

# Young at Heart Early Learning Center



## Family Guide 2021

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**PROOF OF IMMUNIZATIONS IS REQUIRED BEFORE CHILD'S FIRST DAY**

Dear Families,

Welcome to the Young at Heart Early learning Center. As an educator and parent, myself, I understand the importance of wanting a caring, loving, and nurturing environment when it comes to your child's daily care.

My goal as the director is to provide a welcoming, safe, and developmentally appropriate environment for your child and family. I began my career at the Young at Heart Early Learning Center in October of 2010, as a teacher in the Two's classroom, then the Preschool Classroom, followed by the Program Coordinator and finally as the Director. To pursue my education, I chose online and distance learning while working. In 2014, I graduated from Mayville State University earning a Bachelor of Arts in Early Childhood Education specializing in Administration. In September of 2015, I graduated from Capella University earning a Master of Science in Education specializing in Early Childhood Education. Learning has always been my passion; I am always trying to find ways to stay up to date on childcare and education to provide better education services to the families in our center. In June of 2021 I was elected to serve on the Early Childhood State Advisory Council for the State of Wyoming.

With the help of my staff our goal is to create a positive relationship with all families and to instill a love for learning in your child. I genuinely believe that early education is the most crucial time in a child's life. We are committed to build a relationship of trust, respect, and mutual understanding to focus on what is in the best interest of your child. We are excited for both the challenges and rewarding moments that we will spend with your children.

Please feel free to stop in and have a conversation with me about any concerns that you may have. We are here to serve you and your family; we want your experience with the Young at Heart to set you on the right track for the rest of your child's education.

Early childhood Education has always been a passion of mine, I look forward to continuing my career serving families at the Young at Heart. I will always offer an open-door policy for any questions, comments, concerns, or suggestions. Thank you for choosing the Young at Heart Early Learning Center.



Sincerely,

*Brianna Romero*

Brianna Romero

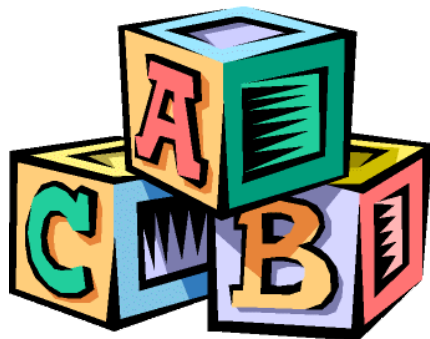
Director of ELC

## Young at Heart Early Learning Center

2400 Reagan Ave  
Rock Springs, WY 82901

### Hours of Operation

Monday-Friday  
6:30 a.m. – 6:00 p.m.



### Center Telephone

307.382.0662

### Center Fax

307.382.0682



### Teacher-Child Ratio

Infants	1:4
Toddlers	1:5
Twos	1:8
Preschool	1:10
Kindergarten Prep	1:12

### Meals

Nutritious breakfast, lunch and afternoon snack provided daily.

### Highlights

Strong partnerships with parents, the use of emergent curriculum, indoor gross motor space, developmentally appropriate learning environments, an “Open Door” policy welcomes parents of enrolled children to visit at any time. The center has been custom designed to fully meet the childcare and educational needs of young children and to maximize learning, ensure safety, while providing a fun nurturing environment.

### Directions

Located on the west side of Young at Heart Community Center, at the corner of Reagan Avenue and Sweetwater Drive.

## Young at Heart Early Learning Center

### Monthly Child Care Rates

2400 Reagan Ave., Rock Springs, WY 82901

307-382-0662

Open 6:30 a.m. to 6:00 p.m.

