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(Revised 8/2020)
About the Child Development Center

OUR MISSION
The Child Development Center exists to provide premiere family-focused, developmentally appropriate services for children, birth to the age of 21.

OUR CORE VALUES
CDC subscribes to the 10 principles from the Code of the West:

- Live each day with courage.
- Take pride in your work
- Always finish what you start.
- Do what has to be done.
- Be tough, but fair.
- When you make a promise, keep it.
- Ride for the brand.
- Talk less and say more.
- Remember some things aren’t for sale.
- Know where to draw the line.

OUR PHILOSOPHY
We believe:
- Each child should have the opportunity to learn in a safe and nurturing environment that promotes the whole child.
- Children should be provided with a wide variety of learning experiences promoting independence, self-confidence and creativity.
- Children learn best through play-based experiences, with parents as a vital part of the learning process, promoting positive interactions.
- A qualified, dedicated staff is essential to a quality early childhood education.

ACCREDITATION
CDC is proud to have earned NAEYC Accreditation, the mark of excellence for early childhood education programs. www.naeyc.org
ABOUT CDC PRESCHOOL
CDC’s developmental preschool provides inclusionary, high quality, educational services for children between the ages of three and five, with and without identified special needs. We offer a positive and healthy learning environment that promotes a child’s self-esteem and social skills. CDC believes in a play-based learning environment where children learn through play and exploration of their environment. No child is ever denied participation in any program or activity because of race, color, religion, sex, national origin or disability. Classroom instruction is provided by an Early Childhood Educator or Special Educator and/or an assistant teacher.

HOURS
Lobby hours and classroom times may be subject to change based on current guidance provided by Wyoming Department of Health and Natrona County Health Department.

CDC’s lobby hours are from 8am to 4pm Monday-Friday. Holidays and any other closures are noted on your CDC Parent Calendar and on our website.

Classes for 3-year-olds are offered:
Morning Session: 8:30-11:30AM
Afternoon Session: 12:30-3:30PM

Classes for 4-5 year-olds are offered:
Morning Session: 8:30-11:30AM
Afternoon Session: 12:30-3:30PM

If a child arrives before 8:30 for the morning session or before 12:30 for the afternoon session, he/she will need to wait in the lobby with his/her parent/guardian until class starts.

TUITION FOR PAID PRESCHOOL
- Monthly tuition for children without special needs is due on the first of the month and can be paid at the front desk, automatic deduction or via CDC’s website - cdccasper.org.
- Children eligible for special needs services or TANF attend CDC Preschool at no cost.

WEATHER CLOSURE
Due to serving the littlest of children, CDC may close the center even if Natrona County School District isn’t closed. Check your email, CDC’s Facebook page, or call CDC after 6:45 AM for a phone message with updated information on any closure.

FIELD TRIPS
During the school year, classrooms may go on field trips. By signing a Parent Authorization Form that includes field trip permission, your child has the opportunity to share in adventures with classmates. Children will be transported by a CDC bus or will walk to their destination and typically, teachers will ask parents to help chaperone the field trip. For safety precautions, children will have CDC identification. Phones and first-aid kits will be on board!

A thorough explanation of all CDC preschool’s Policies, Plans & Procedures is available by request from the front desk.
EMERGENCIES
CDC keeps an Emergency Preparedness Plan in every classroom and office and requires staff to follow/familiarize themselves with all safety and disaster protocols. If you’d like to see these plans in detail, please let us know.

• Evacuation
If it becomes necessary to evacuate the CDC main site, our primary evacuation point is Park Place/Edgewood Senior Living at 1930 E 12th St. Parents will be notified, and children will be released to an authorized escort. The backup location (if needed) is Casper Classical Academy at 900 S Beverly. Students and staff located at our CDC Summit location will follow the evacuation procedures for Summit Elementary School. Please inquire with your child’s teacher and/or Summit Elementary School for more information about their procedures.

• Fire Drills & Lockdown/Lockout
CDC practices monthly fire drills and occasional lockdown/lockout drills. If you happen to be present during a drill, we’ll ask you to join in as we practice our safety procedures. **In the event of a lockdown or lockout, CDC will contact parents.

