



**OVERLAND ELEMENTARY
EARLY CHILDHOOD EDUCATION PROGRAM**

Handbook

2026-2027



**SWEETWATER COUNTY
SCHOOL DISTRICT #1**



Dear Families,

Welcome to Overland Elementary Early Childhood Education Program (OEECEP). Overland Elementary serves students in Head Start Preschool, Sweetwater School District Preschool and Employee Daycare for SWSD #1. The information contained in this handbook will introduce you to the philosophy and organization of our Overland program. It will serve as a quick reference to the daily operating policies and procedures. Your familiarity with them will help make your child's day a most rewarding experience. Adventures in OEECEP will allow young children the opportunity to have greater success by giving them a high quality, early education program.

We look forward to working with you to provide a secure foundation for your child/children to ensure successful growth and learning development. This handbook will provide a variety of information. However, not all policies and procedures can be listed here. Other policies are available on the District website, sweetwater1.org. We will be happy to answer any questions you may have and work closely with you. We know parents are a child's first teacher and we want to be an extension of your child's education and help prepare them for lifelong learning.

Amy L. Pierantoni
Overland Elementary Principal / Head Start Executive Director

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Head Start Director

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NOTICE

The language used in this Handbook is neither intended to create, nor be construed to constitute a contract between Sweetwater County School District Number One, State of Wyoming and any one or all of its students or legal parents or guardians of students. This handbook is intended as a guide to inform and provide notice to students and legal parents and guardians. There are no promises, express or implied, for specific educational performance or outcome. The provisions of this Handbook may only be modified according to established procedures of Sweetwater County School District Number One, State of Wyoming. Sweetwater County School District Number One, State of Wyoming retains the absolute right to change the contents of this Handbook as it deems necessary, with or without notice.

United States Department of Agriculture Nondiscrimination Statement

The United States Department of Agriculture (USDA) prohibits discrimination in its programs on the basis of race, color, national origin, sex, religion, age, disability, political beliefs and marital or familial status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (braille, large print, audiotape, etc.) should contact the USDA Office of Communications at (202) 720-5881 (voice) or (202) 720-1127 (TDD). USDA is an equal opportunity employer.

Nondiscrimination Statement

Sweetwater County School District Number One hereby notifies all of its employees, students and potential employees that it complies with the laws enforced by the Office of Civil Rights including:

- Title II of the Americans with Disabilities Act of 1990 which prohibits discrimination in all employment practices including job application procedures, hiring, firing, advancement, compensation, training and other terms, conditions and privileges of employment;
- Title VI of the Civil Rights Act of 1964 which protects people from discrimination on the basis of race, color, or national origin;
- Title IX of the Education Amendments of 1972 that prohibits discrimination on the basis of sex;
- Section 504 of the Rehabilitation Act of 1973 prohibiting discrimination on the basis of handicap (disability); and the Age Discrimination Act of 1975 which prohibits discrimination on the basis of age.
- All employees, students, and potential employees have the right to equal admission, access, treatment of employment in its educational programs and activities.

Inquiries concerning Title II, Title VI, Title IX, Section 504, and the Age Discrimination Act may be referred to this District's Superintendent of Schools, Human Resource Director, 504 Coordinator at 307-352-3400 or the Wyoming Department of Education, Office for Civil Rights Coordinator, 2nd Floor, Hathaway Building, Cheyenne, WY 82002-9950 or phone (307) 777-6218. Inquiries may also be referred to the U.S. Department of Education, Office of Civil Rights, Region VIII, 244 Speer Boulevard, Suite 310, Denver, Colorado 80204-3582 or phone (303) 844-5695 or (303) 844-3417. This publication will be provided in an alternative format upon request.

Child Identification and Special Education Programs

If you are a student with a disability or suspect you have a disability, programs and services may be available to assist you. If you are a parent of a student with a disability or suspect that your student may have a disability that negatively impacts progress in school, programs and services may be available to assist the student. Sweetwater County School District Number One, State of Wyoming has a variety of Special Education programs and services to assist students up to age twenty-one at no cost to you or your parents. To access these programs and services, students must first meet state and federal guidelines for eligibility as outlined in the Individuals with Disabilities Education Act, Amended July 42 1997. Students that are identified as a student with a disability maybe entitled to a free, appropriate public education which includes special education and related services. For more information on how to access these programs and services contact the building administrator, school counselor or the Director of Special Services for Sweetwater County School District Number One at (307) 352-3400.

Section 504 Informational Notice

Section 504 is an Act which prohibits discrimination against persons with a disability or impairment in any program receiving federal financial assistance. The Act defines an individual with a disability or impairment as anyone who:

- Has a physical or mental impairment which substantially limits one or more major life activity (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working);
- Has a record of such impairment;
- Is regarded as having such an impairment.

In order to fulfill its obligation under Section 504, Sweetwater County School District Number One recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability or impairment will knowingly be permitted in any of the programs and practices in the school district.

The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and provide a free, appropriate education to all students who are individuals with disabilities or impairments as defined by eligibility under Section 504. The parents of these students are entitled to procedural safeguards, including individual notice of eligibility, notice of development of a plan, and notice of a significant change in a plan. If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer. The Family Education Rights and Privacy Act (FERPA) specifies rights related to educational records.

If there are questions, please contact the 504 Coordinator at the Office of Human Resources, 3500 Foothill Boulevard, Rock Springs, Wyoming 82901. (307)352-3400.

Section 504 Parental Rights in Brief

It is the policy of the Board of Education to provide a free and appropriate public education to and reasonable modification of policies, practices or procedures for each eligible student with a disability under Section 504. It is the intent of the district to ensure that students who are or may be eligible for special education, related aids and services, and/or reasonable modification of policies, practices, or procedures under Section 504 are identified, evaluated, and if eligible, provided with appropriate special education, related aids and services, and/or reasonable modifications of policies, practices, or procedures.

Parents (or students, if age 18 or older) have the following rights under Section 504:

- Right for your child to take part in and receive benefits from the District and its programs and activities, including nonacademic and extracurricular programs and activities, without discrimination on the basis of his/her disability;
- Right to be informed, in your native language and mode of communication, of any proposed actions related to identification, evaluation, or educational placement of your child;
- Right to examine all relevant records of your child;
- Right to have an evaluation of your child that draws on information from a variety of sources in order to determine his/her eligibility for Section 504 services and/or accommodations;
- Right to have periodic reevaluations of your child, including re-evaluation before any significant change in your child's placement;
- Right for your child to receive appropriate special education, related aids and services, and/or accommodations in the least restrictive environment that is appropriate to meet his/her needs if he/she is found eligible under Section 504, and right to provide your input before Section 504 program/placement decisions are finalized;
- Right to a manifestation determination review before any disciplinary removal of your child that constitutes a significant change in placement, in order to determine if your child's misconduct was related to his/her disability;
- Right to request an impartial due process hearing under the District's Section 504 Procedures and Procedural Safeguards to address issues about the identification, evaluation, educational placement of, or provision of a free appropriate public education to your child, to participate in and be represented by legal counsel at the hearing, and to appeal the hearing decision through the district's review procedure;
- Right to file a grievance under the District's Uniform Grievance Procedure to address any claim of discrimination on the basis of disability, and to appeal the grievance decision; and
- Right to forego or terminate the district's impartial due process hearing and/or grievance procedures described above and file a complaint with the U.S. Department of Education's Office for Civil Rights ("OCR").

NOTE: Copies of the District's Section 504 Procedures and Procedural Safeguards and the District's Uniform Grievance Procedure, as well as contact information for OCR, are available at the Central Administration Building located at 3550 Foothill Blvd; 504 Coordinator, located at the Human Resource Office. (307)352-3400. hr@swl.k12.wy.us

General Education Provisions Act

Section 427 of the General Education Provisions Act (GEPA) requires each district reaffirm its commitment to nondiscrimination and equal educational and employment opportunities in all of its decisions, programs, and activities to ensure the following:

- All residents of legal school age will have equal access to the educational programs, classes, extra-curricular activities and services. Factors such as race, color, gender, national origin, age, and disability will not be used as reasons for denying these programs and benefits to any student. Comparable, accessible and usable facilities shall be provided for all students insofar as possible.
- Equal employment opportunities will be extended to all persons without regard to gender, color, race, national origin, age, or disabling conditions unrelated to performing tasks of the position, national origin, or religious or political affiliation or beliefs.

Career and Technical Education Annual Public Notification of Nondiscrimination

Sweetwater School District Number One offers career and technical education programs in Teaching, Training, & Facilitation, Physical Health, Emergency Response, Military & National Security, Production & Automation- Fabrication, Metal, and Wood, Engineering, Architecture & Civil Engineering, Air & Space Transportation, Maintenance & Repair, Software Solutions, Business Information Management, Entrepreneurship & Small Business, Culinary & Food Services, Accounting, Banking & Credit, Agriculture Technology & Automation and JROTC. Admission to these programs is based on prerequisite standards as detailed in each course handbook.

It is the policy of Sweetwater School District Number One not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

It is the policy of Sweetwater School District Number One not to discriminate on the basis of race, color, national origin, sex, handicap, or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended. Below are links to the district non-discrimination policies:

- **Policy File: AC - Nondiscrimination:** [Policy File: AC](#)
- **Policy File: ACA - Nondiscrimination on the Basis of Sex:** [Policy File: ACA](#)
- **Policy File: ACA-R - Sexual Harassment:** [Policy File ACA-R](#)
- **Policy File: GBCH - Staff Harassment and Violence Policy:** [Policy File: GBCH](#)
- **Policy File: JFCB - Student Harassment and Violence Policy:** [Policy File: JFCB](#)

Sweetwater School District Number One will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

For information about your rights or grievance procedures, contact Attn: Civil Rights Compliance Coordinator at hr@sw1.k12.wy.us, (307)352-3400, Attn: Title IX Coordinator at hr@sw1.k12.wy.us, (307)352-3400, and/or Attn: Section 504 Coordinator at hr@sw1.k12.wy.us, (307)352-3400.

