LCCC CHILDREN'S DISCOVERY CENTER

Family Handbook

General Information and Policies

1400 E. College Dr. | Cheyenne, WY 82007 | 307.778.1303

Updated October 26, 2026

CDC Director
Linda Eldred
leldred@lccc.wy.edu

Assistant Director
Judy Russell
jrussell1@lccc.wy.edu

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Handbook Revisions. The CDC may revise policies in response to changes in law, licensing, accreditation, LCCC requirements, or program operations. Families will receive notice of material changes and may be asked to sign an updated Family Handbook Acknowledgment, found on the final page of this handbook.

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Vision, Mission, Philosophy & Core Values

The LCCC Children's Discovery Center has aligned its 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 surrounding communities — will be provided by dedicated staff to encourage learning and ensure that children reach their fullest potential when enrolled at the LCCC Children's Discovery Center. The dedicated staff continuously self-assess to find ways to improve practices and create better experiences for 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. Grounded in four foundational elements:

- Social Preparation — Prepare young children to be socially competent and provide them with a solid base of social skills needed to be successful in kindergarten.
- Transfer Preparation — Engage children in learning activities providing diverse opportunities to help them prepare for kindergarten and their academic journey.
- Professional Development — Encourage and assist CDC staff in their professional development, to be life-long learners who inspire the children they work with to love learning.
- Community Development — Build relationships with agencies and businesses in the community to refer families and provide information about resources and services when needed.

Our Philosophy

- We believe all children benefit from a safe, welcoming learning environment with rich opportunities to play, learn, and explore the world.
- We believe children are strong, intelligent, competent, and constantly learning, and are best understood in the context of family, culture, community, and society.
- We believe families have the right to be full participants in their children's education.
- We believe teachers are caring professionals trained to support children's learning and parents' participation.
- We believe teachers are researchers engaged in the creation of new knowledge as they work alongside children in collaboration with others in the campus community.
- We believe children's play is vital to healthy physical, social/emotional, and cognitive development.
- We believe children, parents/guardians, and teachers are all learners and teachers on this journey, and we respect the dignity, worth, and uniqueness of everyone.
- We believe college students who participate in our programs are unique, integral, and valuable members of our learning and teaching community.

Our Core Values

Desire to Make a Difference

We strive to further our professional development as staff to offer opportunities for each child and family to achieve their full potential.

Commitment to Excellence

We are committed to promoting an environment for young children to succeed. We continuously strive for greater competence, considering multiple sources of evidence and diverse perspectives to reflect on and improve our practices.

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, building 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, acting with integrity, respect, and trust.

Equity & Opportunity

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

Contact Information & Hours of Operation

Address	1400 E. College Dr. (ARP & AT Buildings), Cheyenne, WY 82007
Business Office	307.778.1303
AT Classrooms	307.778.1338
CDC Director	Linda Eldred — leldred@lccc.wy.edu
Assistant Director	Judy Russell — jrussell1@lccc.wy.edu
VP Admin & Finance	Rick Johnson — rjohnson@lccc.wy.edu

Hours of Operation

The Children's Discovery Center is open Monday–Friday, 6:30 am – 5:30 pm. The CDC is closed whenever the LCCC Campus is closed. See the Calendar of Closures on the CDC website or refer to your Annual Fee Agreement for a list of closure days.

Emergency Closures and Delayed Openings. In addition to scheduled closures, the CDC may close, delay opening, or dismiss early when weather, campus conditions, public-health guidance, or another emergency affects operations. Families will be notified through the center's established communication systems and should keep all contact information current. Families are responsible for arranging timely pickup when an early closure is announced. Tuition adjustments, if any, will follow the Annual CDC Fee Agreement.

