Parent Handbook

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**Children’s Resource Center Philosophy**

Children's Resource Center (CRC) believes that each child is a unique individual with strengths and weaknesses and through early intervention has the right to develop to his or her maximum potential. Children's Resource Center is an agency uniquely designed to serve children with or without developmental disabilities and their families. We are committed to providing an individualized program for each child to develop physically, intellectually, socially, and emotionally.

We are committed to:

* Providing an individualized program for each child, which enables the child to develop physically, intellectually, socially, and emotionally.
* Preparing each child for future environments and for independence in their activities of daily living
* Nurturing the development of self-esteem in the child and the family
* Creating an integrated environment where acceptance of individual differences is encouraged

We encourage families to actively participate and plan their child's future and development.

**Discipline**

Under no circumstance will physical punishment ever be administered on any child at Children's Resource Center. On a rare occasion it may become necessary to physically restrain a child or remove them from a situation in order to prevent injury or the threat of injury to the child, to other children or to a staff member. This will be done in the least restraining manner possible, given the specific circumstances of the situation.

**Enrollment**

Every Child who attends CRC preschool is required to have a Developmental Screening completed prior to enrollment. A Developmental Screening Permission Form must be completed prior to the screening.

State and Federal regulations and CRC Policies require several permission forms to also be completed if a child qualifies for special education and related services. CRC teachers and therapists will give parents further information regarding these forms if necessary.

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**Registration**

For licensure and accreditation purposes it is essential for CRC to obtain registration and intake forms that contain the following information prior to a child’s enrollment:

General intake information (parent name, address, phone number, etc.)

Physician and dentist name and phone number

Permission to Obtain and Release Information

Contact information in case of emergencies

Emergency Services Release

Information regarding allergies/health background

Liability and Indemnity Release

Payment Agreement for preschool services if applicable

Child Likes/Dislikes Information

Immunization Records

Health Insurance/Medicaid Information

**Immunizations**

A copy of a child's official Immunization Records are required prior to a child attending Children's Resource Center preschool. A child's Immunizations must be up to date in order for him or her to attend Children's Resource Center.

**School Calendar**

A copy of the CRC preschool calendar will be included with the registration packet.

**School Hours/Arrival and Dismissal**

Children's Resource Center is open Monday-Friday from 8am-4pm. Children may be dropped off no more than 10 minutes prior to the start of their class time and prompt pick-up, within 10 minutes, following the end of class is essential. If children are not picked up within 10 minutes of the end of class time, parents will be called.

**Snack**

Nutritious snacks are provided during each preschool session. Parents are required to inform the preschool teacher of any food allergy their child has so that CRC can provide an alternative snack for that child when necessary. Snacks are usually provided by CRC however, at times, it may be requested of parents to bring in snack items.

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**Classroom Supplies**

Children's Resource Center provides all essential classroom supplies however, specialty items may be requested from parents on an as needed basis.

**Child Illness and Exclusion from Care**

As per the Wyoming Department of Family Services Rules and Regulations, any child who cannot participate in a regular child care program due to discomfort, injury or other symptoms of illness may be refused care. A facility serving well children may not admit a child who has any of the illnesses/symptoms of illness specified below:

* Severe diarrhea
* Severe pain or discomfort
* Two or more episodes of acute vomiting within a period of twenty-four (24) hours;
* Difficult or rapid breathing;
* Yellowish eyes or skin;
* Sore throat with a fever over 101o F or severe coughing;
* Untreated head lice or nits;
* Untreated scabies;
* Children suspected of being in contagious stages of chicken pox, pertussis, measles, mumps, rubella or diphtheria; or Purulent conjunctivitis

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:

* Skin rashes, excluding diaper rash, lasting more than one (1) day.
* Swollen joints or visibly enlarged lymph nodes;
* Elevated oral temperature of 101o F or over;
* Blood in urine;
* Mouth sores associated with drooling; or
* Having a communicable disease or being a carrier of such, that is listed on the Wyoming Department of Health (WDH) Reportable Disease and Condition List

The parent shall be notified immediately when a child has symptoms requiring exclusion from care. The child will be kept isolated from other children until the child is removed from the facility. Parents of all children in the care of CRC will be notified of any contagious illness or suspected contagious illness within the facility.