	Toddlers			Two's /Threes		
	M-F	MWF	T/TH	M-F	MWF	T/TH
Full day without a lunch	\$916	\$602	\$417	\$872	\$571	\$395
Full day with a lunch	\$926	\$612	\$427	\$917	\$603	\$417

	Preschool			Kindergarten Prep		
	M-F	MWF	T/TH	M-F	MWF	T/TH
Full day without a lunch	\$850	\$558	\$386	\$821	\$541	\$377
Full day with a lunch	\$905	\$590	\$408	\$876	\$573	\$399

	Preschool			Kindergarten Prep		
	M-F	MWF	T/TH	M-F	MWF	T/TH
<b>Morning 8:30-12:00</b>	\$467	\$308	\$215	\$467	\$308	\$215
<b>Afternoon 2:15-5:15</b>	\$353	\$233	\$163	\$353	\$233	\$163

Morning session includes lunch and snack

Afternoon session includes snack

We are closed the following Holidays:

- New Year's Eve and New Year's Day (December 31, 2021 & January 3, 2022)
- President's Day (February 21, 2022)
- Spring Holiday (April 15, 2022 & April 18, 2022)
- Memorial Day (May 30, 2022)
- Independence Day (July 4, 2022)
- Labor Day (September 5, 2022)
- Thanksgiving Day and the day after Thanksgiving (November 24 & November 25, 2022)
- Christmas Eve and Christmas Day (December 23 & December 26, 2022)

On additional holidays that are in question, a sign-up sheet will be on the door of each classroom. If your child needs care, you are responsible for signing your child up for that day. Administration has the authority to close for additional days if enrollment is expected to be low.

## Communication

We are committed to communicating your child's experiences and development in many ways. These include but are not limited to daily posts in our app, emails, notes home, phone calls, texts messages, documentation boards, and parent teacher conferences.

Each classroom will have lesson plans, an academic calendar, and the daily schedule in the app. This enables the teacher to communicate what the class has planned in their week. This also helps the teacher notify parents of activities that are coming up. Notices are posted on the Facebook page, our app, and outside the doors to keep families informed of dates or events.

E-mails are always welcomed and is a tool that can help provide communication between the Director and families. Pictures of your child, newsletters, or important notices will be sent via e-mail, or on the app. Please keep the center updated of your current e-mail address.

Each child is designated a take home file. This file can be found in your child's classroom and will contain important notices and dates to remember, notes from your child's teacher, evidence of learning, flyers, etc. Please make sure you check this file daily so you will be well informed.

You have the right to review our center's history of compliance and complaint history from the Wyoming Department of Family Services. This includes licensing reports, health inspections, and fire inspections. You may also review staff qualifications at any time. You may also request to see records through the Wyoming Department of Family Services, they can be reached at 307.325.2501.

## Conflict Resolution

We strive to create an environment of respect, tolerance, and clear communication. Conflicts can arise in a group environment, but the center commits to a quick resolution of problems through communication and finding a solution that best resolves the issue. If such an occurrence happens, please communicate with our child's teachers, and the Director.

## Positive Guidance

As your child strives for independence, understanding and self-control, they will also test limits and explore and experiment with behaviors and consequences. This is associated with your child understanding the world they live in. Our center focuses on positive guidance. The teachers will model appropriate behavior, create a "yes" environment and encourage good behavior; set rules and expectations so that all the children will understand what is expected of them; provide children with choices to accomplish a task or behavior; and build the child's self-esteem and self-worth. In times of aggression, we ask the families to be involved with the teachers and Director to establish a plan to support the child and their choices. An incident report will be provided to you with a description should any aggression occur. Physical or corporal punishment will not be used in our center. Food will not be used regarding discipline or rewards with the children.

## Safety

We strive to maintain a clean and safe environment for your child. Our staff goes through a thorough hiring process. Young at Heart Early Learning Center requires a criminal background check via fingerprints, a Wyoming Central Registry check, and TB Tests. Our teachers are required to have CPR and First aid and follow the Wyoming Childcare licensing requirements (blood borne pathogens fire safety, sanitation, and child abuse), Wyoming Foundations & Guidelines, as well as have 15 hours of continuing education each year.

We have a security system in place, you will be required to enter a code to enter our center. If a guest needs to enter our center, they will be buzzed in, and will need to go into the office immediately after entrance.