Classroom Cell Phone Numbers

Classroom	Phone Number
Meadowlark Room (Infants)	307-286-7267
Bison Room (12–18 months)	307-286-7061
Coyote Room (18–24 months)	307-286-7085
Sundance Room (24–30 months)	307-286-7220
Yellowstone Room (2.5–3.5 years)	307-286-7247
Cowboy Room (3.5–5 years)	307-286-7265
Jackalope Room (3.5–5 years)	307-286-7036
Triceratops Room (Part Time, 3–5 years)	307-214-7734

Introduction & History

Our Purpose

The LCCC Children's Discovery Center, owned and operated by Laramie County Community College since 1971, provides developmentally appropriate education and care for infants through preschool. The center is available to LCCC students, LCCC employees, and community members.

- Provide an educational environment with opportunities for children to discover, explore, grow, and develop to their own unique potential.
- Provide a safe, secure, and happy place for children.
- Strengthen and promote family relationships with the center through home-school communications and family-community partnerships.
- Provide an opportunity for LCCC students to receive hands-on experience and training in working with young children.

Center History

1971	A private, non-profit firm started the first child care center at LCCC in a small dressing room behind the theater.
1978	LCCC began developing a quality hands-on education program to train students for careers in early childhood education.
1981	A child-centered care center opened in the new ARP building, offering preschool in the mornings and child care in the afternoons.
1986	The CDC expanded from fall/spring semesters to year-round care.
~1987	The CDC became the only center in Wyoming to receive NAEYC accreditation.
Late 1980s	The college repurposed space in the Auto Diesel (AT) building to expand the program.
2001	LCCC took full control of the center and budget oversight, ensuring maintenance of NAEYC Accreditation.

Partnering with Families

The Children's Discovery Center staff understand that your 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 collaboratively to provide each child and family with a high-quality early childhood experience. Families are encouraged to play an active part in their children's experiences at the center. We want all of our families to feel welcomed, respected, and happy — and all children to be successful!

Nondiscrimination and Family Rights. The CDC provides services without discrimination and respects each child and family's dignity, culture, language, family structure, beliefs, abilities, and individual circumstances. Families may request reasonable accommodations, language assistance, or support in accessing program information. Concerns about discrimination or access may be brought to CDC administration and addressed through applicable LCCC procedures.

Enrollment Meeting & Communication

Prior to the first day of attendance, each family is required to attend an enrollment meeting with the CDC Director or Assistant Director. During this meeting, you will:

- Review the Fee Agreement and Family Handbook
- Learn about curriculum and assessment processes
- Share child and family information (health, language, learning needs, etc.)
- Meet your child's teachers and see the classrooms

Regular ongoing communication is facilitated through multiple methods: the CDC Website, a private Facebook Group for enrolled families, classroom newsletters, family conferences (November & May), emails, the Procare App, daily informal communication at drop-off and pick-up, and the Parent Information Corner in the ARP building.

Enrollment & Admission Policy

Families interested in enrolling must complete an application on the LCCC website. Priority is given to: families with siblings currently enrolled, LCCC Students, Faculty, and Staff. Community families are welcome to apply.

All applications are placed on the active waitlist. If a spot is offered and declined, the child will be removed from the waitlist unless a request to remain is made. After enrollment, children retain their spot until withdrawal or until they attend kindergarten.

Enrollment Records. Before attendance begins, families must submit all enrollment records required by the CDC and applicable licensing requirements, including emergency contacts, authorized pickup information, health and immunization documentation, and information needed to support the child safely. Families must promptly report changes to addresses, telephone numbers, emergency contacts, custody documents, medical information, allergies, medications, and authorized pickup persons. A child's attendance may be delayed or restricted when required records are incomplete or expired.

Withdrawal and Schedule Changes. Families requesting withdrawal, a change in enrollment schedule, or a leave from care must provide notice in accordance with the Annual CDC Fee

Agreement. Approval of schedule changes depends on classroom capacity, staffing, and program needs. Tuition, deposit, and final-account responsibilities remain subject to the signed Fee Agreement.

