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**District Mission Statement**

The district’s mission is to ensure high levels of learning for all students in a safe and positive learning environment.

**District Vision Statement**

We will be recognized as an exceptional school district that is driven by student success.

II. 

**Little Cougar Child Care Vision Statement**

We will be known as a child care program that supports the mission and vision of the district by striving to provide a safe and comfortable place for learning by using developmentally appropriate practices to nurture physical, cognitive, and social and emotional growth.

**CHILD CARE TELEPHONE NUMBER**

Office .......... 856–7970 – Ext. 254 or option 6
III. **Calendar and Hours of Operation**

The Childcare center will open August 14, 2019.

The child care hours are from 6:00 a.m. – 6:00 p.m. Monday – Thursday and school Fridays.

7:45 a.m. – 3:45 p.m. Professional Development Fridays

The Childcare center will adhere to the School Calendar.

Dates the center will be closed are as follows:

- September 2, 2019 (Labor Day)
- November 28-29, 2019 (Thanksgiving break)
- December 20-January 1, 2020 (Christmas break)
- March 26-27 2020 (Spring break)
- April 22, 2020 (Easter)
- May 25, 2020 (Memorial Day)
- June and July 2020

IV. **Payments and Fees**

The FCSD#6 Business Department will bill parents monthly based on the service agreement. Monthly fees will be paid in advance and your child will not be able to attend the Childcare until payment is made. All available child care days reserved will be paid for whether or not the child is in attendance. Payment will be due each month prior to services (1st day of the month) or made twice a month via payroll deduction for FCSD#6 employees.

Monthly fees are to be paid whether or not your child attends in order to hold your space on the roster. No fee deduction is provided for emergency closing, snow days, or any other reason.

The full monthly fee will be charged for each month the child care center is open 15 days or more (i.e. August and December per school calendar). For children starting on the 15th or later in a given month, the monthly fee will be pro-rated (monthly fee/days in the month x days of childcare remaining).
Parents are not permitted to temporarily drop your child from service for a period of one or more weeks and then re-enter your child. Drop in rates increase to monthly fees after 10 days of care.

Second child enrollment will be discounted by 10%. To be considered a second child, both children must reside in the same residence under the guardianship of the same parent/guardian and both children be enrolled full-time.

The monthly rate will be based on the service agreement as follows:

### Monthly Rates to hold a child’s space in the child care
- $600 per month per child (children ages birth – three, not attending preschool)
- $550 per month for FCSD#6 employees who enroll in payroll deduction
- $350 per month for half days or in conjunction with the preschool program.

### Daily Rates for Drop In
Drop-in care will be allowed if staffing levels permit. Parent/guardian must call child care center at 307-856-7970, Ext. 254 or option 6 in advance of the drop-in visit to ensure space is available.
- Birth to 18 months:
  - Infants full day = $45 per day
  - Infants half day = $35 per day
- Toddlers (19 months and older):
  - Toddlers full day = $40 per day
  - Toddler half day = $30 per day

### Late Pickup Fee
Parents are responsible for ensuring that their child(ren) is picked up by the time indicated on their service agreement. Parents will be charged a fee of $10.00 if a child is picked up more than 5 minutes after closing time and $5.00 for each 15 minutes thereafter. After 7:00 p.m. the proper authorities may be contacted if child care staff is unable to contact the parent/guardian at the number provided on enrollment information.
V.

Typical Daily Schedule for Toddlers

- 6:00-8:00-----Arrival (sign in, greeting)
- 8:00-8:30------Breakfast
- 8:30-9:00------Free play
- 9:00-9:30------Dance/Exercise time
- 9:30-10:00-----Circle time (calendar, weather, story time, etc.)
- 10:00-10:15---Snack
- 10:15-10:45---Craft
- 10:45-11:30---Outside Play time (weather permitting)
- 11:30-12:00---Lunch
- 12:00-12:30---Calm down (listen to music or story)
- 12:30-3:30-----Nap/Quiet time (children who do not nap will have activities)
- 3:30-3:45------Snack
- 3:45-4:15------Free Play
- 4:15-4:30 6:00------Pick up

Schedule is subject to change.