**Do not share your code with others.** This will help us maintain a safe and controlled environment for your child and others. If you have someone who will be picking up your child, please let the office know, and instruct your guest to come to the office. Please be sure your guest is on your child record form or that you have notified the center in writing of who will be picking up your child. Your child will not be released to this guest otherwise. Please do not let others enter the center behind you as you are coming in.

Our evacuation plan is as follows: if there is such a time where we are required to evacuate and there is no imminent danger, we will be evacuated to the Senior Center. If there was a disaster that would endanger children and staff, we would evacuate to the **Rock Springs Recreation Center**. Each classroom is equipped with supplies, first aid kits, medical information, and emergency contacts for each child.

We also have several evacuation plans in place in the event of a fire. Each month we do a mock fire drill, encouraging the children not to be frightened, and to know what to do in the case of an emergency.

### Health and Illness

Each classroom is sanitized at least once a day. Toys that have been mouthed will be sanitized immediately. Sheets and mats will be washed once a week to be cleaned and sanitized. Blankets and water cups will be sent home on your child's last day of the week. Diapering surfaces are cleaned and disinfected after each use. Toilets, toilet seats, and flushing handles will be cleaned and sanitized daily, and whenever there is contamination visible. Table surfaces and chairs are cleaned and sanitized before and after each use. A bleach solution is made up each morning for cleaning and sanitizing surfaces, as well as new wash clothes available for usage.

If our center is notified of a suspected or confirmed **reportable disease**, it is our legal responsibility to notify the Public Health Department, as well as the State licensing representative. These authorities may require specific information or require us to take preventative measures. If there is an incident involving a reportable disease, we will post notices on the entrance to each classroom, on the front doors, and will send information via e-mail as soon as possible. You will find an information sheet about the contagion at the check in and out center. We will do our best to sanitize, and prevent outbreaks, but do realize that these can come in from outside sources. If your child shows signs of being sick and contagious, please keep your child home, and notify the center so that we can perform a thorough cleaning to that classroom, and notify the right authorities as well as other parents if necessary.

Examples of reportable illnesses include, but not limited to:

- Bacterial meningitis
- Chicken Pox
- COVID-19
- Diphtheria
- Influenza
- Hepatitis A
- Measles
- Meningococcal Infection
- Pertussis
- Poliomyelitis
- Rabies
- Rubella congenital and non-congenital
- Tetanus, and any cluster/outbreak of illness

Mild illnesses are common among young children. Infections will spread before some symptoms show in a child's health. If your child should feel ill, we will do our best to make him/her feel comfortable, but there are times when we will have to contact the family to come and pick your child up. If you are contacted, please come within a thirty-minute period.

**If your child shows symptoms of being ill or not feeling well, please keep them home. If these symptoms develop during your child's day, we will contact you to take them home. Below are some examples of reasons to keep your child home or why they may be sent home during the day, it is not all inclusive**

- An illness that prevents the child from participating comfortably.
- An illness that is contagious and can spread to others.
- Fever of 101° or higher, signs of vomiting, sore throat, excessive diarrhea, lethargy, irritability, constant crying, or having difficulty breathing.
- Children should not return to care until they are symptom free and able to participate in the activities as usual. If a child has been placed on antibiotics, they may return to the center 24 hours after receiving the first dose.

If you have any questions about a communicable disease, please review the Center for Disease Control and Prevention web site at [www.cdc.gov](http://www.cdc.gov).

### Medication Policy

Our facility does not administer prescribed or homeopathic medications to children. As a parent, you are welcome to come in to do this. The medication cannot remain here nor be stored here. Each child's registration paperwork contains a form to approve the following topical ointments: diaper rash cream, sunscreen, cortisone creams, lip treatments, teething gels and other remedies, and antibiotic creams and ointments. Unless otherwise necessary, we use a community sunscreen system. We ask each family to provide a bottle of sunscreen at the beginning of summer. If your child has skin sensitivity, please make us aware and we will make necessary accommodations.

All topical over the counter medications need to be brought to the center by the family with your child's name written on the original container displaying the expiration dates. We will not administer any oral over the counter medications, including but not limited to Tylenol, cold medicine, etc.