**Sanitation and Hygiene**

Children’s Resource Center adheres to DFS requirements and NAEYC recommendations for sanitation and hygiene, including food handling practices.

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**Medication Administration**

Children’s Resource Center does not administer any medications unless it is specifically requested as part of a child’s IEP. Any medications that are not a part of a child’s IEP will not be administered at CRC but will be the responsibility of the child’s parent/caregiver to administer.

When a child does need a medication administered as part of their IEP, the following procedures will be followed:

* The child’s parent/caregiver will fill out and sign the Medication Administration and Consent Form (this form is provided through the Wyoming Department of Family Services for all child care facilities) which requires the following:
  + Original prescription and physicians directions for use
  + A list of the name of medication, time to administer, amount of dose, time of last does, duration of medication, storing instructions and possible side effects
  + Medication must be labeled with the child’s fist and last name and expiration date
  + All medications must be kept in a locked cabinet out of children’s reach
  + A chart must be completed stating when the medication is administered, which staff administered it, a date and any notes pertaining to the administration

Any CRC staff member who administers any medication must complete a Medication Administration Training every year in accordance with the Wyoming Department of Family Services regulations.

**Drug Free School**

The use of drugs, including tobacco, represents a safety hazard which can have serious health consequences for the user of the product as well as CRC students, employees, visitors and guests. Drug use of any kind, including smoking and/or use of tobacco products, by employees, parents, visitors or guests while on CRC property is prohibited.

**Building Security**

Anyone who is not currently employed by CRC or is not a client of CRC is considered a visitor and will be required to sign in at a designated area upon entering the facility. CRC employees have the right to deny access to the facility by a visitor if it is deemed to be in the best interest of the children and staff.

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**Child Abuse Reporting**

All citizens of the State of Wyoming are required to report any suspected child abuse/neglect. Children's Resource Center employees are mandated reporters and any suspected abuse/neglect will be reported.

**Playground Safety**

All CRC facilities, including playground equipment, will receive annual safety inspections and facilities and equipment will be properly maintained.

**Personal Property**

All personal belongings should be labeled. Please send items to school with your child at your own risk. Children's Resource Center is not responsible for lost or damaged items.

Weapons of any kind are strictly prohibited at all CRC facilities. If a child arrives at preschool with any kind of weapon, parents will be notified and the weapon will be confiscated.

**Electronic Devices and Internet Use**

Use of personal electronic devices is not allowed while a child is at a CRC preschool. Occasionally a child will require an assistive technology device as part of their IEP. This is the only instance in which such technology may be used as part of meeting a child's IEP requirements/goals. Children will not be allowed internet access while at a CRC preschool.

**Pets**

Visiting pets may not be brought into a classroom for any visits without permission from the child's teacher. Pets may not be brought into classrooms where any child has allergens to that pet.

**Party Invitations**

Party invitations for any individual's out-of-school event or party may not be distributed via CRC employees or student's cubbies.

**Transportation**

Children’s Resource Center does not transport children unless it is specifically stated in the child's IEP.

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**Emergency Procedures**

Every Care is taken to reduce accidents and provide a healthy and safe environment for young children, parents and CRC employees. In the event of a non-emergency accident, CRC will inform parents verbally of the accident on the day of the incident and will submit a full written report of the accident to parents within one week of the occurrence. A second copy of this report will need to be signed by the parent and will be placed in the student’s file at the center. If parents have any questions they are encouraged to contact the child’s teacher.