Family Access and Classroom Visits. Parents and legal guardians may visit and observe their child in accordance with center security, supervision, confidentiality, and daily routine requirements. Visitors must check in, follow staff directions, protect the privacy of other children and families, and avoid disrupting learning or rest. The CDC may coordinate the timing or location of a visit when needed to maintain safety, confidentiality, or program operations.

Age Groups & Ratios

Age Group	Teachers	Max Children
Infants (Up to 12 months)	2	8
Toddlers (12–24 months)	2	10
Twos (24–30 months)	2	12
Jr. Preschool (2.5–3.5 years)	2	16
Older Preschool (3.5–5 years)	2	20

Drop-Off, Pick-Up & Sign-In

It is extremely important to sign your child IN and OUT each day on the Procare App. This serves as the teachers' live roster and is essential during emergency situations.

- Morning drop-off: 6:30–7:15 am in the ARP building. After 7:15 am, AT classroom children use the AT building.
- Pick-up: Knock or ring the doorbell. Identification and release requirements are explained in Child Security and Release below.
- Pick-up and drop-off spaces are provided for families at both the ARP and AT building locations. Parking in pick-up locations is limited to 30 minutes. Please make sure your car is turned off when parking. Do not leave children unattended in the car. Please do not park in Handicap Parking unless you have a Handicap pass. Your car could be ticketed by LCCC Campus Safety.

Child Security and Release. Children will be released only to individuals authorized by a parent or legal guardian. Authorized individuals must show photo identification unless recognized by staff, and staff will not release a child when authorization cannot be verified. If an unauthorized person attempts pickup, a custody concern arises, or a child cannot be accounted for, staff will immediately follow the CDC emergency response procedures, notify administration, contact the family, and involve law enforcement or other authorities when appropriate.

Late Pickup and Failure to Pick Up. Families must arrange for their child to leave the center by closing time. If a child remains after closing, staff will attempt to contact the child’s parents or guardians and then the listed emergency contacts. If no authorized adult can be reached, the CDC will follow its safety procedures and contact the appropriate authorities when necessary. Any late-pickup charges or repeated late-pickup consequences are governed by the Annual CDC Fee Agreement.

Tuition & Fiscal Management

The monthly tuition rate is set and approved by LCCC Administration and is stated in the current Annual CDC Fee Agreement, which is a legally binding agreement.

- Tuition statements are emailed during the last week of the month; payment is due by the 15th of the following month.
- Payments may be made by credit card, check, or cash via the Procare App or www.myprocare.com. American Express is not accepted.
- There is a $25 non-refundable enrollment fee and a refundable deposit equal to one month's tuition.
- No tuition reduction for sick days, vacations, or college closure days.
- After 30 days without payment, the child may not return until the balance is settled. After 60 days, accounts are forwarded to LCCC Accounts Receivable.

Clothing and Personal Belongings

Children should arrive in comfortable, washable clothing and closed-toe footwear appropriate for active indoor and outdoor play. Families must provide labeled seasonal clothing and at least one complete change of clothes. The CDC is not responsible for lost or damaged personal items. Toys, food, medication, money, jewelry, and other items from home should not be brought unless requested or approved by the classroom teacher. Items that create a safety hazard are prohibited.

Meals & Snacks

Families are responsible for bringing nutritious meals and snacks each day. A water bottle/cup must be brought daily (sent home each night to be cleaned). Only infant and toddler classrooms can heat meals; food must be in paper or glass containers — no plastic or Styrofoam.

Children ages 12 months to 5 years practice family-style dining. The CDC is not peanut-free, but you will be notified in writing if there is a serious food allergy in your child's classroom. The infant room is a NUT-FREE classroom.

Food Allergies and Anaphylaxis. Families must notify the CDC in writing of any diagnosed or suspected food allergy and provide current medical instructions and required medication before attendance; the child’s individualized emergency plan is developed as described under Medical & Dental Management Plans. Staff will follow the child’s plan, reduce identified exposure risks, and communicate relevant precautions to staff responsible for the child. The CDC cannot guarantee an allergen-free environment. Emergency medication must be available whenever the child is in care.

