



Child Development Center

2020 E. 12th Street | Casper, Wy 82601

CDC PRESCHOOL PAPERWORK FOR FALL

2017-2018 School Year

Dear Parents/Guardians,

Hope you have had a wonderful summer! The next step in preparing for the upcoming school year includes completing necessary paperwork.

ALL forms listed below must be **COMPLETED AND RETURNED** to CDC's front desk by 9/15/17 to finalize enrollment paperwork for the fall of 2017:

- Immunizations (ONLY if your child has received additional shots since last year)
- Preschool Information Update Form
- Child Medical/Health Information Form
- Parent Authorization Form
- Notice of Privacy Practices (HIPAA)
- "Connecting Home to School" Survey
- Receipt of Parent Handbook

Please keep the following handouts for your information:

- Parent Calendar
- Lockout/Lockdown Procedure

Thank you so much for your attention to this process as we get ready for another great school year! If you have any questions please feel free to contact CDC at 307.235.5097.

Sincerely,

Marnie Camp
Special Education Coordinator

Lori Kapeles
Director of Education



Child Development Center

2020 E. 12th Street | Casper, WY 82601

Dear CDC Families -

The Child Development Center has safety protocols for the upcoming school year. In an emergency situation that may possibly jeopardize the children's' safety, the center will be placed in one of two statuses - a **Lockout** or a **Lockdown**.

A **lockout** will be called when there is a general safety concern in the area of the school, but does not generally threaten or endanger the occupants of the school. It prevents unauthorized persons from entering the building and uses the physical security of the facility to act as protection. All external doors will be locked including the main entrance. No one will be allowed to enter or exit a building, except vital services when necessary. Outside activities will be canceled and everyone will remain inside the building until the situation is declared safe.

A **lockdown** will be called when there is an immediate and real threat to the safety and security of the school and/or district. A lockdown restricts access to the school and secures staff and students in safe areas. All classroom doors will be locked and students will be housed in a "safe area" away from windows and out of sight. A lockdown will remain until the situation is declared safe.

We will utilize best practices and make the alerts as straightforward as possible. Our goal is to standardize the alert levels so that CDC and the Natrona County School District is using the same methods and the same language. We know parents become concerned when they learn their child's school is on alert. We hope that by simplifying the levels, we can help parents better understand the difference in the levels.

Parents can do their part to help maintain the security of the center by entering and exiting through the front doors, checking-in at the front desk, and wearing an appropriate visitor's badge when visiting the center for a meeting, observation, or volunteering. (*Visitor badges are not required when routinely dropping off or picking up your child.*)

Thank you for your cooperation and for trusting us with your children's safety and education!

Sincerely,

Child Development Center Administration



CHILD MEDICAL/HEALTH INFORMATION

Child's Name: _____ Date of Birth: _____

Parent/Guardian Name: _____ Today's Date: _____

YES	NO	Please explain all "YES" answers
		1. Has your child ever been hospitalized? If yes, explain:
		2. Has your child ever had surgery? If yes, explain:
		3. Does your child have a shunt? If yes, explain:
		4. Has your child had a Nissen Procedure? If yes, explain:
		5. Does your child have a feeding tube? If yes, explain:
		6. Does your child have diabetes? If yes, explain:
		7. Does your child have any special eating needs/concerns? If yes, explain:
		8. Is your child currently taking any medications? If yes, explain:
		9. Does your child have any known allergies (food, insects, animals, medication, other)? If yes, explain:
		10. Does your child need an Epi Pen? If yes, explain:
		11. Does your child have trouble breathing or cough during or after exercise? If yes, explain:

Continued on back

Child's Name: _____ Date of Birth: _____

YES	NO	Please explain all "YES" answers
		24. Has your child ever sprained/strained, dislocated, fractured, broken, or had repeated swelling or other injuries of any bones or joints? If yes, explain:
		25. Is your child currently receiving counseling services? If yes, explain:
		26. Has your child been diagnosed with any known condition or syndrome? If yes, explain:
		27. Does your child have any other special needs? If yes, explain:
		28. Does your child have any other medical concerns? If yes, explain:

Please list any other concerns: _____

Signature of Parent/Guardian

Date

Signature of Service Provider

Signature of Service Provider

Signature of Service Provider

Signature of Service Provider



NOTICE OF PRIVACY PRACTICES

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOUR CHILD MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

Protecting Your Privacy

The Child Development Center (CDC) provides many types of health related services, such as hearing and vision screening, assistive technology, therapies, referrals for medical assessments and Children's Medicaid Waiver services. CDC is required to protect the information we collect by Federal and State law. This information is called "protected health information", or PHI. We take great care to properly handle information about your child. This Notice, which is required by law, describes how we handle personal information and our commitment to protecting your privacy.