In the event of an emergency accident or illness, the child’s doctor and/or ambulatory services will be called' depending on the need of the situation, the parents will be notified and any emergency plan in place for that child will be followed. A full written report will be given to the parents and a second signed copy of the report will be placed in the student’s file at the center.

In the event of a fire, bomb threat, or natural disaster, CRC Evacuation Procedures and Emergency Preparedness Plan will be put into effect and children will be taken to a designated safe area. In the event of an intruder alert/terrorist threat, police will be notified and a “lock-down” of the site involved will be issued, Children will be kept in classrooms in the designated “safe area” away from windows and doors will remain locked. Parents will be notified of the incident by office personnel and asked to immediately pick up their children as soon as the building is cleared.

**School Closures**

In the event of an unexpected school closure, Children's Resource Center will notify parents of the closure as soon as possible. As a general rule, if there is a public school closure in your school district, CRC preschool will also be closed. Public school closures and emergency weather/travel conditions are broadcasted on the following stations:

* Basin-KZMQ 765-9422
* Cody-KODI/KTAG 587-4100 or KLZY 754-5186
* Lovell-KZMQ 765-9422
* Powell-KLZY 754-5186 or KPOW 754-5183
* Thermopolis-KTHE 864-2199
* Worland-KWOR and KKLX 347-3231

**Visitors/Volunteers**

Parents are welcome visitors at Children’s Resource Center locations at all times. Parents are also encouraged to volunteer and/or participate in special events and fundraising efforts whenever possible.

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**Parent Involvement**

Parent involvement is a vital part of Children’s Resource Center’s program and parent involvement is essential for a child’s progress. As partners with parents, Children’s Resource Center shares a joint responsibility for providing a nurturing, motivating, and supportive environment for each child. Parents are a critical team member in the process of helping children make gains in their development; everything that staff members from Children’s Resource Center work on with children during class sessions and therapy times can also be worked on at home during regular daily routines.

Children’s Resource Center staff members and parents are encouraged to share ideas on program improvement and how to help every child succeed. CRC willingly accepts and looks for parent input regarding their child’s goals and developmental needs, approaches to learning, successful behavior management techniques and any other information that will help the teachers and therapists at Children’s Resource Center best serve each child.

**Parent Communication**

CRC employees are committed to communicating with parents on a regular basis through verbal and non-verbal means including; parent-teacher conferences, periodic parent newsletters, parent questionnaires, bulletin boards with important announcements/information (located at the entrance of each center), parent classes and personalized notes from teachers/therapists.

**Parent Resources**

Children's Resource Center has access to a variety of educational parenting resources (i.e. books, pamphlets, etc.) that are available to parents for use. Please speak to a CRC staff member to request the use of materials.

**Publicity**

At times, Children's Resource Center or persons/agencies operating on its behalf may take and use photographs of children at CRC preschools for program advertising or publicity purposes or for use in local newspapers. Parents have the opportunity to provide or deny consent for this in their child's registration packet.

**School Pictures**

Individual student pictures are taken each year (usually during the fall). This is a completely volunteer program with no purchase necessary and parents may choose to decline having their child's picture taken. A classroom picture is also taken on the date of individual student pictures and parents can choose whether or not they would like their child to participate in this.

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**Compliance/Complaint Issues**

Children’s Resource Center strives to listen to and accommodate any parent concerns or special requests whenever possible however, if ever there is a problem or issue that needs to be addressed please feel free to first contact your center’s preschool teacher(s).You may also contact Mitch Brauchie, Executive Director for all CRC Centers at the Administrative Office: (307) 587-1331. Formal Complaint forms may be obtained if needed from the site director at each center location. The Department of Family Services (DFS) has Children’s Resource Center’s compliance and complaint history on file as well as documentation of provider trainings and both are available for parents to review. Parents may call their local DFS agent if concerns warrant:

Park County or Big Horn County: Penny Hotovec (307)-754-2245 ex 22

Hot Springs or Washakie County Teresa King (307)-856-6521 ex 248

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