According to the American Academy of Pediatrics, children younger than 18 months should avoid all use of screen media other than video-chatting. And, children between the ages of 2 to 5 years, limit screen use to 1 hour per day of high-quality programs. Therefore, the use of screen media devices will not be utilized in the Wind River Little Cougars Child Care program.

VI. Signing in/out for drop-off/pick up

Transportation to and from the childcare facility is the parents/guardians responsibility. The school cannot transport childcare and preschool age children. Children need to be accompanied by an adult into the classroom. Upon arrival each student needs to be signed in. Pickup procedures require that a parent/guardian come in and sign the child out before leaving with the child. If someone else will be picking up your child, the childcare staff must be notified in advance and a photo I.D. is required.
VII. **Meals and Snacks**

Meals and an afternoon snack will be provided through the school lunch program for 3 and 4 year-olds. Families eligible for USDA Free and Reduced Lunch will be asked to complete the appropriate application. The Child and Adult Care Food Program is available for birth - 2 year-olds. This includes formula and baby food. Breast milk is to be provided by the parent. All breast milk is to be stored in appropriate containers with the child’s name and date clearly labeled. Any milk replacement that is not lactose free milk or special formula is to be provided by the parent.

Additionally, if you wish to bring snacks in bulk for your child, such as a box of crackers or granola bars, it must be provided in sealed food storage container(s) with your child’s name and date clearly labeled. All food should be age appropriate and nutritious. **Please notify us of any food allergies or special dietary needs.**

**USDA Nondiscrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:
VIII. **Behavior Management and Discipline**

Children in our care are expected to be kind and respect others, respect our environment, and respect themselves. Hitting, kicking, spitting, biting, hostile verbal behavior, and other behaviors, which hurt another child, are not permitted. The limits and expectations of the childcare staff are communicated in a developmentally appropriate manner and on a regular basis. Strategies are used that allow the child to take responsibility for his/her actions. In addition, focus is given to teach children appropriate behavior. Childcare staff will work with parents/guardians of children to determine the cause of misbehavior and deal with behavior positively. If a child is having trouble following directions or being kind and respectful, developmentally appropriate intervention techniques will be used. Some of these techniques are as follows:

- Redirection of the child
- Positive reinforcement
- Ignoring the behavior (if it is not harming anyone or anything)
- Guidance session (talking to the child, conflict resolution and problem solving)
- “Taking a Break” (This is used only for the purpose of separating the child from the group to ensure the safety of themselves or others, or so they may calm down and gain control, both physically and/or emotionally.)

Behavior management is viewed as a learning opportunity. Children learn by example and need to be guided in dealing with conflict resolution in a positive developmentally appropriate manner. However, there are times when a child needs to be removed from the situation temporarily.

Teaching staff will never use physical punishment and do not engage in psychological abuse or coercion. Childcare staff will never use threats or derogatory remarks or withhold or threaten to withhold food as a form of discipline.
IX. **Clothing, Blankets, and Other Items**

Young children are learning and throughout the course of the day accidents and messes may happen. Dressing children in comfortable and appropriate clothing and bringing a spare change of clothes to keep in their cubbies is imperative. Parents/guardians are responsible for ensuring their children are dressed appropriately for the weather. Children will go outside as long as conditions permit.

The following are some items that will be needed in the childcare facility and are the parents’ responsibility to provide:

- Diapers
- Wipes
- Bottles, cups, or other feeding devices
- Pacifiers or binkies
- Blankets for naptime
- Spare change of clothes (shirt, pants, socks, and underwear)
- Bibs
- Diaper rash creams or powders

We ask that toys and treasures from home not be brought to the childcare center.

X. **Emergency Procedures**

Emergency evacuation and lockdown drills are required by Wyoming state law to provide practice in evacuating and locking down quickly and safely. When the alarm is sounded, students will follow directions of the childcare staff. In the event of an emergency, medical or otherwise, the childcare staff will follow district procedures.