We Safeguard the Information We Collect About Your Child

This Notice of Privacy will tell you how CDC may use or disclose protected health information. Not all situations will be described. CDC is required to give you a notice of our privacy practices. CDC is required to follow the terms of the Notice currently in effect. We follow strict security standards and procedures to help prevent unauthorized access to personal information. Only properly authorized employees may access information we collect from or about your child. We apply rigorous standards for protection of personal information to all our interactions with you and your child, including those conducted via the internet. These standards are outlined in greater detail in CDC's Policies and Procedures Manual.

How We May Use and Disclose Health Information About Your Child

***For Treatment:** CDC may use or disclose information about your child to provide, coordinate or manage the evaluation and services your child receives from us and other service providers. We may disclose health information about your child to doctors, nurses, case managers, psychologists, social workers, direct support staff and other agency staff and other persons who are involved in supporting your child or providing care. We may consult with other health care providers concerning your child and, as part of the consultation, share health information with them. For example, staff may discuss information to develop and carry out your child's individual education plan. Staff may share information to coordinate needed services, such as medical tests, transportation to a doctor's visit, physical therapy, etc. Staff may need to disclose health information to entities outside of our organization, for example another provider or a state/local agency to obtain new services for your child.

***For Payment:** We may use and disclose health information about your child so we can be paid for the services we provide to you and your child. This can include billing a third party payer, such as Medicaid. For example, we may need to provide the State Medicaid program with information about your child to ensure eligibility for those services.

***For Health Care Operations:** We may use and disclose health information about your child for our own programs and activities. For example, we may disclose PHI about your child to train new staff or for accreditation or licensing activities.

***For Appointment and Other Health Activities:** We may use or disclose information to provide you with appointment reminders such as voicemail, messages, post cards or letters. We may call your name in the waiting area when it is time for you and/or your child to be seen. CDC may also send you information about health services that may be of interest to you such as specialty assessment clinics or changes in state programs.

***For Public Health Activities:** We may be compelled to contact the public health agency such as the Wyoming Department of Health that maintains and updates vital records and tracks some diseases.

***For Judicial and Administrative Proceedings:** We may be compelled to disclose information when required by court order. We may also disclose health information about your child in response to a subpoena, discovery request or other legal process but only if efforts have been made to notify you about the request, or to obtain an order protecting the information to be disclosed.

***To Avoid Harm:** We may disclose PHI to law enforcement in order to avoid a serious threat to the health and safety of your child. For example, we may disclose your child's health information to appropriate authorities if we reasonably believe that your child is a victim of abuse, neglect or domestic violence or the possible victim of other crimes.

***Disclosure to Family and Others:** We may disclose to a parent/guardian, personal representative, family member, other relative, a close personal friend or any other person identified by you, health information about your child that is directly relevant to your child's services that your child receives or payment for those services. We also may use or disclose health information about you to notify or assist in notifying, those persons of your location, general condition or death. You have the right to object to the sharing of this information.

*Other Uses and Disclosures Require Your Written Authorization:

CDC will request your written authorization before using or disclosing information for any other purpose such as photos for publicity and/or fundraising. You may refuse such an authorization at any time by notifying John Starnes, Executive Director, 2020 East 12th, Casper, WY 82601, in writing of your refusal to authorize such a request. CDC cannot take back any uses or disclosures of PHI already made with your authorization.



ACKNOWLEDGEMENT OF RECEIPT OF NOTICE OF PRIVACY PRACTICES

I, _____, have received a copy of the Child Development Center's Notice of Privacy Practices.

(Please Print Name)

(Signature)

(Date signed)

FOR CENTER USE ONLY - DO NOT WRITE BELOW THIS LINE

We attempted to obtain written acknowledgement of receipt of our Notice of Privacy Practices, but acknowledgement could not be obtained because:

- Individual refused to sign
- An emergency situation prevented us from obtaining acknowledgement
- Other (Please specify)

“CONNECTING HOME TO SCHOOL”

Child Interest & Family Culture Surveys

As a parent/guardian, you know your child better than anyone. That’s why we need you, the expert, to complete this form and help us deliver a quality, educational experience while your child attends the Child Development Center’s preschool program. Your answers to the following questions will assist us in providing a positive, safe, and nurturing learning environment for your child.