Choking Prevention and Food from Home. To reduce choking risks for young children, please prepare food in small, age-appropriate pieces. Cut grapes, cherry tomatoes, and hot dogs lengthwise and into small pieces, and avoid sending whole nuts, popcorn, hard candy, large chunks of meat or cheese, and spoonfuls of nut butter. Children are seated and supervised by staff while eating. Lunches should be packed with an ice pack when refrigeration is needed. Food for classroom celebrations must be store-bought, in its original packaging with an ingredient label, and arranged in advance with the classroom teacher so that allergies and dietary needs can be considered.

Family Grievance Procedures

We encourage families to speak with their child's teacher about concerns as soon as possible. Families who are uncomfortable addressing a concern with the classroom team, or who believe the concern remains unresolved, should contact the CDC Director or Assistant Director. If the matter is still unresolved, the family may request review by the LCCC administrator responsible for the CDC.

- Teachers or families may request a Family Conference at any time.
- The CDC Director will facilitate discussions with all parties involved and work to resolve conflicts.

ADA, Special Education & Confidentiality

The CDC accepts children in compliance with the Americans with Disabilities Act (ADA). If a child has an Individualized Family Service Plan (IFSP) or Individualized Education Plan/Program (IEP), parents may sign permission for the classroom teacher and team to participate in multidisciplinary team meetings.

All staff adhere to strict confidentiality regarding enrolled children, families, and staff. No records are shared without written parent/guardian permission unless required by law.

Photography, Video, and Digital Communication

The CDC may use approved digital systems to document learning and communicate with enrolled families. Images, recordings, or identifying information will be shared only according to family permissions and applicable LCCC procedures. Families and visitors may not photograph, record, post, or share images or information about other children, families, or staff without authorization.

Health & Wellness Policies

Immunizations

In accordance with Wyoming immunization requirements, families must provide documentation for each enrolled child within 30 calendar days of enrollment. Acceptable documentation includes a current immunization record, laboratory evidence of immunity when applicable, or an approved medical or religious immunization waiver. Wyoming does not allow immunization waivers based only on philosophical or personal belief. The CDC monitors records through ProCare and will make two contact attempts before restricting attendance for non-compliance. Children who are not appropriately immunized or who have an approved waiver may be excluded during a vaccine-preventable disease outbreak as directed by the State Health Officer or County Health Officer.

Illness & Exclusion Criteria

To keep all children and staff healthy, please keep your child home if they are not well enough to fully participate, including outdoor/gym time. Unless a condition below lists its own return criteria, children must be symptom-free without medication for 24 hours before returning. The following conditions require exclusion:

- Fever of 100.4°F or higher
- Diarrhea (sent home after 2 episodes)
- Vomiting (sent home after 2 episodes)
- Untreated lice or scabies

- Pink Eye/Conjunctivitis: Exclude when there is thick eye drainage, fever, significant discomfort, or the child cannot participate comfortably. The child may return when able to participate and any health care provider or public-health instructions have been met.
- Hand, Foot & Mouth Disease: Exclude when the child has a fever, cannot participate comfortably, has uncontrolled drooling from mouth sores, or has open blisters that cannot be covered. The child may return when these conditions have been resolved.
- Open or oozing skin conditions, unless cleared by a healthcare provider
- Suspected contagious stage of chicken pox, measles, mumps, rubella, or diphtheria

Communicable Illness Notification. When a child or staff member in a classroom is diagnosed with a contagious or reportable illness, the CDC will notify families of children who may have been exposed, typically through the ProCare or email. Notices describe the illness, symptoms to watch for, and any exclusion or return-to-care requirements, without identifying the individual who is ill. The CDC reports illnesses to public health officials as required and follows their guidance. Families are asked to tell the center promptly if their child is diagnosed with a contagious illness so that other families can be informed.