XI. **Immunizations**

The childcare facility requires current health records for each child. At enrollment, parents/guardians are to provide age appropriate health records that document the dates of services to show that the child is current for routine screening tests and immunizations according to schedule recommended by the Center for Disease Control of the United States Public Health Service (CDC-USPHS).
XII. **Illness**

In the event your child becomes ill, he/she will be sent to the nurse, and the parent/guardian will be contacted. Children who display the following should be kept home or will be sent home:

- A fever over 101, taken under the arm
- Diarrhea (3 or more watery stools within a 24-hour time period)
- Vomiting on two (2) or more occasions within the past 24-hour time period.
- Skin rashes lasting more than a day that do not have a doctor’s note of explanation stating they are not contagious
- Eye discharge (Pink eye)
- Severe pain or discomfort
- Highly contagious condition such as head lice, chicken pox, strep throat, pin worms, mumps, impetigo, conjunctivitis (pink eye), etc.

Your child may return to the center after:

- Obtaining written verification from a doctor.
- Fever-free for 24 hours *without the aid of Tylenol or other fever reducing medications.*
- In the case of head lice, following treatment with appropriate shampoo (such as RID) so that **all** nits (eggs) are gone.
- In the case of a contagious illness, your child should take antibiotics for 24 hours before returning.

XIII. **Communicable diseases**

Any communicable illness/disease will be brought to the attention of the school nurse and may be further reported if necessary to the local Health department.
XIV. **Medications**

All medications sent to the childcare center must be in prescription/store labeled bottles. Under no circumstances should medication be placed in children’s backpacks, diaper bags, or cubbies.

Requirements for prescription medications:
1. You may come to the center and give your child the medication.
2. If prescription medications are to be given, the medication must be in a pharmacy or doctor labeled container with the child’s name and date, and delivered to the nurse’s office.
3. Ask your doctor if it is possible to have a schedule so the medication is not given at the childcare center.

Requirements for over the counter medication:
1. All over the counter medications (cough medicines, antacids, eye drops, etc.) must have parent permission for the nurse or trained designee to administer.

XV. **Accidents**

Every consideration will be taken to ensure the safety of your child while in the center. If a child is injured while under our care, the appropriate care will be given and an accident form will be completed.

XVI. **Health and Safety Expectations**

- Childcare staff will maintain current CPR and First Aid Certification.
- Wyoming law requires school employees to report suspected abuse, neglect, or child exploitation to appropriate authorities.
- Fire/Safety drills will be conducted on the Wind River Elementary School schedule.
- An armed School Resource Officer is employed by the district for the protection of the children.
XVII.

School Closure Procedures

Decisions to close the schools and cancel or alter the normal operating schedule of the district school system shall be the responsibility of the superintendent of schools. In the absence of the superintendent, this responsibility shall pass to the middle school/high school principal. The childcare center will be closed if Wind River & Crowheart Schools are closed.

Public notice of school schedule alterations or school closure shall be announced on the radio and media sources including but not limited to:

KOVE, Lander, Wind River Radio Network, and County 10 News

Whenever possible, and with the cooperation of these stations, announcements of school closure and schedule adjustments will be made as close to 6 a.m. as possible.

XVIII.

Communication

It is important for parents/guardians to keep us updated on any information that may pertinent to your child’s care. You must notify us if any of the following change

- Address
- Contact information
- Custody arrangements/Court orders
- Changes in the person picking up your child

It’s also helpful for us to know about anything that might be happening in your home or in your child’s life that may require extra care or attention. All such information will remain confidential.

It can be very busy during drop off and pick up times. We prefer not to talk about children’s behavior in front of them or other parents. If you have any questions or concerns, please contact the daycare at (307) 856-7970 ext.254 or option 6.

Wind River Little Cougars Child staff will utilize the BrightWheel app to send daily notices and other communications to parents/guardians.
XIX.

**Notice of Nondiscrimination and Compliance**

Fremont County School District #6 does not discriminate on the basis of race, sex, color, national origin, age, religion, or disability in admission or access, or treatment or employment in, its programs and activities. Any person having inquires or complaints regarding compliance with the regulations implementing Title II, Title VII, Title IX, the Americans with Disabilities Act (ADA), Section 504 and all other federal or state rules, laws, regulations and policies is directed to contact Barney Lacock, the Civil Rights Compliance officer for Fremont County School District #6, 223 North Cherry Street, P.O. Box 10, Pavillion, Wyoming 82523, 307-856-7970. Inquiries or complaints may also be directed to the Office of Civil Right, U.S Department of Education, 400 Maryland Ave. S.W., Washington D.C. 20202, or by calling (800) 421-3481 or (877) 521-2172 (TTY).