Thank you!

(Please complete both sides of this questionnaire)

Name of Child: _____ Date: _____

Parent/Guardian Name(s): _____

Classroom Name: _____

Child Interest Survey:

1. What do you believe, from a parent/guardian perspective, is the most important reason your child is attending CDC’s preschool program?
2. What does your child enjoy doing?
Indoors:

Outdoors:
3. How do you comfort or calm your child? Please let us know about any of your child’s fears.
4. How do you know when your child needs help (example: needing to use the toilet, etc.)? Please share any words or gestures your child uses.
5. In your opinion, what is the most important thing your child can learn in class this year?

RECEIPT OF POLICIES, PLANS, & PROCEDURES HANDBOOK FOR THE PRESCHOOL PROGRAM

I, _____, certify and acknowledge the following:

- It is my obligation to read a copy of the Policies, Plans, and Procedures Handbook for the Child Development Center (CDC) Preschool Program.
- I understand that the policies, plans, and procedures described in the handbook are subject to change and may be revised with or without notice due to program needs.
- I have been given the opportunity to ask any questions I may have regarding the contents of this Policies, Plans, and Procedures Handbook.
- By signing below, I agree to follow the policies contained in this Policies, Plans, and Procedures Handbook.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

(If you have more than one child attending the Preschool Program at the Child Development Center, please provide information for all children.)

Name of child enrolled in Preschool Program _____

Child's classroom _____

Name of child enrolled in Preschool Program _____

Child's classroom _____

Name of child enrolled in Preschool Program _____

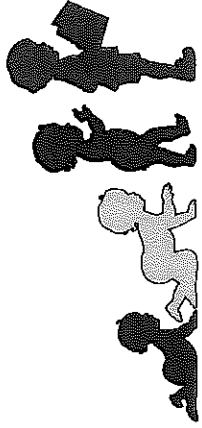
Child's classroom _____

CHILD DEVELOPMENT CENTER

2017-2018 Parent Calendar

CDC Main
 2020 East 12th Street
 Casper, WY 82601
 307-235-5097
 307-473-1440-FAX
www.cdccasper.org

CDC @ Summit
 2230 Waterford
 Casper, WY 82609
 307-253-3098
 307-253-3097-FAX



CDC Core Values

Live each day with courage
 Do what has to be done
 Ride for the brand

Take pride in your work
 Be tough, but fair
 Talk less and say more
 Know where to draw the line

Always finish what you start
 When you make a promise, keep it
 Remember some things aren't for sale

August 2017	September 2017	October 2017	November 2017
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
December 2017	January 2018	February 2018	March 2018
S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	S M T W T F S 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
April 2018	May 2018	June 2018	July 2018
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

"The Child Development Center exists to provide premier, family-focused, developmentally appropriate services for children birth through age five."

August 2017 30	WELCOME BACK TO SCHOOL BIRTHDAY BASH
September 2017 4 5 6	LABOR DAY-CENTER CLOSED OPEN HOUSE- CDC @ SUMMIT PRESCHOOL FIRST DAY OF PRESCHOOL
October 2017 30	Staff In-Service-NO CLASSES
November 2017 20 & 21 22-24	Parent Teacher Conferences- NO CLASSES THANKSGIVING BREAK-CENTER CLOSED
December 2017 20-29	CHRISTMAS/WINTER BREAK-CENTER CLOSED
January 2018 1-2 3 15	CHRISTMAS/WINTER BREAK-CENTER CLOSED Classes resume EQUALITY DAY-CENTER CLOSED
February 2018 16 & 19	PRESIDENTS DAY-CENTER CLOSED
March 2018 23-30	SPRING BREAK-CENTER CLOSED
April 2018 21 23 & 27	Kids Art a la Carte Parent Teacher Conferences- NO CLASSES
May 2018 22 28	Last day of class MEMORIAL DAY- CENTER CLOSED
June 2018 1-15 18-28 22 & 29	CENTER CLOSED Summer Session CENTER CLOSED
July 2018 2-13 16-26 24 20 & 27-31	CENTER CLOSED Summer Session Infant Family Night CENTER CLOSED