LEA: Human Resource Assistant Director, Alisha Akers
(307)352-3400 ext. 1230
akersa@sw1.k12.wy.us

For further information on notice of non-discrimination, visit [OCR Contact](#) for the address and phone number of the office that serves your area, or call 1-800-421-3481.

History

The OEECEP was established in 2023 as a District community preschool and employee educational childcare. Overland Elementary was originally built in 1973 and served for many years as an elementary school. In 2022, the District Head Start Preschool Program moved into the west side of the newly renovated school. Here we are now in 2023 and ready to open the doors with more preschool classrooms and the district childcare. We plan to serve a maximum of 345 children in Sweetwater County. Similar to other District schools, Overland Elementary is governed by the District Board of Education. We comply with all federal and state grant requirements. The Board ensures that the purpose of our programs is being met. The Board also determines long-range financial and strategic goals to increase academic progress for all.

Philosophy and Purpose

High-quality early childhood care and education depend on a consistent and safe environment, where children are provided opportunities to explore, learn, and discover. We are committed to providing a nurturing educational setting for young children and their families.

In a safe, age appropriate, and engaging environment children learn and make choices as they experience their world and its challenges. Our program helps each individual child develop socially, emotionally, and cognitively as we focus on school readiness. Staff and families continually work together to foster individuality, self-confidence, a love of learning, responsibility, and a respect for themselves and others. Through both planned and spontaneous activities, interests are respected and built upon. We are committed to using best practices in education, which are validated by current research. We give abundant love, attention, and praise to our children. We believe play is extremely vital to healthy development. We want our parents to contribute and enhance the quality of care offered at OEECEP.

Our Mission

Sweetwater County School District #1 Overland Elementary Early Childhood Program is committed to being a community committed to preparing all students for success in life.

Overland's Mission Statement

I will help you grow (teacher promise)

I will grow (student response)

I will help you discover (teacher promise)

I will discover (student response)

I know I can do hard things! (everyone says)

During early childhood (between birth and age eight) learning happens as children play and experience new things. OEECEP teachers and care providers use many different activities to help children learn. You will see these activities happening when you visit your child's classroom.

Staff Qualifications

OEECEP is committed to quality early childhood education. Many of our staff have degrees/certifications in education or related fields, and others have years of training and experience with children. Children are encouraged to explore their environment, think creatively, and make their own decisions. Teachers guide and enhance this process through materials and activities and by the use of our curriculums.

All staff are trained in Early Childhood Education and/or Child Development. All teachers must have a Child Development Associate Credential or CDA within one year of hire. In addition, they are certified in pediatric first aid, CPR, and additional training required by STARS, completed biennially, as well as Sweetwater County School District #1 annual required training. A child abuse/neglect Central Registry screen will be done annually. Full fingerprint based national criminal history record background check completed every 5 years and National sex offender check result will be completed.

New employees are provided an orientation to guide them in understanding how agency and District policies relate to their respective job description. We support continuous staff growth by assessing the needs of staff and providing professional development activities to enhance their growth.

Educational Programs

The curriculum we use is based on developmentally appropriate practices. The OEECEP utilizes Creative Curriculum, using exploration, and discovery as a way of learning. It enables children to develop confidence, creativity, and lifelong critical thinking skills. Supplemental curriculum aligns with kindergarten readiness in our District and include S.T.E.A.M (science, technology, engineering, arts, math), Al's Pals (social-emotional program), Eureka (math), Foundations (literacy), Heggerty (literacy), and Mystery Science.

The Child Care Program/The Infant & Toddler Program

The infant program serves children from the age of birth through age three. The program is designed to promote a sense of belonging and loving care which helps infants and toddlers to grow and develop to their full potential. Children eat, sleep, and play according to their individual needs. Every child is an individual with unique abilities and emotions. Our program is designed to meet the individual needs of each child and to provide educational experiences. In our infant/toddler classrooms, we provide a creative and stimulating program which encourages visual, language, gross and small motor experiences. Learning will be enhanced through each child's natural curiosity. Our qualified and professional instructors will guide and encourage your child in every stage of his or her development. We firmly believe in the need for open communication between instructors and each family, this will provide loving care for each child and confidence for each parent.

The Center will utilize a USDA-approved iron-fortified infant formula and infant cereal which must be identified as store bought baby food and served in its original container either through the Child and Adult Care Food Program (CACFP) or by the parents. Parents may bring formula or infant cereal in a container labeled with the child's name and date.

Parents shall bring the child's preferred bottle daily and parents can leave a bottle at the center for repeated use.

If your child requires something different, such as a specialized supplement, it will be the parents' responsibility to provide it. All babies less than six months of age will be held for bottle feeding;

bottles will not be propped up. Our staff will feed the infants upon demand. If your baby needs to be fed on a set schedule, please submit detailed instructions in writing and discuss this with the instructors. Table food is provided when the child turns one year of age through the child and adult care food program (CACFP), and according to the Federal Food and Nutrition guidelines for pay or qualifying for free or reduced lunch.

The program supports breastfeeding by accepting human milk in appropriate containers, labeled with child's name and dates, and storing it in a refrigerator for no longer than 48 hours (or no more than 24 hours if the breast milk was previously frozen) or in a freezer at 0 degrees Fahrenheit or below (for no longer than 3 months).

Diapers and wipes must be supplied in sufficient quantities by the family. Early Head Start students are provided with diapers and wipes. Due to infection control and sanitation, cloth diapers will not be used at the Center. **Your child must arrive at the center in a clean diaper and clean clothes.** Diapers are changed every two hours or immediately when soiled. If your child has different needs, please let the staff know. The center supplies the classrooms with gloves for diaper changes. If your child should have an allergy to any specific glove type, parents will need to supply an alternative glove. Please list any allergies on the enrollment form and a doctor's note will need to be provided.

Toilet-training readiness is as individual as the child. Conditions for a positive experience include but are not limited to; the child is two years old, can verbalize needs, can manipulate clothing, and can identify the need to use the toilet. During toilet training, an adequate supply of underwear and clothing should be left at the Center.

Sleeping children under the age of 12 months will only be placed on their back, on a firm flat surface with nothing in the sleep space (i.e. blankets, stuffed toys, pacifier attachments) Swaddling for infant sleep is prohibited unless a licensed health care provider signs statement that includes instructions and time frame.

STAFF:CHILD RATIO REQUIREMENTS

Ages of Children	Staff: Child Ratio	Maximum Group Size
Birth to 12 months	1:4, 2:8, 3:10	10
12 months – 24 months 24 months – 36 months	1:5, 2:10, 3:12 1:8, 2:16, 3:18	12 18

3 and 4-Year-Olds	1:12, 2:24, 3:30	30
School Age (5+)	1:18, 2:32, 3:40	40

The Preschool and Pre-Kindergarten Program

Our preschool program prepares children socially and academically, as well as supports and encourages the development of independence, responsibility, and confidence. All of these are essential for the child's ongoing success in kindergarten. Our educational program focuses on each

child's social, emotional, intellectual, and physical development by offering concrete, hands-on activities for the child to explore. The research-based preschool curriculum is designed to actively engage each child in developmentally age-appropriate activities exploring the content areas of literacy, mathematics, science, social studies, and technology. Our skilled teachers prepare a curriculum that is exciting and challenging, as well as supportive of each child's own learning style. Our preschool room arrangement creates the optimal learning environment. It allows children easy access to educational toys, materials and books, enabling students to initiate and expand their activities. Each classroom is organized with areas for block play, manipulative toys, art creativity, dramatic play, discovery, and reading; in addition to larger spaces for group activities. Our focus is kindergarten readiness.

Toilet-training expectations:

Our preschool program has the expectation that students who are 3-5 years old are toilet trained or very close to being toilet trained. It is also our expectation that parents and staff work closely together to completely toilet train a student who is not fully trained when entering our program. Students who constantly have accidents at school or who refuse to be changed by a staff member while at school may require us to contact parents to come to the school and change their student. During toilet training, an adequate supply of underwear and clothing should be left at the school.

This program does not discriminate against children with disabilities. If a child's difficulty with toilet training is related to a diagnosed disability or developmental delay, we ask that parents/guardians notify the program so that we can discuss reasonable accommodations in accordance with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, and IDEA.

Accommodations will be considered on an individual basis and may include modified timelines, additional support, an individual education plan, or an individualized care plan developed in partnership with the family.

The After School Program

After school will focus on learning or enrichment programs focusing on science, literacy, math and the arts for school-age children. For school age children, transportation is provided before and after school to your child's home school and back to OEECEP. We provide dedicated time for the children to work on their homework. Students will also play educational games and participate in activities and outdoor play.

Adjustment Period

Beginning at OEECEP is an exciting experience for a young child, but it can initially be difficult. Whatever the personality of the child, however eager he/she may seem, there will be a moment when he/she suddenly realizes that his/her parent is not going to be there with him/her.

Parents, too, often feel anxious about the separation. These feelings of apprehension are normal. If your child is having difficulty, please say good-bye quickly and unhesitatingly, without looking back. Children seldom continue to cry for more than a few minutes after the parent is out of sight. After a

In a short period of time, the daily routine should dispel all fears and bring about full adjustment. Your teacher will work with you and communicate as needed for extra reassurance.