FAQs:
What do I do if I need to have a new person pick up my child?
Fill out a Preschool Information Update Form at the front desk. If a last-minute situation prevents filling out the form, please call CDC at 235-5097 (Main Site) or 253-3098 (Summit Site). The new pick-up designee will need to show a photo ID upon arrival.

I forgot my login code … what now?
Ask the front desk for help.

Can my child still come to school with a fever or rash?
Certain conditions will prevent children’s participation in preschool. Specifics are available in your Parent Handbook.

Can my child ride the bus?
Only children currently on an IEP or TANF are eligible for the bus, with very limited availability. Parents may fill out a transportation request at the front desk for consideration.

My child’s class isn’t in their room - where would they be?
If the class is in the Big Room, on the playground, on a field trip, or located elsewhere in the building, a note will be posted on the classroom door.

Can I enter or exit through any CDC doors?
No, for children’s safety, the only entrance and exit for parents and guests is the main entrance on the east side of building (facing the fire station).

PRESCHOOL ADMINISTRATIVE TEAM
Alisha Rone – Executive Director
Lori Kapeles – Director of Program
Marnie Camp – Director of Special Education
Jan Hinz – Director of Therapy

BOARD OF DIRECTORS
CDC is governed by a Board of Directors that may include parents, educators, legislators, and members of health care, legal, and business segments of the community. Monthly meetings are open to the public and typically held the 1st Wednesday of each month. Please call CDC for a list of Board Members or meeting dates.
Stay Connected!

At CDC, we believe parents and teachers, working together, create the foundations of success for a child’s education. Because we are partners in this exciting educational experience, we want to help you feel connected. Here are just a few of the ways you can do that:

PLEASE LET US KNOW IF...
- There’s been any change in your contact information, emergency numbers, address, authorized escorts or other pertinent personal information.
- Your child will not be attending preschool for the day for any reason.
- You need to add the name of a new individual to be authorized to pick up your child. (New individuals picking up a child will be required to show proof of identification.)

VISITING & OBSERVING
Family members are welcome to visit CDC anytime between 8 and 4. All guests will need to enter and exit through the main doors and sign in at the front desk, where they will be given a nametag. If a parent or family member is not allowed to visit their child due to a court order or other legal documents that are in place, the front desk staff, with administrative support, will address this issue with the individual. If necessary, law enforcement will be called to enforce the court documents.

PARENT/COMMUNITY VISITORS AND TOURS
CDC parents are always welcome to observe their child’s classroom after checking in at the front desk. All visitors who are not currently affiliated with CDC, who are requesting to tour the building or observe our classrooms, must contact the front desk personnel to setup an appointment.

VOLUNTEERING
Volunteer opportunities are open to all our CDC families. These opportunities will vary depending upon CDC’s needs at that time. From chaperoning a field trip to classroom support, event planning to cultural exploration, and everything in between — we encourage you to participate in your child’s preschool experience. If you’d like to volunteer, take the time to speak to your child’s teacher and find a good fit for your skills and interests!

PARENT-TEACHER CONFERENCES
Conferences are held twice a year to update parents about their child’s progress; it’s a great time to talk to the teacher about questions or concerns you might have, and to share more about your child’s feelings, interests, and needs. However, please don’t hesitate to call or email your child’s teacher at any time if you have concerns, and the teacher will schedule an individual conference.
COMMUNICATION
It’s easy to stay connected to what’s happening at CDC and in your child’s classroom. Each classroom will send home or email a monthly newsletter and/or calendar. You can help us save money and go green by providing your email address and receiving newsletters/calendars electronically. You are also invited to sign up for general CDC emails via our website. All parents are asked to sign up for the Remind App to receive classroom/program reminders. Plus, CDC has a Facebook page (facebook.com/cdcncCasper) to keep you connected. Please “friend” us and if you see your child’s smiling face on our Facebook page, please like it and pass it on to family and friends!

TRANSLATION
Staying connected is critical! That’s why we strive to hire team members who are fluent in other languages, including sign language. Translation services may be available upon request.