Outdoor Play and Weather. Outdoor activity is part of the daily program whenever conditions permit, so children need the weather-appropriate clothing and footwear described under Clothing and Personal Belongings to participate safely throughout the year. The CDC will modify or move activities indoors when weather, air quality, temperature, or environmental conditions present a safety concern. A request to restrict outdoor participation must be discussed with CDC administration and may require documentation when related to a medical need.

Handwashing, Cleaning & Sanitizing

Staff and children wash hands with warm soapy water for 20 seconds before/after key activities. Toys and materials are sanitized daily. All cleaning follows the NAEYC 'Cleaning, Sanitizing, and Disinfecting Frequency Table' posted in each classroom and kitchen area.

Medication Administration

The CDC can only administer prescription medications in original containers labeled with the child's name, physician's name, medication name, dosage, and expiration date. A signed medication authorization form is required. Only staff certified in Medication Administration may administer medications, which must be stored in a secure box out of children's reach. Emergency medications, such as asthma inhalers and EpiPens, are the exception: they are kept readily available to staff while remaining out of children's reach.

Non-Prescription and Topical Products. Sunscreen, diaper cream, lotion, lip balm, insect repellent, and other non-prescription or topical products are applied only with written parent/guardian permission on file. Products must be provided by the family in the original container and labeled with the child's full name. Staff apply products according to the label directions or written instructions from the family or the child's healthcare provider. Permission forms are reviewed and renewed as required, and families should notify staff of any skin sensitivities or reactions.

Medical & Dental Management Plans

For children with medical plans (e.g., allergies, asthma), the CDC Director or Assistant Director and classroom teacher will review documentation at the enrollment meeting and develop an individualized plan. All full-time staff are trained in Medication Administration to ensure coverage whenever the child is present.

Diapering & Toilet Training

Diapers are checked and changed at least every 2 hours while awake, immediately upon waking from nap, and whenever soiled. Staff wear clean, single-use nitrile gloves when contact with stool, blood, or other body fluids is expected and change gloves between children. The changing surface is cleaned and disinfected after each use, and teachers and children wash their hands after every diaper change or toilet use.

Toilet training begins when it is developmentally appropriate. Teachers and parents discuss the approach together to ensure consistency between home and school. Families should provide sufficient labeled clothing, underwear, diapers, or training pants appropriate to the child's developmental stage and agreed-upon toilet-learning plan.

Accident & Incident Reports

Parents/Guardians receive an Accident/Incident Report if their child is injured or hurts another child. Reports are completed in the Procare App, approved by the CDC Director or Assistant Director, and forwarded to parents/guardians. Reports include the date, time, description, first aid provided, and steps to prevent recurrence.

Emergency Medical Care

Staff will provide first aid within the scope of their training and contact emergency medical services when a child requires urgent care. The CDC will make reasonable efforts to notify a parent or guardian immediately and will contact listed emergency contacts when necessary. A staff member will remain with the child until the family or emergency personnel assume responsibility. This process depends on the current emergency contact and medical information families provide under Enrollment Records.

Emergency Procedures

The CDC and LCCC maintain written procedures for fire, severe weather, hazardous materials, utility failure, lockdown, evacuation, and other emergencies, and staff practice required drills. During an emergency, staff account for every child using the current attendance roster, bring emergency contact information and essential medications, and move children to a designated safe location if the building must be evacuated. Families will be notified as soon as it is safe through the ProCare App, phone, text, or email, with instructions on where and when to pick up their child; please do not come to the center or call classroom phones unless instructed, so lines stay open for emergency communication. Staff remain with children until each child is released to an authorized adult under the Child Security and Release requirements, and every release is documented. Emergency plans, evacuation locations, and reunification procedures are reviewed regularly and are available from CDC administration upon request.

Center Rest Time

At LCCC Children's Discovery Center, we recognize that each child's rest needs are different. In alignment with NAEYC guidance, children who are in care for more than five hours per day will be provided with daily rest time in a clean, quiet, comfortable, and supervised environment.