Please give the Director a copy of all **current immunizations**. Current medical information will be required at enrollment for the health and safety of your child and others. The center will be updated these records annually. Best practice is to bring a current copy of immunizations after each immunization appointment.

### Allergies

Parents are expected to notify the Director if you child has a **food or an environment allergy**. An allergy list will be posted in each classroom and in the kitchen with the child's name, picture, and allergy. This will assist the teaching staff in identifying children with allergies but cannot eliminate the possible exposure to an allergen. Our center is "peanut conscious" and carefully monitors foods and tries to avoid peanut and peanut products. It is impossible to eliminate all risks of food allergies, to keep children from sharing food, and monitor foods brought in by other children, but every effort will be made. Ultimately, parents will need to decide if group care is appropriate for your child with allergies considering the risks that cannot be eliminated. The center offers snacks and lunches. **Menus** are posted in each room and on the app.

### Menus

Health and development are important for each child. Meals are prepared by the Young at Heart Community Center as well as our center cook. Whole milk is served in the Toddler room, and all other



classrooms receive 2% or skim milk, milk is served with breakfast and lunch. A light breakfast snack is served at 8:30 a.m., lunch is at 11:00 a.m., and afternoon snack is at 2:15 p.m. Children can bring a sack lunch that **does not require refrigeration or need to be microwaved.** Menus are posted in each classroom and on our app.

### Bottles, Sippy Cups, and Pacifiers

Bottles may be used for children under the age of 12 months. If your child requires something different than whole milk, please bring products labeled with your child's name. As per licensing, these bottles will be labeled again and color coded. If your child drinks breast milk, please bring in labeled bottles including the date. Our toddlers' class is equipped with bottle warmers. Microwaves will not be used to warm bottles up. Left over milk in bottles will be discarded after one hour, eliminating the possibility of contamination. Children will be fed food with a spoon, and not from a bottle. This is to eliminate a choking hazard.

As per licensing regulations, your child will not sleep with a sippy cup or bottle. This eliminates a choking hazard.

Pacifiers will be required to have your child's name written on them for health and sanitation reasons. Pacifier clips are not allowed. Teething necklaces are also not allowed.

### Mother's Room

For all families who choose to use our mother's room, whether it be for formula, breast fed, or exclusively pumping. This room is located through the double doors, to the right in our Art room. In this room we have provided water, some light snacks, phone charger, and sound machine. Please be respectful of all families using this room and pick up after yourself. If this room need attention, please let the Director know. Our hope is to encourage the bond between families and their babies while they are eating. If there is anything we can do to assist you, please notify the Director.

### Diapers

Diapers will be checked at least every two hours and whenever your child has awakened. Diapers are changed promptly when they are soiled or wet. We are powder free center due to the possibility of powder getting into the children's lungs, potentially causing lung damage, and breathing problems. Another option other than baby power would be corn starch. Diapers, wipes, and creams are asked to be brought on your child's first day. Your teacher will notify you when your supplies run short. Unless otherwise necessary, we use a community wipes system. We ask each family to provide a large package of refill wipes each month. If your child has skin sensitivity, please make us aware and we will make necessary accommodations.

### Potty Training

Potty Trainings should be a positive experience for both you and your child. Research has proven that young children cannot be successful with potty training until they are physically, mentally, and emotionally ready. Children under 24 months are typically not physically ready for potty training, therefore, our two's class is prepared for when your child is ready. We are committed to you and your child to make sure that potty training is carried out in a positive manner when your child's physical and emotional abilities and your concerns are met.

Children will be supervised, encouraged, and the developmental abilities of each child will be considered in this process. Please provide extra clothing for your child to change into. Accidents do occur, and children will not be punished for soiling or wetting their clothes. The teachers will place the soiled clothing into a sealed bag and send them home. Please be sure to check with your teacher at pick up to be sure you do not have clothes to take home. You will be notified in the app if you need more clothes, diapers, and wipes.