PHOTOS, VIDEO & MORE!
At CDC we like to show off the shining faces of our students. By allowing your child’s photo to be used for publications, on our Facebook page, our website, and in other materials, you help build our CDC community. Our standard practice is to not use names unless we ask your permission first. Please be sure to sign your Parent Authorization Form for photo release as soon as school starts. CDC uses video and photos in a variety of ways. Recording classroom activities helps us document a child’s growth, demonstrate the learn-through-play philosophy, and maintain exceptional classroom standards. However, out of respect for all our CDC families, if you happen to take pictures of your child while at CDC or a CDC event, and if that photo shows the faces of other children, please do not post the photo to social media or any other public place.

RESOURCES
We’re here for you! Whether it’s finding a way to help put food on the table, seeking out emergency financial assistance or even providing resources for finding doctors, dentists and childcare providers, our staff members are here to support you and your family.

PARENT EDUCATION
CDC can connect you to a variety of parent education opportunities ranging from social-emotional support, guidance for addressing behavioral concerns, speech-language clinics and more. CDC offers the PATH curriculum for parents. PATH has an array of classes for parents provided by our trained staff. More information is available upon request.

PARTNERSHIPS, TRANSITIONS & CONTINUITY OF CARE
CDC enjoys broad partnerships and support from our Casper community. We strive to maintain strong relationships with the Natrona County School District, health care providers, community leaders, non-profits and local agencies that support the families we serve. CDC also hosts the Interagency Coordinating Council; whose mission is to educate and collaborate with community agencies to improve services and offer resources to children and families within Natrona County. At CDC we strive to provide continuity of care, and to help children make smooth and successful transitions, whether it’s from classroom to classroom, to a new service provider, or even to the school district as children prepare to enter kindergarten.
Health & Safety

(Note: CDC’s Health & Safety procedures and policies are subject to change based on guidance provided from the WY Health Department and the Natrona County Health Department.)

Our teaching team members along with other staff members work diligently, so that you can relax knowing your child is learning and growing in a safe, healthy and welcoming environment. Here are a few things you can do to help us promote a safe and healthy environment:

READY FOR ANYTHING!
- Please dress your child each day for the appropriate weather. We recommend “layers” during cold weather so that children can be comfortable both inside and outside. We try to enjoy the outdoors as much as possible!
- Please apply sunscreen and/or insect repellent at home before bringing your child to school. Because of the possibility of allergic reactions, teachers are unable to apply either of these products.
- If your child is not toilet trained, you must provide diapers or training pants each day.
- For all children, we also ask that parents/guardians provide a change of clothing to keep at school (just in case!!). Be sure to label your child’s items with your child’s name, since we cannot be responsible for loss of items that are not clearly marked.

WHEN A CHILD IS SICK
For everyone’s protection, please keep your child at home if they seem sick or have a contagious condition. If your child has signs or symptoms of illness, we will contact you right away, and CDC reserves the right to request that you come get your child. Certain conditions may require a note from a physician before returning to school. For more detailed information, please request a copy of our Policies, Plans & Procedures Handbook or view it at www.cdccasper.org. Signs of illness may include:
- Diarrhea, vomiting or an upset stomach within 24 hours of school
- Severe pain or discomfort
- Difficult or rapid breathing
- Yellowish eyes or skin
- Pink or red eyes with a discharge
- Severe coughing
- Fever of 100.5 degrees Fahrenheit or higher
- Untreated head lice, nits or scabies
- Children suspected of being in contagious stages of chicken pox, pertussis, measles, mumps, rubella or diphtheria or skin rashes lasting more than one-day.

SANITATION
CDC follows a strict hand washing protocol to reduce the spread of infection and encourages children and visitors to do the same. We also strive to maintain classroom cleanliness. Toys are cleaned daily as needed and sanitized if contaminated. We also follow recommendations from the Centers for Disease Control in situations involving blood borne pathogens and other health risks.

ADMINISTERING MEDICATION
For a child to have medication administered at preschool, special requirements must be met, including physician permission, medical release, medication labeling requirements, etc. Please contact your child’s teacher for the full requirements or more information.
HEALTH EMERGENCIES
CDC teaching staff and service providers are trained in both first aid and CPR. In the case of minor injuries, CDC will administer first aid. In the event of a more serious emergency, CDC will contact 911 and the parent/guardian. For children with known medical or developmental needs, individual care plans are developed with parents and staff. Certain documentation must be in place for CDC to honor a Do Not Resuscitate (DNR) order. Please speak with your child’s teacher if necessary. In the case of an emergency, CDC will always call 911 and the child’s family.