Classroom Assignments

Each child will be placed in a classroom on the basis of age and developmental level. Per District Policy, the District has the right of placement to support balancing classrooms to best

meet the students' needs. Each classroom has a similar daily schedule and similar procedures.

Free Play

“Free-play” (also called child-initiated activities, free choice, self-selection) activities are incorporated into the morning and afternoon schedule. Playing with a purpose is encouraged. During free-play, teachers actively participate with the children by asking questions about what the children are doing, participating in their pretend play, reading books when prompted, encouraging children to try new activities or play with a new toy, etc. Free-play is another opportunity for a child to grow socially and cognitively through the development of relationships. As Fred Rodgers said, “Play is often talked about as if it were a relief from serious learning. But for children, play IS serious learning. Play is really the work of childhood.” During “free-play”, students are allowed to visit interest areas that align with the program’s Creative Curriculum requirements.

Hours of Operation OEECEP:

Childcare:

Monday-Thursday 6:45 am-5:00 pm (6:30 am drop off is available, but must be prearranged)

Professional Development Fridays (Blue Fridays)- 6:45 am - 4:45 pm

Gray Fridays- 7:00 a.m. – 12:00 p.m. (must be prearranged)

Gray Friday care is available only to District employees whose children are enrolled in full-time, part-time, or before/after-school care through the District Daycare. The employee must be scheduled to work within the district on these days. Employment status and work schedules will be verified. Advance sign-up is required for children to attend on Gray Fridays.

Preschool:

Full Day Classrooms - Monday thru Thursday 7:45 am - 2:45 pm

Part Day Classrooms (Head Start Only) - Monday thru Thursday 9:00 am - 1:00 pm

School Hours

Kindergarten through third grade -7:50 a.m. – 3:05p.m.

Fourth through sixth grade - 8:00 a.m. – 3:15 p.m.

Farson-Eden Elementary: 7:50 a.m. –3:05p.m.

Farson-Eden Middle School/High School: 7:50 a.m. – 4:00 p.m.

Desert School (Wamsutter): 8:30 a.m. – 3:50 p.m.

Rock Springs Junior High: 8:30 a.m. – 3:50 p.m.

Rock Springs High School: 8:00 a.m. – 3:55 p.m.

Students should not arrive at school prior to the time designated by the school. Students may enter the school building only at the time designated by the school and are not permitted to remain in the school building after the time designated by the school. Early or late entry to the school building is only permitted upon authorization by the building administrator for student activities or events, such as school breakfast programs, or school programs.

Office Hours for each school of the district are posted in the school. School offices are closed on weekends and designated holidays.

OEECEP will follow the district calendar located on the website for preschool. This includes scheduled days off such as Thanksgiving break, Christmas break, and Spring break as it aligns with the School District calendar. See District calendar for further details.

OEECEP childcare and Early Head Start Program will follow the childcare calendar on Overland's website or using the link provided.

Childcare Tuition Rates

- First time District Daycare Enrollment fee of \$30 (non-refundable)
- Yearly District Daycare Enrollment fee of \$25 following the first year (non-refundable)
- Full Day Rate, ages birth – 12 months, child in District Daycare 30 hours or more per week - \$820/month/child
- Part Day Rate, ages birth – 12 months, child in District Daycare less than 30 hours per week - \$545/month/child
- Full Day Rate, ages 12 months – 24 months, child in District Daycare 30 hours or more per week - \$800/month/child
- Part Day Rate, ages 12 months – 24 months, child in District Daycare less than 30 hours per week - \$530/month/child
- Full Day Rate, ages 24 months – 36 months, child in District Daycare 30 hours or more per week - \$760/month/child
- Part Day Rate, ages 24 months – 36 months, child in District Daycare less than 30 hours per week - \$505/month/child
- Before School/After School/Friday Professional Development days (ages 3 years - 11 years or 6th grade) - \$300/month/child
- Friday Professional Development days (Blue Fridays) only (ages 3 years – 11 years or 6th grade) - \$80/day/child and must preregister based on availability
- Gray Fridays (ages 3 years - 11 years or 6th grade) - \$20/day/child and must preregister. Gray Fridays-Gray Friday care is available only to District employees whose children are enrolled in full-time, part-time, or before/after-school care through the District Daycare. The employee must be scheduled to work within the district on these days. Employment status and work schedules will be verified. Advance sign-up is required for children to attend on Gray Fridays.
- District students that are parents will receive free daycare through Title I-D grant funds to support the completion of their education and graduation from high school.

Enrollment

Enrollment for the following school year begins in the spring and follows the district enrollment process. Selections for the preschool are based on a qualification process which includes date and time of enrollment and free and reduced need for the district preschool students, and once school begins, the Head Start Selection Process is used to accept children on waiting lists. Next, students on the district list are taken by date and time as well. The Head Start process follows required Head Start regulations.

To be eligible for the district daycare, the student must be the child of an employee or the employee must be a legal guardian, or the primary caregiver and physical custodian of the child who has assumed the care, custody, and control of the child as evidenced by a sworn Custodial Affidavit (Appendix A) on page 112.

To be eligible for Early Head Start childcare, families must qualify through an intake process that follows required Head Start regulations.

A District student, either an in-person or virtual student, is eligible to send their own child to the daycare as a graduation intervention and must be enrolled in school.

If an employee is a foster parent, they may send their child to the daycare as long as the proper paperwork is provided for the duration of the foster care.

Food Service

Nutritionally balanced snacks and meals will be provided and planned with the needs of children's age and appropriate portion in mind. Weekly menus shall be kept on file for viewing. OEECEP is a pricing program and Head Start is free.

\$3.25 full pay; \$0.40 reduced; or free if qualify

Snacks:

\$1.00 full day; \$0.15 reduced, or free if qualify

Breakfast prices: \$2.10 full pay; \$0.30 reduced; or free if qualify

Meals/Nutrition

All meals and snacks served at OEECEP meet the nutritional guidelines of the US Department of Agriculture. This means that all the basic food groups are represented in the breakfast and lunch as appropriate and snacks are healthy and nutritious. All meals are free for those that qualify. An application has to be completed and approved to qualify for free or reduced meals/snacks. All children have the option of water or milk with each meal.

Depending upon your child's program and time of attendance, they may receive a meal, snacks or both. Good nutrition is a very important part of the learning process and following through with healthy meals at home can improve your child's ability to learn and enjoy school. Serving food at frequent intervals keeps the child from becoming overtired and irritable. Children are never forced to eat but encouraged to try a variety of foods. Menus are provided. Any food allergies your child may have must be noted on the enrollment form. Milk and food allergies require a physician's statement as per USDA regulations. The Center participates in the Child and Adult Care Food program. For the Center to receive partial reimbursement, all children must be enrolled in the food program. Because of the frequent intervals between meals, your child does not need to arrive with food. Head Start students do not bring food. Parents are welcome to bring snacks for birthdays or other special occasions, but please keep them as nutritious as possible. Also, keep in mind that cleaning up after messy snacks takes valuable time away from classroom learning.

We encourage Family-Style Meal Service to provide children an opportunity to learn healthy eating habits. Children are encouraged to serve themselves, or serve themselves with help from an adult.

- **Family-style meals allow children to identify and be introduced to new foods, new tastes, and new menus.** Children are often unsure about new foods. Seeing new foods and watching others serve themselves gets them interested. They are more willing to try a small serving when they see other children trying new foods.
- **Children can choose the amount of food they want to have on their plate.** When foods are served family-style, children may choose to take a small portion of food, knowing that the food will still be available if they would like a second serving. Children feel more in control to judge their hunger and fullness throughout the meal, knowing that more food is

within easy reach.

- **Children practice good table manners and new skills with their hands and fingers.**

Serving themselves gives children time to practice skills like passing, pouring, and scooping foods. Taking turns, sharing, and politely turning down foods are all a part of the table manners children learn by participating in family-style meal service. Our teachers eat with the children to encourage conversation.

OEECEP is operated in accordance with U.S. Department of Agriculture policy, which is an equal opportunity provider and employer, which prohibits discrimination on the basis of race, color, sex, disability, religion or national origin.

Lunch prices:

OEECEP is a pricing program and Head Start is free. \$3.25 full pay; \$0.40 reduced; or free if qualify.

Snacks:

\$1.00 full day; \$0.15 reduced, or free if qualify

Breakfast prices: \$2.10 full pay; \$0.30 reduced; or free if qualify

CACFP Infant Feeding Benefit Notification and Acknowledgement

Infant's Name: _____

Date of Birth: _____

To: Parents/Guardians of infants, birth through 11 months old

Your childcare provider participates in the Child and Adult Care Food Program (CACFP). The CACFP is administered by the Wyoming Department of Education and is funded by the United States Department of Agriculture (USDA). The CACFP provides reimbursement for healthy meals provided and served to your baby while in care. Your childcare provider follows the USDA Healthy Meal Pattern for Infants shown below. The types and amounts of food vary according to the age and development readiness of your baby. As the parent/guardian, you are the main source of nutritional and developmental information for your baby.

USDA supports and encourages mothers to continue breastfeeding when returning to work or school.

This Center will provide the following USDA-approved iron-fortified infant formula, iron fortified infant cereal, and commercial baby food or/and table food at the right consistency.

