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Rock Springs, WY 82901

Hours: Fall & Spring Semester 7:45am-5:15pm

Summer Semester 7:00am-6:00pm
**WWCC Children’s Center**

**Parent Handbook**

- The WWCC Children’s Center is located at 2500 College Dr. Rm. 1705 adjacent to the Aquatics Center on the Rock Springs Campus. We are open 7:45-5:15 Fall and Spring Semesters and 7:00-6:00 Summer Semester. We are open according to the academic calendar included in this handbook.

**Mission and purpose**

- The WWCC Children’s Center exists to provide high quality education and care to the children of students and employees of WWCC. We accept children ages 2-5 year round, according to the academic calendar. Priority enrollment is given to student families, followed by employees and finally the relatives of employees.

- Our program adheres to all local, state and federal laws applicable to the care of young children. Our classrooms boast degreed teachers and highly-trained aides. As a program, we seek to meet the individual needs of the children and families in our care within a safe, nurturing and diverse environment. The Children’s Center is an integral part of WWCC’s program, actively working to support parents in their effort to work and/or attend school at WWCC.

**Program Philosophy**

- It is always the goal of the Children’s Center to provide a warm, secure environment that promotes a child’s unique development. Our program is child-oriented, meaning we focus on assisting children in learning through play and exploration of their environment. Our lessons are developmentally appropriate for each child meaning lessons are individualized to support each child’s unique development.

- We meet the developmental needs of children in our center through indoor/outdoor activities, quiet and active times as well as individual and group activities. These experiences include music, mathematics, science, literacy, computer, manipulatives, physical exercise and social interaction. Enhancing each child’s self concept during their time in the center is a major goal.

- At the Children’s Center we use the Creative Curriculum, a research-based, nationally recognized curriculum designed to meet the developing needs of each child in our program.

- The Children’s Center will also be implementing Zoo-Phonics, an early childhood program to help promote reading.
Importance of Play

Play is a vital component of a quality early childhood program and you will see lots of it here at the Children’s Center! As your child plays, our teachers guide activities and ask thought-provoking questions, an important part of developing key pre-academic skills. In addition to pre-academic skills, your child is also developing social and problem-solving skills that will serve them well in elementary school and beyond.

Research also shows that children retain information only when it is meaningful and relevant. When creating lesson plans at the Children’s Center we choose themes and concepts children are likely to find in their environment. To make the content relevant we have many conversations designed to help children bridge the gap between play and learning. Children are asked open ended questions and teachers strive to match the difficulty of a concept with the developmental abilities of the child.

Main program objectives

- Provide opportunities for learning in math, science, language development, reading, self-help and social skills
- Foster an environment of curiosity and problem solving
- Foster creativity and self-expression through music, art and dramatic play
- Connect our children with the community through field trips, visitors and lessons
- Assist our student parents in their pursuit of their academic goals by being well-staffed, friendly, helpful and knowledgeable
Enrollment/Procedures

Admission procedures and required forms
- When a child is first enrolled in the Center, a parent must complete the registration form (this includes authorization for who can pick up your child), parent’s schedule (which must be updated with ANY schedule changes throughout the semester) with campus locations and a state immunization form signed by a doctor or public health nurse. The complete packet must be turned in before a child can start at the Center.
- Parents must be students of WWCC. Students taking internet classes may also use the Children’s Center as long as they remain on campus. Students attending Regis, Weber State, University of Wyoming, etc. may use the Center based on availability. Employees of WWCC and SODEXO may register their children in the Children’s Center. Grandchildren of full-time employees are eligible to attend based on availability.
- Student parents must re-enroll their child every semester. Faculty/Staff parents must update paperwork each fall.

Fees/Billing/Late Fees
- For students, fees are assessed at the beginning of the semester. Students are charged a fee per credit hour and a non-refundable supply fee. Children’s Center fees are collected by Registration and Records. Employees are billed the first week of each month. Employees pay a daily fee and a supply fee. Parents will be charged $1 per minute after our scheduled closing time. Students will be charged for exceeding their allotted hours in a week.
Termination of Child Care

The Children’s Center reserves the right to discontinue child care if it is determined the Center, child, or family is not benefiting from the arrangement. Child care may be terminated for the following reasons:

1 – If a child’s behavior indicates s/he is not adjusting to the program, has needs the program cannot fulfill or accommodate, or is detrimental to the functioning of the class as a whole. If it is determined the Center cannot serve the child’s needs, or if a child significantly disrupts the program for other children, parents will be given two weeks to find alternate child care.