SNACK TIME
Snack items that are donated to CDC classrooms will be distributed amongst all children. We ask for parent support in providing healthy snack options such as fruit, graham crackers, goldfish crackers, fruit snacks, cheerios, etc. considering allergies and other sensitivities. All snack foods provided by parents/guardians must be commercially prepared packaged foods in unopened containers or whole fruits/vegetables and must meet USDA guidelines. (Specialized food and beverages brought from home to accommodate a child’s special nutritional requirements must be labeled with the child’s name and date.)

SMOKING, DRUGS & ALCOHOL
Smoking/vaping is not permitted by any employee or visitor to CDC in any area including facilities or grounds, or within any CDC vehicle. CDC also maintains a drug- and alcohol-free environment.

WEAPONS & HAZARDS
Firearms, weapons, and any other hazardous risks to children or adults are prohibited in any building/facility/vehicle of CDC (An exception exists for law enforcement personnel who are required to carry firearms). Possession or use of any weapon will result in suspension with the possibility of expulsion of the child involved, and any adult violating this policy may be banned from having access to the building!

CLEAN TALK
Please avoid the use of profanity while visiting the CDC.

MISCELLANEOUS
CDC is required by law to report any suspected child abuse/neglect. We maintain a log of sex offenders currently living in Natrona County, and that information is available to you upon request.

HOLIDAY CELEBRATION
• A “Back to School” event for families and children may take place in September.
• Classrooms may schedule parties to celebrate holidays such as Halloween, Winter Break, Valentine’s Day, etc. (Please visit with your child’s teacher regarding holiday celebrations).
• Teachers may schedule individual parties for specific achievements or celebrations.

BIRTHDAY CELEBRATIONS
Parents should check with their child’s teacher for birthday treat protocols and when the treats will be served. Treats must be easy to serve- no plates, forks, etc. and must meet the requirements as listed in the “Snack Time” policy above. Flowers or balloons sent to the school for a student will be kept at the front office until the end of the preschool session.
RESOLVING PROBLEMS
If you have any concerns or a grievance regarding your child’s services, please follow the procedures listed below:

1. Please discuss the concern with your child’s teacher or therapist.
2. If you are not satisfied with the response/solution from the teacher or therapist, please notify the Director of Special Education and/or the Director of Program and request a meeting.
3. If you are not satisfied with the outcome of the meeting, please notify the Executive Director in writing to request a meeting to discuss the grievance.
4. If you are not satisfied after following steps 1 through 3, please contact the President of the Board of Directors.

GUIDANCE & DISCIPLINE
CDC’s policy for discipline focuses on teacher reinforcement of desirable social behavior through positive redirection, earned praise, and natural, logical consequences. Other techniques used to reinforce positive behavior include modeling of good behavior and encouraging children to express feelings verbally rather than “striking out” physically. Teachers help children to develop self-control, rather than teacher- or parent-imposed control. We work to create a nurturing environment where the child is stimulated and engaged in order to reduce the level of frustration that can occur in a group setting. For more information, including discipline methods prohibited by the Wyoming Department of Family Services, please visit:

http://dfswapps.state.wy.us/DFSDivEC/General/Resources.asp

SUSPENSION/EXPULSION POLICY
At the Child Development Center, we strive to make every child’s preschool experience happen in a positive and nurturing environment. Occasionally, a child’s behavior may create a more difficult learning environment for that child and others. If a child continually exhibits challenging behaviors, CDC staff will share their concerns as well as their intervention methods and strategies with parents through written documentation and a phone call and/or conference. Every effort will be made to connect staff and families with local and national resources that support children and help them to be successful in our program and other environments. It is our guiding principle, that suspension and/or expulsion of a child should not happen.