Center must complete:

Milk-based iron-fortified formula:

Iron-fortified infant cereal:

- _____
☐ Commercial Baby Food and /or
☐ Table food offered at the appropriate consistency for the development of the infant

Child and Adult Care Food Program Breakfast [Select the appropriate components for a reimbursable meal]					
Food components and food items ¹	Minimum quantities				
	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18 ² (at-risk afterschool programs and emergency shelters)	Adult participants
Fluid Milk ³	4 fluid ounces	6 fluid ounces	8 fluid ounces	8 fluid ounces	8 fluid ounces
Vegetables, fruits, or portions of both ⁴	¼ cup	½ cup	½ cup	½ cup	½ cup
Grains (oz. eq.) ^{5 6 7 8}	½ ounce equivalent	½ ounce equivalent	1 ounce equivalent	1 ounce equivalent	2 ounce equivalents

Endnotes:

¹ Must serve all three components for a reimbursable meal. Offer versus serve is an option for at-risk afterschool participants.

² Larger portion sizes than specified may need to be served to children 13 through 18 years old to meet their nutritional needs.

³ Must be unflavored whole milk for children age one. Must be unflavored low-fat (1 percent fat or less) or unflavored fat-free (skim) milk for children two through five years old. Must be unflavored or flavored fat-free (skim) or low-fat (1 percent fat or less) milk for children 6 years old and older and adults. For adult participants, 6 ounces (weight) or ¾ cup (volume) of yogurt may be used to meet the equivalent of 8 ounces of fluid milk once per day when yogurt is not served as a meat alternate in the same meal.

⁴ Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.

⁵ At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count towards meeting the grains requirement.

⁶ Meat and meat alternates may be used to meet the entire grains requirement a maximum of three times a week. One ounce of meat and meat alternates is equal to one ounce equivalent of grains.

⁷ Refer to FNS guidance for additional information on crediting different types of grains.

⁸ Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21.2 grams sucrose and other sugars per 100 grams of dry cereal).

Child and Adult Care Food Program Lunch and Supper					
[Select the appropriate components for a reimbursable meal]					
Food components and food items¹	Minimum quantities				
	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18² (at-risk afterschool programs and emergency shelters)	Adult participants
Fluid Milk ³	4 fluid ounces	6 fluid ounces	8 fluid ounces	8 fluid ounces	8 fluid ounces ⁴
Meat/meat alternates (edible portion as served):					
Lean meat, poultry, or fish	1 ounce	1 ½ ounces	2 ounces	2 ounces	2 ounces
Tofu, soy products, or alternate protein products ⁵	1 ounce	1 ½ ounces	2 ounces	2 ounces	2 ounces
Cheese	1 ounce	1 ½ ounces	2 ounces	2 ounces	2 ounces
Large egg	½	¾	1	1	1
Cooked dry beans or peas	¼ cup	⅜ cup	½ cup	½ cup	½ cup
Peanut butter or soy nut butter or other nut or seed butters	2 Tbsp	3 Tbsp	4 Tbsp	4 Tbsp	4 Tbsp
Yogurt, plain or flavored unsweetened or sweetened ⁶	4 ounces or ½ cup	6 ounces or ¾ cup	8 ounces or 1 cup	8 ounces or 1 cup	8 ounces or 1 cup
The following may be used to meet no more than 50% of the requirement:					
Peanuts, soy nuts, tree nuts, or seeds, as listed in program guidance, or an equivalent quantity of any combination of the above meat/meat alternates (1 ounce of nuts/seeds = 1 ounce of cooked lean meat, poultry, or fish)	½ ounce = 50%	¾ ounce = 50%	1 ounce = 50%	1 ounce = 50%	1 ounce = 50%
Vegetables ^{7 8}	⅛ cup	¼ cup	½ cup	½ cup	½ cup
Fruits ^{7 8}	⅛ cup	¼ cup	¼ cup	¼ cup	½ cup
Grains (oz eq) ^{9 10 11}	½ ounce equivalent	½ ounce equivalent	1 ounce equivalent	1 ounce equivalent	2 ounce equivalents

Endnotes:

¹ Must serve all five components for a reimbursable meal. Offer versus serve is an option for at-risk afterschool and adult participants.

² Larger portion sizes than specified may need to be served to children 13 through 18 years old to meet their nutritional needs.

³ Must be unflavored whole milk for children age one. Must be unflavored low-fat (1 percent fat or less) or unflavored fat-free (skim) milk for children two through five years old. Must be unflavored or flavored fat-free (skim) or low-fat (1 percent fat or less) milk for children 6 years old and older and adults. For adult participants, 6 ounces (weight) or $\frac{3}{4}$ cup (volume) of yogurt may be used to meet the equivalent of 8 ounces of fluid milk once per day when yogurt is not served as a meat alternate in the same meal.

⁴ A serving of fluid milk is optional for suppers served to adult participants.

⁵ Alternate protein products must meet the requirements in Appendix A to Part 226 of this chapter.

⁶ Yogurt must contain no more than 23 grams of total sugars per 6 ounces.

⁷ Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.

⁸ A vegetable may be used to meet the entire fruit requirement. When two vegetables are served at lunch or supper, two different kinds of vegetables must be served.

⁹ At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count towards the grains requirement.

¹⁰ Refer to FNS guidance for additional information on crediting different types of grains.

¹¹ Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21.2 grams sucrose and other sugars per 100 grams of dry cereal).

Child and Adult Care Food Program Snack [Select two of the five components for a reimbursable meal]					
Food components and food items ¹	Minimum quantities				
	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18 ² (at-risk afterschool programs and emergency shelters)	Adult participants
Fluid Milk ³	4 fluid ounces	4 fluid ounces	8 fluid ounces	8 fluid ounces	8 fluid ounces
Meat/meat alternates (edible portion as served):					
Lean meat, poultry, or fish	½ ounce	½ ounce	1 ounce	1 ounce	1 ounce
Tofu, soy products, or alternate protein products ⁴	½ ounce	½ ounce	1 ounce	1 ounce	1 ounce
Cheese	½ ounce	½ ounce	1 ounce	1 ounce	1 ounce
Large egg	½	½	½	½	½
Cooked dry beans or peas	⅛ cup	⅛ cup	¼ cup	¼ cup	¼ cup
Peanut butter or soy nut butter or other nut or seed butters	1 Tbsp	1 Tbsp	2 Tbsp	2 Tbsp	2 Tbsp
Yogurt, plain or flavored unsweetened or sweetened ⁵	2 ounces or ¼ cup	2 ounces or ¼ cup	4 ounces or ½ cup	4 ounces or ½ cup	4 ounces or ½ cup
Peanuts, soy nuts, tree nuts, or seeds	½ ounce	½ ounce	1 ounce	1 ounce	1 ounce
Vegetables ⁶	½ cup	½ cup	¾ cup	¾ cup	½ cup
Fruits ⁶	½ cup	½ cup	¾ cup	¾ cup	½ cup
Grains (oz. eq.) ^{7 8 9}	½ ounce equivalent	½ ounce equivalent	1 ounce equivalent	1 ounce equivalent	1 ounce equivalent

⁶ Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.

⁷ At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count towards the grains requirement.

⁸ Refer to FNS guidance for additional information on crediting different types of grains.

⁹ Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21.2 grams sucrose and other sugars per 100 grams of dry cereal).

USDA Healthy Meal Pattern Requirements for Infants

Age	Breakfast	Lunch or Supper	Snack
0-5 months	4-6 fluid ounces breast- milk or iron fortified infant formula	4-6 fluid ounces breast- milk or iron-fortified infant formula	4-6 fluid ounces breast milk or iron fortified infant formula
6 - 11 months	6-8 fluid ounces breastmilk or formula and 0-4 tbsp. infant cereal, meat, fish, poultry, whole eggs, cooked dry beans or peas; or 0-2 oz. cheese; or 0-4 oz. (volume) cottage cheese; or 0-4 oz. yogurt; or a combination* and 0-2 tbsp. vegetable, fruit or both*	6-8 fluid ounces breastmilk or formula and 0-4 tbsp. infant cereal, meat, fish, poultry, whole eggs, cooked dry beans or peas; or 0-2 oz. cheese; or 0-4 oz. (volume) cottage cheese; or 0-4 oz. yogurt; or a combination* and 0-2 tbsp. vegetable, fruit or both *	2-4 fluid ounces breastmilk or formula and 0-½ bread slice; or 0-2 crackers; or 0-4 tbsp. infant cereal or ready-to-eat cereal* and 0-2 tbsp. vegetable, fruit or both*

*Required when infant is developmentally ready.

All serving sizes are minimum quantities of the food components that are required to be served. Parents may provide only one component per meal.

Must have a medical statement on file for food substitution.

You have the right to the benefits described in this letter. If you choose not to take part in the CACFP you may supply your own breast milk and/or formula and foods for your infant. You have the right to CACFP benefits in the future if you choose to accept CACFP benefits in the future, you must notify your child care provider.

The parent/guardian must answer the following questions and mark one of the choices from each of the three sections below; then sign and date this form.

What are you currently feeding your infant?

- ☐ Iron-fortified infant formula
- ☐ Breast milk
- ☐ Low-iron or another type of infant formula provided for medical reasons.

The parent or guardian would like their infant to be fed the following while in care. Section 1 – Infant Formula or Breast Milk:

- ☐ **Choice 1 - I want my infant to receive the child care center provided iron**

fortified infant formula identified above. I will not bring infant formula from home.

☐ **Choice 2** - I understand I am not required to bring my own formula that I purchase or receive from WIC; however, **I want to bring my own formula/breast milk**. If I should forget to bring infant formula/breast milk, the child care center will contact me immediately and I may request they serve my infant the center-provided iron-fortified infant formula that day.

Section 2 – Infant Cereal

I will discuss with the center when to start feeding infant cereal to my child.