Children will be encouraged to rest or nap as needed. Children who do not sleep will be offered quiet activities so others may rest. Whenever possible, children will be allowed to wake naturally; however, staff may gently wake a child when needed for health, safety, transitions, dismissal, or a family request.

Families are encouraged to share their child's rest preferences or needs with staff. We will communicate with families as needed about rest routines and any individual support.

The CDC's designated rest time is from noon to 2:00 pm. To help maintain a quiet rest environment throughout the center, drop-off and pick-up should not occur during rest time. Teachers stagger their lunch schedules during this time to ensure children remain supervised while preserving a calm and restful atmosphere.

Classroom Management & Behavior Guidance

The LCCC Children's Discovery Center strongly believes that all children learn in unique ways and develop on their own schedules. Discipline and guidance should be individualized. The goal for every child is to successfully manage their emotions and their actions/choices.

Key Principles of Discipline

- Discipline is NOT interchangeable with punishment. Punishment is never permitted at the CDC.
- Discipline means modeling and guiding children toward appropriate ways to handle situations.
- Discipline techniques must remain respectful to all parties involved.
- Children typically do not misbehave intentionally — most behavior relates to developmental stage, frustration, or deeper emotional factors.

Behavior Management Strategies

The CDC employs the following approaches to help children learn desirable alternatives to challenging behaviors:

Building Relationships & Connections

Teachers take time to truly get to know each child. Strong relationships make it easier to manage challenging behaviors as they arise.

Distraction & Redirection

If a power struggle is developing, teachers distract or physically redirect children to another area to refocus and engage successfully.

Calm Down Area

Each classroom has a calm-down area where children can have space and time to recollect themselves before re-engaging.

Choices

Teachers discuss 'green choices' and 'red choices' with children. It is always about the choice — never about a 'bad child.'

Modeling

Teachers model the expectations and behaviors they want to see, explaining what it looks like and sounds like.

Prohibited Disciplinary Actions

The following actions are strictly prohibited at the CDC under any circumstances:

- Physical punishment of any kind (hitting, spanking, shaking, pinching, etc.)
- Threatened or actual withdrawal of food, rest, or bathroom use
- Abusive or profane language
- Any form of public or private humiliation
- Any form of psychological abuse (shaming, name-calling, ridiculing, threats, isolation)
- Any form of coercion or rough handling

When a Child May Be Sent Home for Behavior

Sending a child home is not used as punishment or as a standard response to developmentally typical challenging behavior. When a child demonstrates behavior that may affect their own safety or the safety of others, staff will respond based on the individual situation. Decisions will consider the behavior's intensity and frequency, the child's developmental context, the individualized supports already attempted, and whether the child can safely participate in the classroom routine.

- Teachers will use developmentally appropriate strategies, including co-regulation, redirection, environmental adjustments, and individualized supports. An administrator or additional teacher may assist in the classroom, or the child may move with an adult to a safe, supervised space to regain regulation.
- If the child is able to regulate and participate safely, they may return to the classroom. Staff will document the circumstances, strategies used, and the child's response, and will communicate with the family as appropriate.
- The family may be contacted for immediate support or pickup when, after reasonable supports have been attempted, the behavior remains unsafe, is severe or sustained, or the child is unable to participate safely. A single serious incident may warrant immediate family contact; repeated lower-intensity behavior will be addressed through ongoing observation, family partnership, and an individualized support plan.

Family Involvement in Behavior Plans

If a child continues to struggle significantly, families will be invited to a conference with the child's teacher and a CDC administrator to develop the individualized support plan referenced above, which

may include outside referrals (e.g., STRIDE Learning Center). This shared plan is the primary step taken before any suspension or expulsion is considered.

Expulsion Policy

Suspension or expulsion is used only as a last resort when a child cannot participate safely despite appropriate supports. Immediate action may be taken for a serious safety threat, including significant injury or threatening or abusive conduct by a family member.