LICENSING INFORMATION
The Child Development Center is licensed through the Wyoming Department of Family Services. The guidelines for the state’s licensing requirements can be found on the following website:

http://dfswapps.state.wy.us/DFSDivEC/General/Resources.asp

For any concerns about the CDC’s DFS License or to obtain CDC’s Facility’s complaint and compliance report, please contact the DFS Licenser: Teddie Schrayer, 307-473-3964.
CURRICULUM GOALS & OBJECTIVES
At CDC, we believe an early childhood curriculum must be developmentally appropriate, research-based, and focus on the whole child. CDC’s curriculum plan considers all areas of development including physical, cognitive, social/emotional, and speech/language. We’ve adopted Creative Curriculum and Teaching Strategies GOLD as the “framework” for curriculum and assessment. Goals are individualized for children in cooperation with family and staff.

INDIVIDUAL EDUCATION PLANS (IEP)
Through screening, evaluation, assessment, documentation, and family coordination, CDC implements IEPs with care and compassion. A child’s IEP is developed in accordance with IDEA and all applicable Rules and Regulations as outlined by the Wyoming Department of Education’s Rules and Regulations Governing Services for Children with Disabilities. For more information about how CDC assesses developmental skills and progress, please visit with your child’s teacher or therapist and/or request a copy of our Policies, Plans & Procedures Handbook.

EARLY INTERVENTION
If your child is receiving early intervention special needs services through CDC, a big part of his/her preschool experience involves the many therapies and skill development opportunities that are outlined in the IEP. The services offered may include:

- Physical Therapy
- Occupational Therapy
- Speech & Language Therapy
- Cognitive Skill Development
- Social & Emotional Development
- Family Service Coordination

The early intervention team, including your child’s teacher, will regularly assess and evaluate progress. That progress will be provided to you in a variety of ways, including:

- Progress reports/notes
- Periodic review of goals
- Yearly review of goals
- Parent/teacher conferences
- Meetings with the parents/guardians as needed to discuss a child’s progress
- Ongoing communication with parents
Confidentiality

Your privacy is important to us! That’s why CDC maintains a strict policy of confidentiality.

FILE KEEPING & CONFIDENTIALITY
CDC keeps all information pertaining to children, families and staff members confidential. Access to child files is granted only to those with a relevant interest in the child’s development, including parents/guardians, the child’s classroom teaching staff, and other service providers if the child is on an IEP.

NO PHOTOS, PLEASE
In order to protect the confidentiality of children, families, and staff at CDC, please do not post any pictures or information of children, families, or staff in any public area such as social networks (e.g. Facebook, YouTube, Instagram, blogs, etc.). If you have questions or concerns, please speak with your child’s teacher or a CDC administrator.

RETENTION/DISPOSAL OF INFORMATION
CDC’s policy for retention of child files is in accordance with the Code of Federal Regulations 34 CFR 300.573 and Department of Family Services Rules and Regulations which is to dispose of a child’s file at the end of five years after services with CDC conclude. If you desire information from your child’s file in that five-year time frame, please notify CDC in writing to request your child’s file.

HIPAA
If your child is receiving early intervention services at CDC, you should have received a notice of your privacy rights and signed an acknowledgement form. Our staff members also sign confidentiality acknowledgements.
PARENT TRANSPORTATION/PARKING

- **FAMILIES ENROLLED AT CDC MAIN SITE:** Parent parking is available on the east side (main entrance) and north side of CDC’s building. CDC’s parking lot is a “one way” with entrance access on the east side of the building and exit access on the west side of the building.
- **FAMILIES ENROLLED AT CDC SUMMIT:** Please follow Summit Elementary’s traffic arrows and signs, and park in the designated parking area.
- Handicapped parking is available ONLY to those with qualifying tags. All others will be asked to vacate these parking spaces.
- **ALWAYS HOLD YOUR CHILD’S HAND IN THE PARKING LOT. DRIVE SLOW!!!!**