☐ **Choice 1- I want my infant to receive the child care center – provided iron-fortified infant cereal**, identified above. I will not bring infant cereal from home.

☐ **Choice 2** – I understand I am not required to bring iron fortified infant cereal that I purchase or receive from WIC, however, **I want to bring my own infant cereal**. If I forget to bring the cereal, the child care center will call me immediately and I may request they serve my infant the center-provided iron-fortified infant cereal that day.

Section 3 – Baby Food

I will discuss with the center when to start feeding baby food to my child.

☐ **Choice 1 – I want my infant to receive the child care center-provided baby food identified** above. I will not bring baby food from home.

☐ **Choice 2** – I understand I am not required to bring baby food that I purchase; however, **I want to bring my own baby food**. If I forget to bring the baby food, the child care center will contact me immediately and I may request they serve my infant the center that provided baby food that day.

If I decide to change the selections I made above, I will be required to complete another form. This center has not requested or required me to provide infant formula or food for my infant. I understand that I have the choice of having my infant participate in the Child and Adult Care Food Program.

Parent's Signature _____ Date: _____

CHILD AND ADULT CARE FOOD PROGRAM ANNUAL ENROLLMENT FORM

- Our center participates in the Child and Adult Care Food Program and receives Federal reimbursement for the meals served to your child(ren).
- The Federal Regulations require us to collect and update this information on an annual basis for **all of our enrolled children**.
- The indication of racial and ethnic background is located on the back page and is optional and will not affect eligibility for the program. This information is used for reporting purposes only. If racial/ethnic background is not reported, a visual identification of the child's race and ethnicity will be made.
- Participation in the program is not determined by income status. All children enrolled at this center are part of the Child and Adult Care Food Program.
- The **amount** of reimbursement your center receives from the CACFP Program **is** based on income guidelines. That is why it is important for you to fill out the following Meal Benefit Form. Your cooperation will help the center get the proper reimbursement for nutritious snacks and meals that your child(ren) are receiving.
- **You must sign and date this annual enrollment form at the bottom of the page.**

Meal Benefit Form

NAME OF CHILD(REN) ENROLLED IN THE CENTER	AGE	SNAP (Food Stamp) Case #	POWER/TANF CASE # Not Caretaker or Relative	FDPIR Case#

- If you listed a SNAP, POWER/TANF or FDPIR case number listed above. Go directly to the signature and date at the bottom of the page.
- Check here if a FOSTER CHILD (ren) lives in your household. List name(s) of the Foster child(ren).
- If your child is not a foster child or does not have a SNAP, POWER/TANF (Not Caretaker or Relative) or FDPIR Case # please fill out the following section:

HOUSEHOLD MEMBERS AND MONTHLY INCOME:

Names of All Household Members (include children listed above)	Gross Monthly Earnings (Before deductions) Job 1	Gross Monthly Earnings (Before deductions) Job 2	Monthly Welfare Payments, Child Support, Alimony	Monthly Payments from Pensions, Retirement, Social Security	Any Other Monthly Income
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$

Monthly Income Conversion: Weekly Pay X 52/12; Every 2 weeks' Pay X 26/12; Twice monthly Pay X 2.

SIGNATURE AND SOCIAL SECURITY NUMBER: *I certify that all of the above information is true and correct, that the SNAP, POWER/TANF, or FDPIR program case number is either current/correct, or that all income is reported. I understand that this information is being given for the receipt of federal funds, that child care institution or state officials may verify the information on the application, and that deliberate misrepresentation of the information may subject me to prosecution under applicable state and federal laws.*

Signature of Adult Household Member completing form: _____

Date Signed: _____

Last four digits of Social Security Number _____ (required for validity and integrity of the Child and Adult Care Food Program--This form will be kept confidential with no public or staff access to the information) **If your child is a foster child, or has a SNAP, POWER/TANF (Not Caretaker or Relative) or FDPIR Case Number the Social Security Number is not required.**

Printed Name _____

Home Telephone No _____ Work Telephone No. _____

Street/Apt. No. _____

City/State/Zip_____

*PRIVACY ACT STATEMENT: SECTION 9 OF THE NATIONAL SCHOOL LUNCH ACT REQUIRES THAT, UNLESS YOUR CHILD'S SNAP, POWER OR FDIPIR CASE NUMBER IS PROVIDED, YOU MUST INCLUDE THE SOCIAL SECURITY NUMBER OF THE ADULT HOUSEHOLD MEMBER SIGNING THE APPLICATION OR INDICATE THAT THE HOUSEHOLD MEMBER DOES NOT HAVE A SOCIAL SECURITY NUMBER. PROVISION OF A SOCIAL SECURITY NUMBER IS NOT MANDATORY, BUT IF A SOCIAL SECURITY NUMBER IS NOT GIVEN OR AN INDICATION IS NOT MADE THAT THE SIGNER DOES NOT HAVE SUCH A NUMBER, THE APPLICATION CANNOT BE APPROVED. THE SOCIAL SECURITY NUMBER MAY BE USED TO IDENTIFY THE HOUSEHOLD MEMBER IN CARRYING OUT EFFORTS TO VERIFY THE CORRECTNESS OF INFORMATION STATED ON THE APPLICATION. THESE VERIFICATION EFFORTS MAY BE CARRIED OUT THROUGH PROGRAM REVIEWS, AUDITS, AND INVESTIGATIONS; AND MAY INCLUDE CONTACTING EMPLOYERS TO DETERMINE INCOME, CONTACTING A SNAP OR WELFARE OFFICE OR FOOD DISTRIBUTION OFFICIAL TO DETERMINE CURRENT CERTIFICATION FOR RECEIPT OF SNAP, POWER/TANF OR FDIPIR BENEFITS, CONTACTING THE STATE EMPLOYMENT SECURITY OFFICE TO DETERMINE THE AMOUNT OF BENEFITS RECEIVED, AND CHECKING THE DOCUMENTATION PRODUCED BY HOUSEHOLD MEMBERS TO PROVE THE AMOUNT OF INCOME RECEIVED. THESE EFFORTS MAY RESULT IN A LOSS OR REDUCTION OF BENEFITS, ADMINISTRATIVE CLAIMS OR LEGAL ACTIONS IF INCORRECT INFORMATION IS REPORTED.

ETHNICITY: Please report the ethnic identity of your child(ren). **You are not required to answer this question.** (Circle below):

Hispanic

Non-Hispanic

RACE: Please report the racial identity of your child(ren). **You are not required to answer this question.** (Circle below):

White

Alaskan Native or American Indian

Black or African American

Asian

Native Hawaiian/Other Pacific Islander

United States Department of Agriculture Nondiscrimination Statement

The United States Department of Agriculture (USDA) prohibits discrimination in its programs on the basis of race, color, national origin, sex, religion, age, disability, political beliefs and marital or familial status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (braille, large print, audiotape, etc.) should contact the USDA Office of Communications at (202) 720-5881 (voice) or (202) 720-1127 (TDD). USDA is an equal opportunity employer.

United States Department of Agriculture Nondiscrimination Statement

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FOR CENTER USE ONLY - DO NOT WRITE BELOW THIS LINE

CHILD OR CHILDREN

Total Household Size: Monthly Income: _____

SNAP #: _____ POWER/TANF# _____ FDPIR #: _____ FOSTER
CHILD: _____

Eligibility Determination: Approved Free Approved Reduced:

Denied:

Reason for Denial: Income too high: ___ Incomplete Application: ___ Other: _____

Signature of Determining Official*: _____

Date: _____

***Application determination must be completed no later than 10 days of parent signature date by Designated Determining Official**

The USDA prohibits discrimination in the administration of its program. To file a complaint, write to the Secretary of Agriculture, Washington, D.C. 20250

The cafeteria is the private dining room of Sweetwater County School District Number One Nutritional Service Program. Students that bring a sack lunch from home may use the cafeteria during the lunch period. Competitive food and drinks shall not be sold to students on school grounds and school buildings during the times that school breakfast or lunch is being served. Therefore, no vendor can deliver food to students on school grounds or school buildings during the items that school breakfast or lunch is being served.

Students in grades PreK-4 will use a lunch ID card when purchasing a lunch. Students in grades 5 – 12 enter their pin number when purchasing a lunch or ala carte item. The student's initial lunch ID card and first replacement card will be provided at no charge. To purchase additional cards, there will be a required fee of \$2.00. Failure to bring lunch ID card could slightly impact amount of time students have to eat lunch (2-3 minutes).

When withdrawing your student from Sweetwater School District Number One, please sign a voucher to release the remaining balance for reimbursement.

Special Circumstances

Upon investigation and documentation, the principal may be able to complete a Meal Application on behalf of a needy student whose parents are unresponsive. This process will be reviewed on a case-by-case basis.

Families are encouraged to apply for free/reduced meal benefits at any time throughout the year. If a family income changes, at any time, they are welcome to apply or re-apply for free or reduced-price meals.

Sweetwater County School District Number One may, if it is unable to collect the delinquent meal charge, turn the matter over to a collection agency to pursue collection and/or refuse to award the student credit until the unpaid charge is paid, in accordance with W.S. 21-4-308. If it

is determined, after six (6) months of effort to collect delinquent accounts, that it will not be paid, the district may consider it a bad debt and treat it as an operating loss. Unpaid meal charges may be carried over at the end of the school year (i.e., beyond June 30) as a delinquent debt and collections efforts may continue into the new school year. Documentation of collection efforts shall be maintained.