Before any exclusion, the CDC will partner with the family, provide preventive and individualized supports, consider referrals and reasonable accommodations, and review the action for nondiscriminatory application. CDC administration must approve the final decision, and the documentation must record the supports attempted, family communication, referrals, and accommodations considered.

Abuse & Neglect Reporting

The CDC has a zero-tolerance child abuse policy. All CDC staff are legally obligated to report suspected child abuse, abandonment, or neglect and follow the reporting procedures below.

Reporting procedures:

- Report immediately to the Wyoming Department of Family Services or police. Call 911 if a child is in immediate danger.
- Notify the CDC Director without delaying the external report. If the Director is involved in the concern, notify LCCC Human Resources.
- Document in writing the date, time, circumstances, and the child's exact words.
- Cooperate with the investigating authority and follow its directions. Staff do not investigate independently or repeatedly question children.

Reporting Concerns About Child Safety or Staff Conduct. Families should immediately report suspected inappropriate conduct, boundary violations, abuse, neglect, or unsafe practices to the CDC Director or Assistant Director. If the concern involves center administration, families may contact the appropriate LCCC administrator, Wyoming Department of Family Services, or law enforcement. Reports will be addressed promptly, shared only with individuals who need the information, and handled in accordance with law and LCCC procedures.

NAEYC Accreditation & Curriculum

NAEYC's updated accreditation framework is organized around nine standards: Relationships; Families and Community; Curriculum; Teaching; Assessment; Health; Physical Environment; Professionalism; and Leadership and Management.

Licensing

The CDC follows all Wyoming Department of Family Services (DFS) licensing requirements and goes above and beyond state standards through NAEYC accreditation and best practices.

Creative Curriculum

The Creative Curriculum is the lead curriculum at the CDC — a nationally recognized, play-based learning curriculum that focuses on interest areas and fosters creativity in both children and teachers. It addresses social/emotional, cognitive, language, and physical development, balancing teacher-directed and child-initiated learning across areas including:

- Language Arts & Emergent Literacy
- Mathematics
- Science
- Social Studies & Cultural Awareness
- Creative Arts
- Physical Development
- Ecological Responsibility
- Social/Emotional Competence
- Health & Safety

Zoo-Phonics Curriculum

Zoo-Phonics is a kinesthetic, multi-modal approach to language arts including vocabulary development and articulation. Using phonics and phonemic awareness, it connects a name, sound, animal, and movement to each letter — enabling children to learn letters and sounds faster through a whole-brain approach.

Screen Time

At the Children's Discovery Center, children learn best through hands-on play, relationships, movement, outdoor experiences, books, music, art, and real-world exploration. When technology is used, it is limited, purposeful, teacher-guided, and connected to a specific learning goal or individual child need.

Screen use is avoided for infants and toddlers under age 2 except when needed for meaningful family connection or a documented individual need. For children age 2 and older, screen use is supervised by teaching staff and limited to no more than 30 minutes per half day. Families are encouraged to speak with the director or classroom teacher about any questions or preferences related to their child's screen use.

Child Assessment Plan

Within 45 days of enrollment and each September, parents/guardians complete the Ages and Stages Questionnaire (ASQ) and the Ages and Stages Questionnaire: Social-Emotional (ASQ-SE) to provide information about their child's development.

Teachers follow up with ongoing observational data and individualized goals through the Core Advantage assessment tool in the Kaymbu app. This ongoing assessment process encompasses the aligned NAEYC standards and Wyoming Early Learning Standards to support and track each child's growth and development.

Parent-Teacher Conferences are held in November and May, with additional conferences available at any time upon request.

Supervision Requirements (NAEYC)

Staff maintain active supervision of children at all times. Supervision includes positioning staff to observe children; continuously scanning and counting; listening for activity; anticipating children's behavior; engaging and redirecting as needed; and communicating during transitions and staff changes. Infants, toddlers, and young twos remain within sight and sound at all times. Preschool children are supervised according to applicable licensing and accreditation requirements, the environment, the activity, and each child's individual needs. Staff may never leave a child unattended or rely solely on cameras, mirrors, monitors, or another child for supervision.