2 – If a parent or guardian exhibits behavior that is detrimental to the health and well-being of the children or staff in a classroom, or negatively interferes with the normal functioning of the classroom, s/he will be given one week’s notice and asked to find alternate child care services. In an instance in which a parent (or other adult) is deemed verbally or physically hostile or abusive, exhibits erratic behavior, or is considered to pose a potential threat to others, child care may be terminated immediately. The Center reserves the right to take measures to maintain a harmonious and safe center environment.

3– Failure of a parent to abide by Center policies and procedures may result in the parent’s being asked to find alternate child care. Disregard of Center policies and procedures might include, but are not limited to: delinquent payments; leaving a child past closing time; bringing a contagious child; leaving a child unattended; endangering the well-being and safety of children; parents’ reluctance to provide information or seek assistance for their child; failure to comply with agreed upon plan of action relating to child’s behavior; failure to submit or update medical forms; arriving or departing with a child while under the influence of substances that leave the parent incapable of safely caring for a child.

Although we pride ourselves on serving a diverse population of children and families, with a wide variety of needs, we cannot maintain enrollment for a child or family who requires more time and attention than can reasonably be given. Although some children may require extra time and attention on occasion, we cannot continue to provide care for a child who is unable to function within the routine of the classroom, and within the stated ratio. Some examples include a child who
needs persistent one-on-one, displays chronic aggressive behavior (beyond what is typical), cannot manage transitions or the daily routine, cannot function or behave appropriately in a social setting.

We understand that, as a parent, you are concerned about the welfare of your child but, as a Center, we must be concerned with the welfare of all children enrolled in our program. Our goal to work with families to provide the best possible care for your child.

There are times when a parent may decide another child’s behavior is inappropriate and warrants dismissal. We always appreciate feedback but decisions must be made after carefully assessing a situation and exercising professional judgment. We want to be clear that there is a range of behavior for children of all ages that although not acceptable (biting, hitting, use of profanity, etc.), may be developmental and manageable within our setting. The Center’s professional staff will make the determination if a child’s behavior is beyond this developmental range to the extent we feel we are not able to successfully work with him/her.

Rest Time

All children are required to rest on a blanket from 12:30-1:00pm for Turtles (12:30 – 2:00 in the Bunnies/Bears room). We make every effort possible to provide an environment that is quiet enough for those who need to nap yet not too restrictive for those who do not. When staffing allows, children who are awake at 1:00pm in the Bunnies/Bears room will go outside or to the Gross Motor room while children who have fallen asleep continue to nap. All children will be awakened by 2:30.

Please note that we do not recommend two year olds be dropped off between 12:30 and 2:00. Naptime is a difficult time to expect a young child to enter the classroom, and can also be disruptive for those who are napping.

Parents are asked to provide a towel or crib sized blanket for rest time. These blankets are washed, using bleach, weekly. Parents may take the blankets home to wash provided it is done every week.

Health and Safety

It is always the goal of the Children’s Center to provide a safe and healthy environment for your child. Unfortunately, germs are an ever-present battle when working with children. We pride ourselves on adhering to sanitation standards and frequent hand washing but germs are still spread. Parents must keep their sick children at home to prevent the unnecessary spread of germs and illness.

When your child is presenting with any of the following symptoms we
ask that you do not bring them to the Center:

- Fever of greater than 100 degrees
- Diarrhea
- Vomiting,
- Undiagnosed rash
- Red eyes with discharge
- Unable to participate in the daily activities

If your child develops any of these symptoms while at the Center, you will be contacted and asked to pick up your child immediately. If you cannot be reached, we will contact one of your approved contacts. Your child may return after being symptom-free for 24 hours or has been on antibiotics for appropriate time determined by your child’s doctor. If you see the doctor and he approves the child returning to the center before 24 hours please bring in a note.