Refer to Policy File: JN-R
LEGAL REF: Wyoming Education Policies Reference Manual, Code EFB
Adopted: 3/1 1/19

Unpaid Meal Balances

Policy File: EFB

Policy File: EFB-R

Birthdays

Children's birthdays may be celebrated. If you would like to celebrate your child's birthday at school, please see your child's teacher to make arrangements. In addition, other celebrations may take place in your child's classroom, such as Halloween, Christmas, etc. If you choose to bring treats for your child, please be aware:

- Treats must be purchased from a business and be individually wrapped.
- Please do not bring anything with red food coloring or a lot of frosting.
- Please limit the sugary treats brought to school.
- Ideas of less-sugary treats include the following:
 - Vegetable or fruit tray
 - Cheese sticks or cubes
 - Crackers and spread
 - 100% fruit juice, frozen fruit juice or yogurt bars, or fruit snacks including dried fruit
 - Yogurt or ice cream and fruit
 - Banana or zucchini bread, etc., granola bars
- Please also consider non-food items such as stickers, pencils, etc. Please do not feel obligated to bring treats or prizes, OEECEP should never be a financial burden. Treats are welcome, but not expected. If you plan to bring treats, please notify the teacher prior to bringing them in, as some students may have allergies to certain foods.

Heath & Wellness

Policy File: JHCE

Change of Address/Telephone Numbers

Parents are to report any change of address and/or telephone numbers on PowerSchool. Accurate and current records must be available in the office in case it is necessary to locate your legal parents or guardians in an emergency. Students under the age of 18 may not update any information or permissions.

Student Records

Policy File: JO

Student Records: Annual Notice of Rights Under FERPA

Policy File: JO-R

Transportation and Field Trips

Transportation to and from the daycare and preschool will be provided by the parents.

Field trips will follow District policy. Upon registration, ensure you grant permission for your child to participate in field trips. Teachers will communicate with families prior to any scheduled field trip.

At this time, field trips will be walking field trips. The information below would allow for a field trip with transportation if we have a busing available. The requirements for licensing are listed below.

Section 8. Transportation and Field Trips. (a) Vehicles used to transport children shall be maintained in safe condition and comply with applicable motor vehicle laws. (b) Operators of vehicles used to transport children shall have the appropriate type of driver's license and be at least 18 years of age. (c) The number of persons in a vehicle used to transport children shall not exceed the manufacturer's recommended capacity nor the number of seat belts installed when the vehicle was manufactured. (d) Each child who is a passenger shall be properly secured in a child safety restraint system or seat belt as required by law. The child safety restraint system shall conform to Federal Motor Vehicle Safety Standards for child restraint systems. (e) When children are taken off site, there shall be: (i) (ii) (iii) A first aid kit; Emergency medical release forms on all children; A current and updated attendance record (which documents periodic counts of children to include when getting on and off the mode of transportation); (iv) Direct staff supervision at all times, with a written plan for supervision maintenance at all times

Financial Agreement

The childcare program is a non-profit agency and we rely on your tuition payment to operate. Our priority is to provide safe, quality childcare. This cannot be done without your cooperation in payment. **Payment may be deducted in full from your paycheck each month if you choose this. Payment is due the 5th of each month. If payment is late, a late fee of Ten Dollars (\$10) a calendar day will be assessed. If payment is more than 10 calendar days past due, the child shall be excluded from our daycare.** Monthly statements, receipts will be accessible through the Daycare Management Platform, Brightwheel.

Notification of Debt

All students and parents will be notified of any outstanding debt each quarter until the debt is referred to the collection agency. Fee & Fine statements should be attached to the report card. Students and parents may also be notified periodically via special mailings. Students and parents will be notified daily via School Messenger of any outstanding Food Service debt. Once an item is turned over to the collection agency, the agency will notify the student/parent of their debt.

Referral to Collection Agency

After notification any debt, which has gone unpaid for a period of 45 calendar days, will be referred to a collection agency. End of year food service debt will be sent to a collection agency 14 calendar days after the end of the school year.

Debt Collection Guidelines, Procedures & Standards

Policy File: JN-R

Please be prompt when picking up your child. If you arrive late, a fee of \$1.00 per minute will be added to your bill (Overland Daycare only). This fee is assessed per child not per family. We do understand that uncontrollable circumstances may prevent you from being on time. Please call the school if you will be arriving late and we will do everything we can to accommodate your child in these circumstances. If your child is left at the center after 5:00 pm, we will notify law enforcement and the Department of Family Services.

Late Pick-Up (Overland Preschool)

After 3 occurrences of being picked up more than 15 minutes late without notifying the school, a meeting will be scheduled with the parents, teacher and Family Advocates to develop a plan to get to school on time. If emergencies arise, parents must notify the school. See late pick up notice. **If there is no notification and the parent is more than 30 minutes late, and no one is available who is listed on the authorization or emergency contact list, law enforcement and the Department of Family Services will be called.**

Emergency Contacts

Your emergency contacts listed on your enrollment form will be contacted in the event that you are unable to be reached. Please adhere to the following policies:

- Three contacts that live nearby the school must be listed.
- Your contacts should know that they have been listed on the emergency contact form and are responsible for your child in the event that they need to pick up your child at any time throughout the day.
- Please update the office immediately when contact information changes.
-

Attendance/Drop-Off and Pick-Up

Signing your child in and out each day is required by law for the safety and supervision of the children. We require that you or an adult (over the age of 18 years) authorized by you, sign your child in and out of the center each day using our system. The office staff will assist you in how to use this system. Children may only be released to the approved persons listed on their enrollment form. If you need to add or delete someone from this list, please update on PowerSchool and notify the office. We cannot release your child to anyone who is not on the list. Authorized persons will be asked to provide government-issued photo identification to the school's staff or teacher.

Please notify the Center if your child will not be attending. If your child is not considered full time, you must provide your part-time schedule one month in advance. For your child's safety *always* let a teacher know when you and your child arrive and before taking your child from the school.

Attendance for preschool should be 85% or greater. If a student falls below this, they shall meet with an administrator, and their spot may go to a student on our waiting list. Special circumstances will be on a case-by-case basis. Remember we are building habits for kindergarten and beyond.

Virtual / Snow Day Procedures

If schools are closed due to a Snow Day, the decision will be made prior to 6:00 a.m. by district officials. Local radio stations, local media sources, Parent Square notifications or the school district website (sweetwater1.org) will announce the decision by 6:00 a.m. If students come to school on a wintry day, please ensure their safety by providing the proper clothing for Wyoming weather.

Refer to Policy IDA for more information on Temporary Virtual Days procedures.

Policy File: IDA

Translation Services

If at any time, including parent-teacher conferences, a translator is needed for proper communication between a parent and staff member, we will do our best to provide one.

Standard Response Protocol

Standard Response Protocol (SRP) has been implemented for all Sweetwater County School District Number One, State of Wyoming, and is available for inspection in the office and classrooms. Additionally, evacuation procedures are posted at conspicuous places within the school and classrooms. In the event that an alarm sounds, students and staff are expected to follow the evacuation plan as posted. In the event of specific, emergency conditions, verbal direction will be provided by the administration and staff according to the Standard Response Protocol.

Certain Protocols are practiced in drills during the school year in which students and staff are required to participate.

School Safety

Video Cameras

Video and/or audio recording devices, including cameras and microphones, may be installed for security and surveillance purposes within Sweetwater County School District Number One, State of Wyoming.

Illness

To protect children and staff who are well and to prevent sick children and staff from developing secondary infections, OEECEP adheres to the following policies:

Children must be excluded from the school with these symptoms and may not return to school until:

- Fever of 100 or above-the temperature has returned to normal for at least 24 hours.
- Cold/flu symptoms-thick yellow or green mucus discharge is no longer draining from the nose for at least 24 hours and coughing has subsided.
- Diarrhea/Vomiting-loose stools and vomiting have subsided for at least 24 hours and your child has returned to normal eating with no upset stomach.
- Ear-ache/Sore Throat-A doctor has written a release for your child to return to school, or has been on antibiotics for 24 hours, or symptoms subside.
- Red/ Discharging Eyes-Eyes are clear or your child has been on antibiotics for 24

hours.

- Rash Spreading, itching and/or discomfort-symptoms have disappeared or have been diagnosed by a doctor as non-communicable.
- Head Lice-The child has been treated with lice shampoo and all nits have been removed from hair.

In addition, children may be excluded from the school if they do not feel well enough to participate in the program (including outside play).

Please notify the center immediately if your child has a contagious disease. Strep throat, pinworms, impetigo, conjunctivitis, measles, mumps, chicken pox and head lice, hand, foot, and mouth among others, are categorized as highly contagious. We will notify all parents if children have been exposed to a contagious disease while at the center. In some situations, a written note from the doctor will be required for a child with a contagious disease to return to the center.

If any of these symptoms occur while the child is at the school, the child will be separated from the other children, the parent will be called and expected to pick up the child **within one hour**. **Childcare after one hour will be charged an additional rate of \$20 per hour. If a child has been sent home twice within a forty-eight-hour period, a physician's statement will be necessary for your child to return to childcare. Please do not bring your child if they are sick and do not give them Tylenol/Ibuprofen if they are running a fever prior to bringing them in. Please help us keep the center free from germs and infection. We sanitize nightly, but it is extremely difficult to keep the school germ free with sick children attending. Parents will be notified when a contagious illness is diagnosed.**

Staff will be excluded from the school with these symptoms:

- Skin infection or rash unless condition is due to a non-infectious condition as verified by a licensed physician, PA, or NP.
- Jaundice unless due to a non-infectious condition as verified by a licensed physician, PA, or NP. Red/Discharging Eyes
- Head lice, until after first treatment.
- Scabies, until treatment is completed.
- No person shall work in a childcare facility if exclusion is directed by state or local public health officials.
- No person with a communicable disease, or being a carrier of such, that is listed on the Wyoming Department of Health (WDH) Reportable Disease and Condition List shall work in a childcare facility.