## Accidents

If your child sustains an injury while attending our center, you will receive an incident report. This report will outline what the occurrence was, and what actions were taken. If the injury produces any type of swelling, on face, or needs medical attention you will receive a call from the center. If there is a serious medical incident, your child will be taken to the hospital by ambulance, and you will be contacted.

## Biting

Biting is commonly seen in Toddlers and Two's. There are many reasons why a child will bite. For example: oral exploration, teething, hunger, tired, lack of awareness that biting hurts, frustration, anxiety, stress, etc. The teacher will try to determine what the triggers are, to see if they can make a change to help the child adjust and not bite. When biting occurs, we do not blame the child or the parent. Biting is a development stage that does not last. When a child is bitten, an incident report will be filled out for the child who got bit, and who bit. This will allow both families to be aware of the occurrence. We will call the family for the child that is bitten. The teachers will wash the affected area of the bite with soap and water and apply an ice pack. For the child who bites, the teachers will redirect the child and talk about choices. Excessive biting will be dealt with on a case-by-case basis and could lead to disenrollment.

## Mandated Reporting

Wyoming State law requires anyone suspecting child abuse or neglect to report it to the appropriate State authorities or local law enforcement. This is pursuant to Wyoming SS 14-3-205 and 35-20-103. Our staff members are trained in identifying and reporting suspected neglect. The State authorities may determine what actions to take and when to investigate. We will cooperate fully with any investigation and will maintain confidentiality. Protection of your child is our greatest concern.

## Registration, Tuition, and Fees

Registration forms must be completed online as well as the registration fees and a copy of immunizations before your child may attend. Please remember to let us know of any updates as needed (such as but not limited to phone numbers, emergency contacts, work information, and allergies).

Updated registration is required by licensing on a yearly basis, we ask that you complete this by the end of August. **Tuition is due the 20<sup>th</sup> of each month prior to services the coming month.** These fees will be due regardless of child's absence from our center. If tuition is past the 25<sup>th</sup>, there will be a \$5 per day late fee until the payment is made in full. If payment is later than one week, we reserve the right to suspend care.

A \$25 fee will be charged for a check returned for insufficient funds. If this occurs, we may require payment by cash for enrollment to continue. Each year, a vacation credit can be applied to your tuition, covering five continuous days of absence from care. This credit must be used in a year's time (January to December), and will be lost if not used within that year. Tuition will not be reduced due to illness or holidays.

Each year, there is a resupply fee of \$25. This enables us to update policies and resupply our center. This is due the last day of August every year when registration paperwork is submitted. Rates will be evaluated each year and have the potential of a small increase. You will be given a thirty-day notice prior to any tuition increase. If a child's schedule changes, you will be required to pay the new rates for that class schedule. Changes can occur only when there is an available position in the desired room. You may withdrawal your child at any time. Please notify us prior to paying your next month's tuition as no refunds will be provided.

## Drop-off and Pick-up

Our center is open from 6:30 am to 6:00 pm. Children are required to be picked up at their designated time. It can be stressful for children and teachers when a child is left past their time. We understand there might be some circumstances that arrangements need to be made for. If so, please contact the office to make these arrangements. When your child enters the classroom, they will check them in. Attendance is checked verbally and physically several times a day. When your child is being pick up, the child will sign your child out. Children must always be under direct supervision of a teacher or their family. Children will be released only to their parent, legal guardians, or persons who are on the child release form. Persons not known to the center staff, who are on the list, will be required to show their ID.

**Please do not drop your child off during naptime, it is disruptive to the children sleeping and can be a difficult time for you child to arrive. Plan to bring your child before 11:30 am or after 2:00 pm.**

We remain neutral in all custody disputes. Unless there is a custody order, or an active restraining order, we cannot deny a parent or guardian access to his or her child. The center cannot be used as a place of scheduled visitation, or for supervising parent or guardian visits. We are not responsible for your child once they have been checked out.

**If your child is here after our hours of 6:00 pm, there will be a \$1.00 per minute fee attached to your next months tuition.** If this occurs more than once without arrangements, we reserve the right to terminate services.