To further prevent the spread of disease in the Children’s Center we wash blankets once a week in bleach. If your child’s blanket is a special one, please take it home to wash once a week. You can talk to your child’s teacher regarding washing days, etc.

In the event of exposure to a contagious illness parents will be notified in person, phone or a note home. If you have any concerns please contact the Director.

**Supervision**

- For the safety of your child and the other children in the Center, please do not allow children to run or wrestle. Parents are responsible for supervising their child while together in the Center.

**Accidental Injuries**

- It is extremely important that parents keep contact information up-to-date. In the event of an accidental injury, CC staff will attempt to contact the parent on campus. If the parent cannot be reached, we will then call emergency contacts. In the event of a minor accident CC staff will apply first aid and notify parents at the end of the day. In the event of a serious emergency, Center staff will contact emergency response units first.

**Release of Children to Adults**

- Children will be released from the Center ONLY to authorized persons whose names appear on the application form or on a written note from the parent. Please give the teachers in your child’s classroom (and the office staff) advance notice if someone else is picking up your child.

- We consider the parent who signs the enrollment forms and with whom we have primary contact as the parent to whom we are accountable. Parents who are unfamiliar to us will not be allowed to pick up their child unless they are
identified on the enrollment form as a parent, the primary parent gives permission, or court documentation is provided identifying the person as a custodial parent.

Anyone who is picking up a child and is unfamiliar to a staff member MUST show identification before the child can be released. Anyone who does not provide identification will be turned away (this includes parents who are unfamiliar to us).

**Clothing**

- Play clothes are encouraged; we are busy learning and many times learning can be messy business!
- **Weather appropriate clothing; coats, hats, gloves, boots. Please no flip flops.**
- Please provide an extra set of clothing in the event of an accident or messy encounter. A complete set of clothes includes: shirt, pants, underpants, socks.

*Please return any borrowed clothing promptly.*

**Outdoor play**

- We try to play outside daily, weather permitting. In the event the weather is too severe for outdoor play we will have gross motor time in the Auxiliary Gym located across from the Aquatics Center.

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**On-Campus Parent**

*Student parents are required to be on campus while their child is in the Children’s Center.* Parents may leave campus for practicums or other school related activities. Exceptions for errands, doctor’s appointments and other activities off campus must be approved by a teacher or the Director.

**Discipline**

- No child will be punished by corporal punishment or verbal abuse. Please keep in mind, this policy also applies to parents. Children may not be yelled at, spanked, or threatened to be spanked while at the Children’s Center.
- The following behaviors are prohibited (by ALL persons):
  - Corporal punishment, including hitting, spanking, swatting, beating, shaking, pinching, and other
  - Measures intended to induce physical pain or fear;
  - Threatened or actual withdrawal of food, rest, or use of the bathroom;
  - Abusive or profane language;
Any form of public or private humiliation, including threats of physical punishment; and
Any form of emotional abuse, including shaming, rejecting, terrorizing, or isolating a child.

At the Children’s Center we use positive reinforcement, redirection and other forms of positive behavior management.

It is also our policy that we will handle ALL discipline situations that may arise with the children while they are at the Center, according to our stated philosophy. If a parent has concerns regarding another child’s behavior, we ask that you discuss your concern with the appropriate teacher. Under NO circumstances will parents be allowed to approach a child or his/her parents in an effort to deal with a situation yourself. We consider this method is inappropriate and will not be tolerated.

Parent Concerns
1. Parents should first discuss their concerns with their child’s primary teacher. Be sure you are both clear on expected outcomes.
2. If the situation is not resolved in a reasonable timeframe, schedule an appointment with the Director. Depending on the type of concern, the Director may request a written summary of concerns.
3. If an issue is not resolved with the Children’s Center Director, parent should then contact the VP for Student Success Services and he/she will attempt to mediate a solution.
4. If a parent still has a concern, the Student Affairs Non-Academic Grievance Policy is available, refer to the Student Handbook Policy 5430.

Parent Visits
Parents are always welcome to visit the Children’s Center, however some children do not adjust well to their parent coming and going throughout the day. This tends to get better as children become immersed in the daily routine. If you plan to visit and then leave, prepare your child for it and let the staff know so we can help in this process.