Employees may return to work after a licensed physician, PA, or NP has approved in writing their return.

Immunization

The State Of Wyoming Law requires that your child be properly immunized against preventable disease as designated by the State Health Officer. Waivers may be obtained only from the State Health Officer upon submission of written evidence of religious objection or medical contraindication to the administration of any vaccine. All children must have an immunization or waiver completed by the State of Wyoming before attending the program.

	Hepatitis B (HepB)	Diphtheria, Tetanus, Pertussis (DTaP)	<i>Haemophilus influenzae</i> type b (Hib)	Inactivated Poliovirus (IPV)	Pneumococcal (PCV13)	Measles, Mumps and Rubella (MMR)	Rotavirus (RV)	Varicella (Chickenpox)
By 3 Months	2 doses	1 dose	1 dose	1 dose	1 dose	Not given before 12 months of age	1 dose	Not given before 12 months of age
By 5 Months	2 doses	2 doses	2 doses	2 doses	2 doses		2 doses	
By 7 Months	2 doses	3 doses	2 or 3 doses*	2 doses	3 doses		2 or 3 doses*	
By 16 Months	2 doses	3 doses	3 or 4 doses*	2 doses	4 doses	1 dose	N/A	1 dose OR healthcare provider verification of disease
By 19 Months	3 doses	4 doses	3-4 doses*	3 doses	4 doses	1 dose	N/A	1 dose OR healthcare provider verification of disease
By 4-6 years	3 doses	5 doses	Not routinely given after 59 months of age	4 doses	Not routinely given after 59 months of age	2 doses	N/A	2 doses OR healthcare provider verification of disease

*Number of doses depends on brand of vaccine received.

- Vaccine doses required may be fewer than listed if child is on a catch-up schedule.
- To be compliant, immunizations must be administered in accordance with the ACIP Recommended Immunization Schedules in regard to the number of doses and intervals.

IMMUNIZATION POLICY

To enroll in a Wyoming school, students must have received the following immunizations according to the Wyo. Ed Code 21-4-309. Students not meeting this requirement are given 30 days from enrollment to update their records. If this is not done, the student will be excluded from school until all immunizations are up to date.

FIRST AID TREATMENT AND EMERGENCY CARE

First aid for minor injuries is provided at school. In the event of a serious illness or injury the parent/guardian/emergency contact person will be notified. It is extremely important that all phone numbers be current. If you have changed your number or the emergency contact, please let your school know. An ambulance may be called at the discretion of the principal. The school is not obligated to transport sick or injured children.

MEDICATION

ADMINISTERING MEDICATION TO STUDENTS

Policy File: JHCD

Policy File: JHCD-E

Policy File: JHCD-R

Medication and Special Medical Management

We do not dispense most medication to children. Exceptions will be made for life-threatening or essential medication for daily health conditions. Proper forms must be completed including a medical provider prescription and care plan. If over-the-counter diaper cream is needed, teachers will only be able to apply it with written permission from the parents and parents must provide an unopened over-

the-counter diaper cream. If a prescription diaper cream is needed a prescription authorization from their medical provider will be needed. Teachers are not allowed to apply cream for cases that would otherwise restrict children from care, such as contagious rashes. Medication including diaper cream is stored in locked containers in each classroom.

When a child requires specialized medical or dental care a detailed medical care plan from the provider is required. All children with special health care needs (ie. asthma, seizures, diabetes, etc.) who require scheduled daily medication or medications to be given on an emergency basis (Benadryl, EpiPen, rescue asthma medication, etc.) shall have a health care plan. Health care plans shall have clearly stated parameters, directions, and symptoms for giving the medications. Health care plans shall be updated as needed, but at least yearly. The staff involved in the specialized care must be trained by a medical professional or the child's parent. Only trained staff members may care for the child requiring specialized procedures.

As above a care plan from a health provider will be developed for all children with food and other allergies should they have an emergency. For food allergies, the plan shall provide detailed instructions about which food(s) the child is allergic to and what to do if an allergic reaction occurs, including the names, doses, and methods of administration of any medications that the child should receive in the event of a reaction. The plan shall also include specific symptoms that would indicate the need to administer one or more medications. The same shall be developed and in place for children with any other allergy. All persons who come in contact with the children who have a plan for emergencies, shall be fully aware of the plan and the plan shall be followed.

Personal Belongings/Toys

A stuffed animal or blanket may ease the transition from home and comfort the child feeling anxious and may be brought from home. As students age, if this continues, the item may be provided by the school and remain at school to be used. A book to share with the whole class is always welcome. However, other toys from home are not allowed at OEECEP for safety reasons.

The Consumer Product Safety Commission labels all toys and is the deciding factor of what can be in each room according to children's age and ability. The Consumer Product Safety Commission also sends notices of recalls. We are on the mailing list, should a product become recalled. <https://www.cpsc.gov/Newsroom>

Your child's teacher may ask you to bring an item for sharing on a special occasion and will communicate this to you. The center will not be responsible for any breakage or loss of toys brought to the center.

Clothing

Children are involved in sensory activities every day, often involving water, eating during their day, paint and other art materials, and outside play. Please send your child in comfortable, washable play clothes suitable for active and messy play. It is extremely discouraging to children and staff when a parent arrives and is upset because their child's clothes are dirty. We will provide aprons for those children who wish to wear them. Play clothes that are easy to manage encourage independence and self-help skills. Many toilet accidents are prevented if children can unbutton pants and unbuckle belts without a struggle.

Cold weather does not always keep us indoors, so please be sure that children have the necessary BIG FIVE; gloves, coats, snow pants, boots and hats, etc., appropriate for the day's weather changes. **All clothing should be labeled with the child's name**, to facilitate dressing and reduce loss.

Two full sets of extra clothes should be kept at the center, even for the older children. When accidents of play, feeding or toileting happen, we know you would want your

child to be comfortable. Extra sets will need to be regularly replaced as soon as possible if your child uses them. Shoes need to be appropriate for indoor/outdoor play. Sneakers or rubber-soled shoes are required for safe play; an extra pair may be left in the child's cubby and teachers will gladly help with the changes. The center is not responsible for lost or stolen or damaged accessories such as hair bows, clothing, or jewelry. We encourage children to be independent and take responsibility for their belongings. Please send valuables at your own discretion.

Rest Time

Overland Elementary Early Childhood Education Program believes that all children will follow their internal schedule regarding sleep patterns. Your child may nap at any time during the day, as need dictates. The afternoon schedule will have a designated rest/quiet time.

Each child may choose to rest or sleep. All children are provided 30 minutes for relaxation. For children that do not fall asleep in 30 minutes, a quiet activity will be provided for them. This time is important for your child to stay physically and emotionally healthy. It is not best practice to disrupt a child's sleep by waking them up or forcing them to sleep if they are not tired.

In the infant classroom, children are put in a crib. Sleep is a major requirement for good health, and for young children to get enough of it, some daytime sleep is usually needed. Crucial physical and mental development occurs in early childhood, and naps provide much-needed downtime for growth and rejuvenation. security

We follow safe sleep practices, back to sleep / tummy to play. Blankets and other items are not allowed in cribs. The program will not swaddle infants as a method of helping children to sleep. Naps also help keep children from becoming overtired, which not only takes a toll on their moods but may also make it harder for them to fall asleep at night.

Access to Animals or Pets

Overland Elementary Early Childhood Education Program's current policy is to have no pets that stay or live in the facility with the exception of trained service animals. Special events may have pets brought in for short periods of time with permission of the teacher and administration. Child and staff health will always be considered before a pet visits any facility. If we do have an animal visit or a service animal, all animals must comply with Health and Sanitation and vaccination requirements. Any animal with a history of attacking even one person or demonstrating aggressive behavior will be made inaccessible to the children in care.

Parking

We recommend turning off your vehicle as you arrive and depart with your child. Parents and children need to be mindful and careful when exiting or entering. Please be sure to keep your children close to you as you walk toward our entrance. Families should be patient and courteous with other children.

Building Access and Safety

Our facilities are locked and accessible through the main entry on the East side of the building. The daycare is accessible through the North entrance (Door 9). We are a secure facility and only those individuals with a legitimate reason to be in our facilities will be allowed. Government issued picture identification is required for all individuals. You may be asked to show identification at any time.

Visitors to the Schools

Parents and legal guardians are encouraged to visit schools to take an active interest in issues affecting Sweetwater County School District Number One and their student's achievement.

To ensure the safety of students and staff and minimize interruption of the instruction program, the district requires that parents and legal guardians follow the procedures stated in this Policy. The Superintendent or designee may establish additional procedures which facilitate visits during school days, as necessary.

Visits during school hours should be arranged with the building principal or designee. The classroom teacher should be informed of the planned day of the visit and the time to avoid any conflict with instructional planning or instructional time. In visiting classrooms, parents and legal guardians must respect that the teacher's first responsibility is to the students and the teacher will be unable to converse at any length with the visitor. When a visit request involves a conference with a teacher(s) or the principal, an appointment will be scheduled at a mutually agreed upon time.

All visitors will be required to present photo identification (ID) when they want to enter any portion of the school other than the main office. Photo ID will be used to check sex offender registry. Parent/Visitor will be printed a photo-based visitor badge that must be worn at all times when in the facilities.