Infant Room Policies

Welcome to the Infant Room! The following policies ensure the health, safety, and well-being of our youngest learners. Please label everything you bring.

No-Shoe Policy

In an effort to keep floors clean for crawling infants, shoes are not permitted in the infant room. Parents and visitors must remove shoes or use provided shoe covers before entering. Staff wear socks, slippers, or designated indoor-only shoes.

Supplies — Family Provided

- Enough prepared bottles of formula or breast milk for the day
- Prepared baby food for the day (breakfast, lunch, snack) with utensils
- Sippy cup (once regularly eating table food)
- 2–3 extra sets of clothing
- Diapers and pacifier if needed (no Wubbanubs or leashes)
- Seasonally appropriate items: sunscreen, sun hat, jacket

Breastmilk & Formula Policies

Breast milk and formula bottles must be brought ready to serve and labeled with the child's full name. Upon arrival, all bottles are transferred to the classroom refrigerator or freezer. All breast milk must be labeled with the date it was expressed. Refrigerated breast milk is stored at 39°F, and frozen breast milk is stored at 0°F in a separate-door freezer for up to 3–6 months. Bottles are warmed in water at no more than 120°F for no more than 5 minutes — NEVER in a microwave.

100% fruit juice may only be offered to infants 12+ months (max 4 oz/day). Juice or cow's milk is not offered to children under 12 months.

Individual Infant Feeding Plan. Before an infant begins attending, families complete a written feeding plan with the infant teachers. The plan includes the type of milk or formula, typical amounts and feeding times, hunger and fullness cues, the introduction of solid foods, and any allergies or special instructions. Infants are fed on demand according to their cues rather than on a rigid schedule. New foods are introduced at home first, and families should update the plan in writing whenever their child's feeding needs change. Nursing parents are welcome to breastfeed at the center, and a comfortable space is available upon request.

Bottle Feeding Rules

- Infants under 12 months must be held while drinking a bottle. If using a sippy cup, they must be seated.
- No propped bottles or drinking in cribs — NO EXCEPTIONS.
- After heating breast milk, gently mix or swirl — DO NOT SHAKE.
- Bottles may never contain solid food or infant cereal without a written physician order.
- Staff must discard any breast milk or formula that is unfinished or unrefrigerated after two hours.
- After each feeding, a gauze pad is used to wipe liquid from the baby's teeth and gums.

Infant Room — Safe Sleep Policies

Safe sleep is critical for infant health. The following procedures are strictly followed:

- Diapers are checked and changed before sleep.
- Babies are placed in sleep sacks (hands must move freely; sleep sack must not cover mouth or nose).
- Infants are placed in their labeled crib, on their back to sleep, unless a physician has advised otherwise (doctor's note required and kept on file).
- Infants who can roll may do so; cribs will be labeled accordingly.
- NOTHING is permitted in the crib with a sleeping infant: no stuffed animals, pillows, quilts, loose blankets, pacifier leashes, or any soft item that could cause airway blockage.
- Babies' faces shall remain uncovered at all times, checked periodically during sleep.
- Infants who arrive asleep in carriers, swings, or bouncy seats must be transferred to their labeled crib.

Family Handbook Acknowledgment

By signing below, I acknowledge that I have received and reviewed the LCCC Children's Discovery Center Family Handbook, and that I have had the opportunity to ask questions about its policies. I understand that this handbook works together with the Annual CDC Fee Agreement, LCCC policies, and Wyoming DFS licensing requirements, and that the CDC will notify families of material policy changes. I agree to follow the policies in this handbook while my child is enrolled.

Child's Name _____ Classroom _____

Parent/Guardian Name (Print) _____ Parent/Guardian Signature _____

Date _____

Please return this signed page to the CDC Director or Assistant Director. It will be kept in your child's enrollment file.