Sign-In/Sign-Out
Children are to be brought directly into the classroom (or playground) and ‘signed in’ on a daily basis. It is important to include the child’s first and last name, the time, and other relevant information be marked in the appropriate space. The Center is not responsible for a child who is not signed in or brought directly into the classroom or playground before the parent leaves.
Children’s coats can be hung on their designated hooks in the cubby area
when they arrive, and other items can be put in their cubbies.

Meals and Snacks
- The Children's Center provides a morning and afternoon snack as well as milk at lunch. Parents will need to bring a healthy lunch for children attending between 12:00 and 12:30pm. The Children’s Center staff cannot heat up lunches. If a lunch is not provided, Children’s Center staff will prepare a snack to hold the child over until the parent returns. Parents will be billed for the snack.
- *Please do not bring candy with your child to eat in the classroom.* This causes problems with other children and in the case of suckers or other hard candies poses a safety hazard.

Toilet-Training Policy
- In the Bunnies class, we do not require children to be toilet-trained. We are happy to assist you in this developmental process. We ask that you bring in changes of clothes and Pull-Ups when requested.
- In the Bears and Turtles classes our teacher-child ratios are higher making it difficult for us to spend large amounts of time cleaning up accidents. We understand occasional accidents happen.

What We Expect From Parents
- **Read the bulletin boards, notices and newsletters that are sent home.** Important information is shared with you on a regular basis, but you must make the effort to read it.
- **Give your child time to adjust to child care before leaving them here.** Parents are always welcome to bring their child in to tour the center prior to starting. However, when dropping your child off for the first couple weeks, it is best to drop them and leave quickly. Talk to your child’s teacher prior about creating a plan if you’re concerned about how your child will react to the separation.
- **Value staff members and show them common courtesy.** Caregivers are more than just babysitters. We employ teachers who have training and education in child development. Show respect for their position as an important part of your child’s development.
- **Focus on your child when you pick him/her up.** Take time to greet staff and your child and see if there is anything the teacher wishes to communicate before you leave. *Please do not talk on your cell phone while picking up or dropping off your child.*
- **Pay your child care fees on time.** We are providing a valuable service and deserve prompt payment.
- **Be respectful and support Center policies.** If we ask that you do not bring
in toys, candy, personal belongings, then please do not allow your child to do this. It is impossible to fully enforce all policies at all times, but know that your disregard for a policy is causing a problem.

- **Make sure your children follow center rules.** Please do not allow them to run away from you, climb on furniture, etc. Your child’s safety and well-being is our primary concern.

- **Make sure your child is wearing appropriate clothing.** Children will get dirty in child care. It is not realistic to send them in good clothing and expect teachers to keep them clean. For safety reasons we ask that there are no unsecured sandals. Make sure clothing is easy to remove if your child is in diapers or in the process of toilet training (do not send them in overalls or ‘onesies’).

- **Keep a sick child home.** The State mandates health regulations to prevent spread of infectious illness. Although it may seem inconvenient at times, these rules also keep your child from being infected by others as well. It is up to you to have a back-up plan for a child who cannot attend.

- **Address concerns in a respectful way and to the appropriate person.** Do not bad mouth staff to others -- seek to resolve your problem with the appropriate staff member.

- **Try to minimize your child’s time in child care.** Most children have had a full day after 8 hours and need to re-fuel emotionally by spending time with their family. Allow them a break every now and then (a ‘day off’ when possible).

- **Communicate with teachers about what’s going on at home.**

- **Make sure children get a good night’s rest so they are ready for their busy day.**

- **Pick children up before the Center closes.**

### Sample Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:45-9:00 am</td>
<td>Learning Centers and Free Play</td>
</tr>
<tr>
<td>9:00-9:15 am</td>
<td>Stories, Music, Circle Time</td>
</tr>
<tr>
<td>9:15-9:30 am</td>
<td>Snack</td>
</tr>
<tr>
<td>9:30-11:45 am</td>
<td>Art/Learning Centers/Gross Motor Activities/Story Time</td>
</tr>
<tr>
<td>11:45-12:00 noon*</td>
<td>Show and Tell</td>
</tr>
<tr>
<td>12:00-12:30 pm</td>
<td>Lunch</td>
</tr>
<tr>
<td>12:30-2:00 pm</td>
<td>Rest/Naps</td>
</tr>
<tr>
<td>2:00-3:00 pm</td>
<td>Snack)</td>
</tr>
<tr>
<td>3:10-3:25 pm</td>
<td>Gross Motor Activities (Playground/Gym)</td>
</tr>
<tr>
<td>3:25-5:15 pm</td>
<td>Teacher’s Option</td>
</tr>
</tbody>
</table>

*Show and Tell on Wednesdays Children may bring small item for Show and Tell. Please do not bring toy guns or knives.
Meet Our Director

Amber Hamblin

Amber holds a B.A. in Early Childhood Special Education from Boise State University. She has 14 years of experience in various Early Childhood settings.

Meet Our Teachers

Karen Dickson - Bunnies Teacher

Karen holds a B.S. in Family and Consumer Sciences and has taught 2 year olds for over 25 years.

Callie Seip - Bears Teachers

Callie holds a B.A. in Elementary Education with a concentration in Early Childhood Education. She has 5 years of preschool experience.

Susan Rawlings - Turtles Teacher

Susie holds a B.A. in Elementary Education and comes to us with over 12 years of preschool experience.

Supplies list:

All children need:

- Cold lunch daily if staying after noon
- Blanket for rest time
- Change of clothes
- Backpack
- Updated emergency list
- Updated allergy information
- Sunscreen
- Coats/Jackets/Clothing appropriate for weather conditions
- Package of Wet Wipes each semester

Bunnies Children also need:

- Pullups/Diapers
- Additional change of clothes

Parents need:

- Updated Schedule of classes each semester
- Immunization records for their child
- Update information of child each semester or as it changes, whichever is first.

All of our Teacher’s Aides have extensive experience in childcare settings and are CPR certified and have relevant training to the WWCC Children’s Center.
Children’s Center Child Acceptance Guidelines & Billing

At the WWCC Children’s Center, we strive to meet the needs of students. We exist to provide support to students, parents & to provide a quality early childhood educational experience. When accepting children into the Children’s Center we accept children based on the following priorities. In each priority it is a first come, first serve basis. Here is the priority list:

1. Students of Western Wyoming Community College
2. WWCC employee children
3. Students of partner colleges such as the University of Wyoming, Regis etc.
4. Students pursuing a high school equivalency at WWCC
5. Grandchildren of employees of WWCC (on a space availability basis)
6. Niece/Nephew of employees of WWCC (on a space availability basis)

Grandchildren and niece/nephews of the employees of WWCC will automatically be put on a waiting list. The waiting list will be addressed the day following the last day to add for full semester classes. Once the Children’s Center has assigned student’s children and employee’s children, the waitlist will then accept in other children who have signed up.

### Student Charges 2014-2015

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<th>1 Child Family</th>
<th>2 Child Family</th>
<th>3 Child Family</th>
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*$40 per child supply fee must be added to the total

Students pay a per credit hour fee. Employees are charged monthly based on half or full day attendance. Students are charged once for the entire semester. All students pay a $40/semester supply fee for each enrolled child.

### How many hours can my child attend?

Students are allotted 1 hour per credit hour a week for class time and an additional hour to participate in campus activities, study, etc. For example, a student taking 6 credit hours is allowed up to 12 hours of care per week at the Children’s Center. Likewise, a student taking 12 credit hours is allowed up to 24 hours per week of care.

Students and Employees will be charged $1 per min they are late picking up their child after 5:15pm during Fall and Spring semesters.

Students are charged $1/min they are late after 5pm.

Faculty-Staff is charged after 5:15pm during Fall and Spring semesters

### Employees Rates

<table>
<thead>
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<th>Hours</th>
<th>Rate</th>
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<td>$10.48</td>
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<tr>
<td>5-10 hrs.</td>
<td>$16.92</td>
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<td>Full day</td>
<td>$20.11</td>
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All students pay a $40/semester supply fee for each enrolled child.