Presence of Sex Offender on School Grounds

Policy File: KK-R

Child Abuse Policy Reporting

Wyoming's Child Protective Services Act, Wyo. Stat. 14-3-201 through 215, seeks to protect the best interests of a child by offering protective services when necessary to prevent any harm to the child or other children living in the same home and to protect children from abuse or neglect which jeopardize their health or welfare.

Wyoming law requires any person who knows or has reasonable cause to believe or suspect that a child has been abused or neglected to report the suspected abuse or neglect immediately to the child protective agency or local law enforcement agency or cause a report to be made. Furthermore, any person who observes any child being subjected to conditions or circumstances that would reasonably result in abuse or neglect shall immediately report it to the child protective agency or local law enforcement agency or cause a report to be made. Wyo. Stat. 14-3-205 (a).

Child Custody

Unless otherwise ordered by a court, a non-custodial parent under Wyoming law has the same right of access as the parent awarded custody to any records relating to the student, including school records,

activities, teachers and teachers' conferences. (Wyo. Statute 20-2-201 (e). If a student is the subject of an Order issued by a court of competent jurisdiction which limits the rights of the noncustodial parent, the custodial parent is asked to provide the school with a signed Visitation and Release Request form stating the limitations imposed under the court's order. Certified copies of court orders relevant to such limitations should also be provided to the school. These forms may be obtained in the main office.

Child Custody Issues

It is Overland Elementary Early Childhood Education Program's intent to meet the needs of children especially when the parents may be experiencing difficult situations such as a custody dispute, divorce, separation, or remarriage. However, there are legal processes by which OEECEP must comply. In cases where the child is the subject of a court order, OEECEP must be provided with a CERTIFIED COPY of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order. Overland Elementary Early Childhood Education Program must be notified immediately of any changes in custody orders.

In the absence of a court order on file with Overland Elementary Early Childhood Education Program, BOTH parents shall be afforded equal access to their child as stipulated by law. The Overland Elementary Early Childhood Education Program cannot, without a court order, limit the access of one parent by request of the other parent, regardless of the reason. OEECEP cannot legally restrict the non-custodial parent from visiting the child, reviewing the child's records, or picking the child up unless the center has been furnished with current legal documents.

If a situation presents itself where one parent does not want the other parent to have access to their child, Overland Elementary Early Childhood Education Program suggests that the parent keep the child with them until a court order is issued. OEECEP staff will contact the local police should a conflict arise. Please be civil and do not involve the center in your disputes.

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Wyoming law requires any person who knows or has reasonable cause to believe or suspect that a child has been abused or neglected to report the suspected abuse or neglect immediately to the child protective agency or local law enforcement agency or cause a report to be made. Furthermore, any person who observes any child being subjected to conditions or circumstances that would reasonably result in abuse or neglect shall immediately report it to the child protective agency or local law enforcement agency or cause a report to be made. Wyo. Stat. 14-3-205 (a).

Child Custody

Unless otherwise ordered by a court, a non-custodial parent under Wyoming law has the same right of access as the parent awarded custody to any records relating to the student, including school records, activities, teachers and teachers' conferences. (Wyo. Statute 20-2-201 (e). If a student is the subject of an Order issued by a court of competent jurisdiction which limits the rights of the noncustodial parent,

the custodial parent is asked to provide the school with a signed Visitation and Release Request form stating the limitations imposed under the court's order. Certified copies of court orders relevant to such limitations should also be provided to the school. These forms may be obtained in the main office.

Children and Youth in Transition (Homeless) Children

Policy File: IGBA

REFERRAL FOR CHILDREN AND YOUTH IN TRANSITION (HOMELESS) CHILD

Sweetwater County School District Number One

Date Referral Received:

Student Name: _____ SEX: M F FIRST

:----- LAST: _____

Address: _____
_ LOCATION

CITY STATE ZIP

Birth Date: _____ Phone: _____ School

Attending: _____ Current Grade: _____ Previous

School: _____

Parent(s)/Legal Guardian(s)

Name: _____ Student Resides With:

Address :

LOCATION

CITY STATE ZIP

Additional Area(s) Of Concern:

Building Administrator' s Printed Name:

District Liaison' s Printed Name:

Building Administrator's

Signature: _____

District Liaison's Signature:

Sweetwater county School District Number One State of Wyoming Board Policy
IGBCA-E

Dispute Resolution Form for Children and Youth in Transition (Homeless) Child

Sweetwater County School District Number One

The McKinney-Vento Act, Education of Homeless Youth Program, Subtitle VII-B , Section 722(g)(3), provides the following guidance regarding enrollment disputes:

- If a dispute arises over school selection or enrollment, the child/youth must be immediately admitted to the school in which he/she is seeking enrollment, pending resolution of the dispute [Sec. 722(g)(3)(E)(i)];
- The parent or legal guardian must be provided with a written explanation of the school's decision on the dispute, including the right to appeal [Sec. 722(g)(3)(E)(ii)];
- The parent/legal guardian/youth must be referred to the school district homeless contact person, who will carry out the state's grievance procedure as expeditiously as possible after receiving notice of the dispute [Sec. 722(g)(3)(E)(ii)] and;
- In the case of an unaccompanied youth, the homeless liaison shall ensure that the youth is immediately enrolled in school pending resolution of the dispute [Sec. 722(g)(3)(E)(iv)].

If eligibility, enrollment or placement disputes or complaints arise regarding the education of children and youth in transition, the following guidelines include:

- A. The person having the complaint first contacts the school or District (e.g. the District Liaison, school principal, or Superintendent) to present their concerns to the persons closest to the situation and most likely to be able to resolve it quickly. The District Liaison is: Annie Fletcher, fletcher@swl.k12.wy.us, (307)352-3400.
- B. If Step A is not successful or is not possible under the circumstances, contact should be made with the Wyoming Department of Education, State Coordinator for Homeless Children and Youth Program, McKinney-Vento Programs, Hathaway Building — 2nd Floor, 2300 Capitol Avenue, Cheyenne, WY 82002 or (307) 777-3672.
- C. If the District determination on eligibility, enrollment or school placement for child and youth in transition conflicts with the wishes of the parent or student involved, they are required to provide notice of the determination to all parties, along with instructions on how to appeal the decision. Students are entitled to remain in their school of choice until the appeal process has reached completion. The District will include review by the Wyoming Department of Education as the final step in the appeals process.

Date Complaint

Received: _____

Student

Name: _____

LAST

FIRST

Phone: _____

Additional Area(s) Of Concern:

Resolution:

Date of Resolution: _____

School District Administrator's Signature: _____

Wyoming Department of Education (to be completed by WDE, when appropriate)

Sweetwater County School District Number One

Student

Name: _____

LAST

FIRST

Additional Area(s) Of Concern:

Resolution:

Date of Resolution: _____

State Administrator's Signature: _____

Sweetwater County School District Number One

State of Wyoming Board Policy IGBCA-E-2

Behavior and Discipline Code of Student Conduct

Policy File: JFC

Guidance and Discipline/Social Emotional

In the classroom we use the AI's Pals approach by Dr. Diane Trister Dodge. It is based on brain research, child development information and developmentally appropriate practices. The goal of the program is to provide systematic changes in schools by fostering emotional intelligence. AI's Pals is a Social Emotional Learning Curriculum for preschool that provides young children with the skills to prepare for life's challenges through interactive lessons, engaging puppets, original music, and impactful teaching approaches. Children learn how to cultivate conflict resolution and problem-solving skills, manage feelings and behaviors, build positive relationships, and create caring and cooperative classrooms. It helps children learn how to make healthy choices and builds authentic family partnerships.

Each classroom has a designated Peace Corner where a child may go to regain composure and manage anger and regulate his/her self. It may contain different items to aid a child in calming down. This is not a "Time Out" place. A child can elect to go there or go at the invitation of a teacher. This is the OEECEP School Family Promise. Please help us in reviewing the School Family Promise with your child:

Be SAFE	Be RESPECTFUL	Be RESPONSIBLE
• Keep our hands feet, mouth body, and items to ourselves • Walking feet while in the classroom and hallways	• Listen to teachers • Use kind words • Use kind to others	• Help keep the classroom SAFE • Pick up after ourselves

Policy of Guidance and Discipline that is not permissible

Staff may never use physical punishment, psychological abuse, or coercion when disciplining a child.

- **Examples of physical punishment:** Shaking, hitting, spanking, jerking, squeezing, kicking, biting, pinching, excessive tickling, and pulling of arms, hair, or ears; requiring a child to remain inactive for a long period of time.
- **Examples of psychological abuse:** Shaming, name calling, ridiculing, humiliation, sarcasm, cursing at, making threats, or frightening a child; ostracism, withholding affection, **seclusion**.
- **Examples of Coercion:** Rough handling (shoving, pulling, pushing, grasping any body part); **Physical Restraint** (Forcing a child to sit down, lie down, or stay down) except when restraint is necessary to protect the child or others from harm; physically forcing child to perform an action (such as eating or cleaning up).

Note: The use of a physical escort as defined below and properly used when necessary to protect the child or others from harm is NOT coercion and is permissible.

- Mechanical restraint: “the use of devices as a means of restricting a student’s freedom of movement.”
- Physical escort: “the temporary touching or holding of the hand, arm, shoulder, or back for the purpose of inducing a student who is acting out to walk to a safe location.”
- Physical restraint: “a personal restriction that immobilizes or reduces the ability of an individual to move the individual’s arms, legs, torso, or head freely, except that such term does not include a physical escort, mechanical restraint, or chemical restraint.”
- Seclusion: “the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving, except that such term does not include a time out.”

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults