.

PAYMENT OPTIONS

All payments are due on the first of the month.

Late Payments

We will strictly enforce our policy on late payments. Payments are considered delinquent if not received by the 15th of each month and will be assessed a \$25 late fee. If an unpaid balance is not paid in full by the first of the following month, the late fee will double. If an account is 30 days past due and satisfactory payment arrangements have not been made, Kids' Campus is required to forward the account collections. We will not renew a contract for the following month if an unpaid balance remains for the current month and your child's slot may be filled. . Returned checks will assess a \$25 non-sufficient fund fee and future payments will be required in cash. Kids' Campus may require a credit card number to go on file for future non-payment.

Questions about payments should be directed to Laurie Heier at Kids' Campus or Genesa Zent in accounts receivable at 328-9204.

Financial information, parent calendars, monthly menu's, and parent handbook are available at www.cchecc.org

Kids' Campus Child Care Center Policies - General

****Please read the following policies carefully and sign in the designated area below****

I. Acceptance Policies and Admission Procedures

- A. CCHEC students, staff, and faculty and employees of Carbon County School District #1 are eligible to enroll children at Kids' Campus. Because we believe that sustained relationships with families and continuity for children are basic elements of quality care, currently enrolled children and siblings receive first priority in

enrollment. The application process is accomplished by filling out an application form obtained from the Center. All application forms will be dated when they are received. This date will be used to determine waiting list number.

- B. Children who are not initially accepted will be kept on an active waiting list. It is the parent's responsibility to inform the Center of any phone number or address changes.
- C. After a child is initially enrolled in the Center, these children continue to have first priority until they enter kindergarten.

II. Attendance

- A. Regular attendance is encouraged. It facilitates adjustment to the program and maximizes the positive benefits of the program for the child.
- B. Please see Illness Exclusion Policy below and read the Health and Safety section. It is for your benefit as well as that of other families attending the center that a child who is ill not attend the program.
- C. If a child will be absent, please call the center at 324-2334, as soon as possible.

III. Arrival and Departure

- A. It is necessary for an adult to bring the child into the center and sign the child in on the computer at the front desk. The child must be signed out before leaving the center. Only persons pre-identified on the appropriate form will be allowed to pick up the child.
- B. Kids' Campus schedules care from 7:30 a.m. to 5:00 p.m. each weekday. Care before or after those hours are required to be pre-arranged. Families picking up children after these hours are subject to a late pick-up fee.
- C. Parents are encouraged to visit the Center at any time, to participate in an activity, to look at projects children are working on, or to talk with the child's teacher in the classrooms.
- D. School-closing policies:
A calendar of the Center's vacation dates will be included with your packet. There will be no child care available during vacation periods and staff development days.
In case of weather emergencies, the Center will follow the policy for Carbon County School District One related to school closing.

IV. Fees and Fee Policies - Please thoroughly read the Financial Operations section.

V. Health and Illness Exclusion Policy

- A. Each child should show evidence of health and accident insurance coverage.
- B. All children must have current immunization card (from a physician or public health nurse) within 30 days of acceptance at Kids' Campus.
- C. A daily health check will be conducted when each child arrives at the Center.

1. If the school nurse, director, or supervisor on duty determines that the child's health does not meet the Center's health standards (as listed in the Parent Handbook), the child will not be allowed to attend the Center until he/she is well again.
2. Potential health or accident problems will be reported to the parents.
3. If a given child develops a health problem, enough information should be available at the Center so that the child can be picked up within one hour. Please provide accessible emergency numbers –this is **very** important. Also, for clarification please refer to the Parent Handbook for the list of illness exclusions. These are for your benefit as well as the other families attending this Center.

VI. Supplies

- A. All children will be required to bring a complete change of clothes, including shoes, to be kept at school, and an oversized art shirt (we recommend a mom or dad sized t-shirt that is stained or worn out). Infant and toddler families are asked to provide two changes of clothes if possible. Families are expected to provide adequate clothing for outdoor play regardless of weather (i.e. snow pants, boots, mittens, hats, and appropriate coats.) **Please mark every item with the child's name.**
- B. Upon enrollment please bring the following items: 1 box Kleenex, 1 tub Clorox wipes, 2 boxes crackers, 1 bottle sunscreen.
- C. Infants and toddler parents are asked to send in diapers, diapering supplies, bottles, formula and jars of baby food marked with the child's name. If you choose to participate in the CACFP food program, Kids' Campus supplies Enfamil with Iron and puree's baby food in our kitchen so it will not be necessary to bring in your own.
- D. The center will provide crib and mats for the children and will wash them at least once weekly or more often when soiled. Parents should take all clothing and nap materials home (other than the sheet provided by school) each weekend to be washed.

VII. Miscellaneous General Program Policies

Kids' Campus participates in the Child Adult Care Food Program (CACFP). Parents are required to fill out CACFP packed upon enrollment to Kids' Campus. CACFP is a U.S. Department of Agriculture (USDA) nutrition program that is sponsored and administered by the Wyoming Department of Education. The CACFP is designed to assist child care facilities in providing nutritious meals to the children in their care. Kids' Campus will receive reimbursement for providing nutritious meals and snacks to your children while in our care.

The CACFP infant program allows infants to participate in the program while parents determine whether to use the formula we supply or supply their own formula or breast milk. Kids' Campus purees our own baby foods, but again, parents can decide to provide

your own if you wish. Please see the CACFP food program enrollment packet for more information regarding the program.

Breakfast is served from 8:00 – 8:30 a.m.

Lunch is served from 11:30 a.m. – 12:15 p.m.

Afternoon snack is served from 3:00 p.m. – 3:30 p.m.

Children enrolled in the full day program will be offered breakfast, lunch, and snack.

Morning part-time will be offered breakfast and lunch. Afternoon part-time will be

offered lunch and afternoon snack. School Age children will be offered afternoon snack.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs).

To file a complaint of discrimination, write USDA, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call 800-795-3272(voice) or 2020720-6382 (TTY).

USDA is an equal opportunity provider and employer.

Transportation

Arrangements for transportation, not related to Kids' Campus programs, (including to and from school or other activities) will be made by parents/guardian.

Kids' Campus Child Care Center Policies – Health and Safety

I. Child/Family Expectations (General Health)

A. Each child should show evidence of health and accident coverage.

B. All children must have **current** immunization card (from a physician or public health nurse) within 30 days of acceptance at Kids' Campus.

C. If your child does not feel well enough to participate comfortably in all program activities (including outdoor activities), even without a fever, the child should stay at home.

1. Any child who cannot participate in a regular child care program due to discomfort, injury or other symptoms of illness may be refused for care by the facility staff.
2. Facility serving well children may not admit a child who has any of the illnesses/symptoms of illness specified below:
 - a. Diarrhea, when it is due to disease spread by fecal contamination as determined by a physician; accompanied by evidence of dehydration or fluid loss, identified by sunken eyes or poor skin elasticity; accompanied by abnormal stools with blood or mucous;

accompanied by a history of poor fluid intake or unusual drowsiness; or continued beyond four days unless a physician provides written documentation that it is safe to readmit the child for care. (6-13) Wyoming Childcare Licensing Rules, revised July 1, 2001.

- b. Severe pain or discomfort.
- c. Two or more episodes of acute vomiting within a period of 24 hours.
- d. Difficult or rapid breathing.
- e. Yellowish eyes or skin.
- f. **If a child has a fever, the child will not be allowed to attend the center until he/she is well again and has been without a fever for 24 hours. This means no fever without Tylenol or Motrin. These medications are very effective in reducing the fever and helping the child to feel better, but do nothing to cure the underlying cause of illness.**

The following temperatures are considered to be elevated, but will be evaluated on an individual basis by the school nurse:

- **Oral or tympanic temperature that is greater than or equal to 101 degrees Fahrenheit.**
- **Axillary (arm pit) temperature that is greater than or equal to 100 degrees Fahrenheit.**

- g. Untreated head lice
 - h. Untreated scabies
 - i. Children suspected of being in contagious stages of chicken pox, pertussis, measles, mumps, rubella or diphtheria
 - j. Skin rashes, excluding diaper rash, lasting more than 1 day
3. Children with the following symptoms should be excluded from child care unless they are under the care of a physician, and the physician has approved in writing their return to child care:
- a. Skin rashes, excluding diaper rash, lasting more than one day
 - b. Swollen joints or visibly enlarged lymph nodes
 - c. Elevated oral temperature
 - d. Blood in urine (6-14) Wyoming Childcare Licensing Rules, revised July 1, 2001
 - e. **If a child develops a health problem, enough information should be available at the Center so that the child can be picked up within one hour. Please provide accessible emergency numbers. This is very important.**

II. Teacher/Center Expectations (General Health)

- A. All center staff will receive a TB test upon their employment.
- B. Center staff will become licensed in CPR and First Aid within 3 months of hiring.
- C. Center staff will attend approved Blood Borne Pathogens training and follow the recommended procedures when diapering or toileting children or dealing with any

- bodily fluids.
- D. Center staff will report to parents any evidence of injury or potential health problems.
 - E. Uncertainties about whether exclusion from school is necessary will be decided by the Nursing Consultant provided through Carbon County Higher Education.
 - F. Only the Nursing Consultant or approved Kids' Campus staff who have completed the medication administration training will administer medications to children. Medications can only be given when:
 - 1. Prescribed by a licensed health professional or
 - 2. If over-the-counter, is accompanied with a medication consent form given the center by the parents or legal guardian.
 - 3. Any deviation from recommended dosage must be accompanied by a physician's written instructions.
 - 4. Medications must bear their original prescription label or manufacturer's label, be in safety-lock containers, and be stored safely with regard to temperature, light and other physical storage requirements.
 - 5. A medication consent form must have been completed by the parent or legal guardian and include specific instructions for the date, time, and dosage to be administered. A copy of the doctor's prescription must accompany the medication.
 - 6. Child care staff who administers medication shall have received training approved by the Department of Family Services on administration of medicine.
 - G. Medications will be stored in the dedicated refrigerated in the nurse's office or in a cool, dark cabinet inaccessible to children in the nurse's office.
 - H. A written record of all medication given to children shall be kept, including date, time, amount of medication and signature of person administering it.
 - I. Center staff will keep the general environment clean and tidy; they will clean and sanitize the tables, toys and learning materials according the requirements of Wyoming Child Care Licensing Rules (which will be available in the Directors' offices for parents to examine).
 - J. Center staff will follow Licensing and WestEd guidelines for diapering procedure. The procedures will be posted in the infant and toddler rooms.

III. General Safety

- A. Both indoors and outside, children will be closely supervised by an appropriate number of care givers. They will be taught basic safety information.
- B. At least two adults will accompany groups of children on field trips.
- C. Center play equipment will be kept clean and in good repair. In accordance with national playground safety standards, climbing structures and swings will be surrounded by adequately large fall zones of appropriate-depth approved shock-absorbing materials.
- D. Children will not play and eat at the same time.
- E. Infants and toddlers will not be allowed to sleep with bottles or "sippy" cups.

- F. Infants and toddlers will not be left unattended on high surfaces, such as changing tables.
- G. Children in vans on field trips, or babies and toddlers in strollers, will be appropriately seat-belted.
- H. Drivers of field trip vehicles will have a valid, unrestricted Wyoming license.
- I. No weapons of any kind will be stored in the facility or on the premises. Parents may not have weapons on their person or in their vehicle when dropping off, picking children up, or attending activities on Kids' Campus property.

IV. Suspected Child Abuse

- A. Any staff person observing evidence or suspected evidence of child abuse is required by law to report it to either Department of Family Services or the local police.
- B. Procedures for reporting suspected abuse include:
 1. Observe carefully and document in writing, note date and time and circumstances.
 2. Report the evidence of suspected abuse to the Director.
 3. Report the information either to Department of Family Services or the police.
 4. Do nothing more until instructed by the investigating authority.

V. Building Security

- A. Only the front door is accessible to entry. A security lock is in place.
- B. Children will be allowed to be picked up only by people on the parent's pre-approved list.

VI. Emergency Procedures

- A. Regular monthly fire drills will be conducted, and fire drill instructions and paths will be posted in each room.
- B. In case of injury to a child or staff member, parent/emergency contact person will be called; the Nurse Consultant and the person's physician will be contacted, and if the injury appears potentially serious, Carbon County Memorial Hospital, 2221 Elm St, will be contacted.
- C. In case of a civil or personal threat, formal lock down procedures will be instituted. All children will be gathered in a common area, both inner and outer doors locked, and children kept away from windows. Phone communication via cell phones will be maintained. Kids' Campus will maintain a small emergency supply of ready-to-eat food and water on hand. Each teacher will have a phone list for her class in the room at all times.
- D. In case of severe weather such as tornado, all children and staff will take shelter in the most protected parts of the building; rooms with no windows.
- E. In case a building evacuation ever became necessary, the staff and students at Kids' Campus would go to the Museum parking lot at the top of 9th street, which is only a short walk from the center. Class lists would be taken and parents called.

Communication

- I. Daily communication: we will make ourselves available to talk with parents at the beginning and ending of the day. Infant and toddler rooms will provide daily health, feeding and elimination, and activity information for each child. We need your insights into any changes in your child's routines (whatever age your child) or into any special fears or worries we need to be aware of.
- II. Center newsletter: Kids' Campus news will be sent home which will include schedules of parent meetings and family events and other features of general interest.
- III. Parent conferences may be scheduled by parents or teachers at any time as needed.
- V. We will use transcriptions of children's dialog, digital photos, and video footage to document all kinds of ongoing work of children and teachers. This documentation will be posted for display to help children keep track of project experiences, to provide context to the staff as they plan lessons and activities, and for communication with parents about the evolving curriculum of the program and research discoveries of teachers and children. We invite you as parents to become involved in the documentation process, too.

**Carbon County Higher Education and Kids' Campus reserves the right to amend this manual at any time, as is necessary.

I have read and agree to abide by the above policies and procedures while my child(ren) are in attendance at Kids' Campus Child Care Center.

Parent Signature _____
(both if applicable)

Date _____

Kids' Campus Representative Signature _____

Date _____

**PLEASE SIGN AND RETURN THIS SHEET WITH YOUR ENROLLMENT PACKET.
YOU MAY KEEP THE HANDBOOK FOR YOUR REFERENCE.**