### Absence

If your child is going to be absent for the day, please contact us. Our concern is for you child's wellbeing. If your child is sick and has been diagnosed by a doctor that he or she has a contagious illness, please inform us as soon as possible. This will allow us to inform other parents to be on alert for symptoms in their children. If this is the case, please bring in a doctor's release to come back for care.

If your child is absent, you will not be allowed to make up that day on another unscheduled day. **No swapping of days will be allowed**, if you need to use additional day you are not regularly scheduled for please inquire in the office of availability for a drop-in day.

You are allowed one week of vacation credit per calendar year. Child must be absent for consecutive days. Your tuition will be reduced by 25% to account for the weeks' vacation.

### Photos and videos

With your permission, we use photographs to illustrate the curriculum, chronicle your child's development, and to document center activities. Some photos will show other children involved in activities. These photos may be shared with you and other family members via website, our app, or other children's documentation, documentation boards, or local media.

### Diversity and Confidentiality

Children, families, and our community offer diversity giving our society the opportunity to recognize and appreciate characteristics and behaviors that each person brings. We respect and value the individuality of each child, and their unique learning styles and way of responding to the world we live in. Race, religion, color, creed, gender, cultural heritage, marital status, political beliefs, sexual orientation, disabilities or special needs, toileting abilities, medical conditions, HIV status, or any other considerations is unlawful by federal, state, and or local laws. The law requires reasonable accommodations be provided for children with disabilities, as well as families. We will work with families to offer the best services possible for your child. Information regarding your child and your family will be kept in confidence, as well as your child's records be kept as confidential and privileged information. Center management, staff, and regulatory agencies will be permitted to review these documents. We will keep these documents for three years after

disenrollment, in which they will be destroyed and information irretrievable. As parent/guardian, you are entitled to have access to the information of your child's record.

Regulatory agencies will be reviewing your child's records to ensure that we are following state regulations. State regulations are available for all families to review.

There are times that childcare providers and professionals that are not part of our center may come in for observations.

As part of our hiring process, our applicants are given the opportunity to observe in classrooms. Confidentiality will be continued to be maintained, and these individuals will be supervised by staff.

#### Babysitting by Staff

If you should hire any center employee to babysit, it must be outside the premises and with an understanding that such arrangements and payment for services are solely between you and that staff member. Young at Heart Early Learning Center will not be held liable for any such arrangements.

#### Suspending or Discontinuing Care

We are committed to accommodating children and their families within reason. There are unfortunately, times when we are not necessarily the best fit and warrants the need to have the child and family find a more suitable setting for care. If a child appears to be a danger to one's self or to others by participating in any unsafe way, or healthcare professionals have deemed that large group care is not in the best interest of the child, it will be necessary to look into other arrangements. Services will be discontinued if a family fails to abide by center policies or licensing regulations, a family demanding services that are not provided to other children, or is physically or verbally inappropriate with staff, children, or any visitors.

#### Family Behavior

If staff suspect that any person picking up a child is under the influence of drugs or alcohol is physically or emotionally impaired in any way, we may contact law enforcement to intervene.

We expect parents and other adults who are in our facility to act in an appropriate way around the children that we care for. This includes no foul language, keeping tones appropriate, and low voices.

#### Safety of our Center

To help maintain the safety of your child, we do not permit firearms, explosive devices, and other weapons. Families that are not law enforcement are required to secure their weapons in their vehicle prior to entering the building.

# Young at Heart Early Learning Center

## Things to Bring on Your First Day!

A Change of clothes – Including underwear & socks

Water Bottle or Sippy Cup

Blanket for rest time

Diapers

Wipes

Diapering ointments

Sunscreen

Small comfort items if necessary

### During Cold Weather

Gloves/Mittens

Hat

Warm Coat/Jacket

Please make sure that everything you bring has your child's first & last name written on them.

Please do not bring toys from home (Show & Tell Days will be specified by classroom).

**We are not responsible for lost or stolen items.**