- Please bring your child through the main entrance (east side of the building); sign in and out at the front desk using the unique computer code provided to you by CDC. Please also check your child in and out at the classroom each day.
- You should have received a drop-off/pick-up time from your child’s teacher. By sticking closely to those windows of time, you help us alleviate congestion, and ensure safety.
- If an individual other than a parent is responsible for transporting a child, parents must delegate an authorized individual to sign the child in and out each day (using the child’s computer code) with the understanding that the individual assumes responsibility for the child’s actions. Parents are responsible for providing CDC with a list of authorized escorts for their child. Children will not be allowed to leave with anyone not listed as authorized. Parents must notify CDC if someone not included on the list is to pick up their child. **NEWLY AUTHORIZED INDIVIDUALS PICKING UP A CHILD FROM PRESCHOOL WILL BE REQUIRED TO SHOW PROOF OF IDENTIFICATION.**
- Children must not be unattended inside or outside a CDC classroom at any time. Please stay with your child in the waiting area until the appropriate “drop-off” time. Parents are also asked to wait with their child until a CDC staff member and/or teacher acknowledges, greets, or welcomes their child into the classroom before leaving.
- The transportation of CDC children to and from preschool is to be provided by the parent/guardian or a parent-designee, or on the CDC Bus or CATC Bus.
- If a child is not picked up within 15 minutes after class has ended, CDC will attempt to contact the parent/guardian to pick up the child. If the child has not been picked up within 30 minutes after class has ended, CDC will contact Department of Family Services (DFS) and follow DFS procedures.

BUS TRANSPORTATION

- CDC provides bus transportation for a limited number of children who qualify for our special needs or TANF program, which is based upon specific eligibility requirements.
- It may be necessary to use CDC buses for field trips. By signing a Parent Authorization Form that includes field trip permission, you agree that your child may travel by CDC bus.
ABOUT CDC+
In 2018, the Child Development Center expanded to provide paid therapy services beyond the age of five. All too often CDC children, parents and families were sad when they exited our program, moved to kindergarten, and had to re-establish with an outside therapy provider. Through CDC+, we are able to provide a continuum of care for children who previously attended CDC and want to continue to receive therapy beyond the age of five at CDC and to support children in our community that need therapy services. We have expanded our mission to serve children from birth to 21 years of age to continue to provide excellent therapy services.

The CDC continues to look to our community for ways we can better support our children and families. CDC+ services include occupational, physical and speech therapy and audiology and nutrition services. The CDC+ therapists also provide sensory integration strategies, reading coaching and feeding therapy. Our community can expect CDC+ professionals to provide outstanding, coordinated care to children from birth to 21 years of age.

AUDIOLOGY SERVICES
The CDC+ audiologist specializes in pediatric care. We provide newborn hearing screenings, diagnostic pediatric hearing evaluations, fitting and management of hearing aids, and more. CDC+ has partnerships with Wyoming’s Early Hearing Detection and Intervention program (EHD), Wyoming Hands & Voices, and other programs across the state, to provide support to families who have a child with hearing loss. CDC will be able to test hearing and fit hearing aids for children in-house so families don’t have to travel out-of-state.

NUTRITION SERVICES
The Child Development Center understands the value and importance of nutrition. We provide support to children and families who are a part of the CDC Early Intervention Program, CDC+ therapy clinic, as well as extend our resources to the community. We work closely with families to provide support and education regarding overall nutrition needs, including failure to thrive, food and sensory issues, breastfeeding support and overall nutrition education.

PATH
Parents Achieving Training and Hope, also known as “PATH” is an education series for parents and caregivers that cover a broad range of topics, all centering on the health and development of children. Some of the PATH topics include: yoga and massage for infants, learning to make toys that promote development, healthy nutrition, social and emotional training, and getting your toddler to talk more at home and more. The schedule of classes can be found on our Website and Facebook page beginning in September.

READING COACHING
Reading coaching is available for children between 2nd and 5th grade who are having difficulty learning to read and/or reading comprehension. A CDC+ Speech Language Pathologist will complete an evaluation to determine your child’s reading comprehension abilities, his/her reading skill level, and what type of assistance he/she may need. Reading Coaching is a scheduled 1-2 times a week and may be provided in a group or individual setting.
THERAPY SERVICES

- **Occupational Therapy** or “OT” focuses on improving children's fine motor, planning/organizational and sensory processing skills so they can participate in everyday play and learning activities. Occupational therapy can also help children learn to become more independent by working on self-care skills and building self-esteem.

- **Physical Therapy** is commonly referred to as “PT” and helps to improve a child’s gross motor development. This involves a child’s larger, stronger muscle groups needed for crawling, walking, running, playing games and participating in sports.

- **Speech Therapy** focuses on helping children develop effective communication skills. Speech therapy can help children who have difficulty understanding/listening, using language, speaking clearly, reading, fluency or drinking/swallowing.