

# Buffalo Children's Center



Caring Hearts. Empowered Families. Learning Together.

Wyoming Licensed Child Care Center (CCC)

## PARENT HANDBOOK

*Effective November 2025*

### Welcome

Thank you for choosing Buffalo Children's Center (BCC), a Wyoming DFS-licensed nonprofit childcare and early learning center serving children in Buffalo and Johnson County. We provide safe, high-quality, and nurturing care in compliance with **Wyoming Child Care Licensing Rules (Chapters 1–10)**. Our center is licensed for 86 children, operates **Monday–Friday, 6:00 a.m.–5:30 p.m.**, and holds a **4-STARS QRIS rating**.

This handbook outlines our policies, procedures, and parent responsibilities. Families must review, sign, and return the acknowledgment form prior to enrollment.

**License #: 2541**

**DFS Licensor:** Kristin Bennick, 684-5513 Ext 5, [kristin.bennick@wyo.gov](mailto:kristin.bennick@wyo.gov)

**Location:** 151 Klondike Dr., Buffalo, WY 82834

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### 1. Mission & Philosophy

#### Mission:

To provide safe, affordable, and high-quality childcare and early learning that nurtures each child's growth, strengthens families, and supports the well-being of our Buffalo and Johnson County community.

#### Vision:

A thriving community where every child has access to nurturing care and quality learning, every family feels supported, and Buffalo is a place where children and families succeed together.

#### Core Values:

**Security | Compassion | Empowerment | Partnership | Integrity | Stewardship**

#### Staff Qualifications & Licensing Compliance:

All staff meet **Wyoming DFS licensing requirements**, including background checks, health screenings, pre-service training, CPR/First Aid certification, and ongoing professional development through **STARS**. Staff follow all licensing rules related to ratios, supervision, safety, health, and positive guidance.

### 2. Enrollment & Tuition Procedures

#### Eligibility:

Ages 6 weeks–6 years

#### Required Documents (due before start date):

- Completed enrollment packet
- Birthdate verification
- Emergency contacts and transportation permissions
- Health records and immunization form completed by a licensed provider
- TB risk assessment (child and adults)
- Individual Care Plans (allergies, medical, developmental - if needed)
- Parent Handbook Acknowledgment

## Enrollment Workflow:

1. **Inquiry & Tour:** Response within 24–48 hours; facility tour and program overview.
2. **Enrollment Offer:** Acceptance or waitlist notification, provide packet and tuition info.
3. **Packet Completion:** Review and enter child/children into **Procare**; classroom assignment.
4. **First Payment:** First tuition paid in full prior to start date; issue receipt via Procare.
5. **Start Date:** Staff notified of allergies, medical needs, or individualized plans; orientation to classroom and routines.

## Annual Re-Enrollment:

Update forms, immunizations, and health plans; confirm enrollment via Procare.

## Waitlist:

Maintained in Procare; priority to siblings, staff children, or community need; reconfirm interest every 6 months.

## Tuition & Billing:

- Rates: Infants \$265/week, Preschool \$240/week (weekly rates; see full rate sheet for monthly/daily).
- Tuition assistance via DFS subsidy; documentation required.
- Payments processed via **Procare**; late fees applied if payment is past due.
- Withdrawal: 30 days written notice required; fees may apply if notice is not provided.

## Fee Policies:

- **Late Payment:** \$10 after 4th business day, \$5/day thereafter.
- **Late Pickup:** \$1/min after 5:30 p.m.
- **Returned Payment:** \$30 applied to the next billing cycle.
- **Vacation/Extended Absence Credit:** Must be requested in writing; applied to the following billing cycle only.

## Billing Period Change Policy

1. **Request Submission:**
  - Parents/guardians must submit a written request to change their billing period (e.g., weekly to monthly, or daily schedule adjustment) at least **30 days prior** to the desired change.
  - Requests should be submitted to the Executive Director via email or in writing.

## 2. Re-Enrollment Requirement:

- A **full re-enrollment packet** must be completed for the child. This includes updated:
  - Enrollment application and emergency contact information
  - Health and immunization records
  - Individual care plans or allergy updates
  - Parent handbook acknowledgment
  - Tuition agreement
  - CACFP Annual Enrollment

## 3. Parent Rights & Responsibilities

### Your Rights:

- Immediate access to your child during hours of operation
- Confidentiality of records
- Written notice of policy changes, license status, substantiated complaints, or staff changes
- Participate in conferences, events, or volunteer opportunities (with background check)
- File grievances with the center or DFS

### Your Responsibilities:

- Provide accurate emergency contacts and health info
- Notify the center of changes (allergies, custody, contact info)
- Adhere to pickup schedules; late fees apply
- Report suspected abuse/neglect to **DFS Hotline: 1-800-457-3659**
- Provide court orders for custody arrangements
- Ensure proper supplies, clothing, and applicable materials are provided for your child/children.

## 4. Daily Schedules & Curriculum

### Schedules:

Promote routine and exploration. There will be a monthly activities/curriculum for each classroom that is developmentally appropriate and engages children. Wyoming Early Learning Standards are used in the creation of curriculum to ensure well rounded educational activities and play.

## Sample Preschool Schedule:

Time	Activity
7:00–8:30	Arrival / Free Play / Breakfast
8:30–9:30	Circle Time
9:30–11:00	Centers (art, blocks, sensory)
11:00–12:00	Outdoor Play / Lunch
12:00–2:00	Nap / Rest
2:00–3:00	Snack / Quiet Activities
3:00–5:00	Small Groups (literacy/math) / Play
5:00–6:00	Free Play / Dismissal

## Curriculum:

- Play-based, inclusive, supports IFSP/IEP goals
- TS Gold assessments used for development tracking
- Screen time limited to 30 minutes/day for educational purposes

## 5. Health & Safety Policies

Aligned with **DFS Chapter 8:**

- Illness exclusion: Fever >100.4°F, vomiting/diarrhea, contagious illness
- Medications: Only with signed authorization or doctor's order
- Injuries: Minor logged; serious injuries reported immediately
- Hygiene: Handwashing, daily sanitizing
- Allergies/Special Needs: Documented and EpiPens available
- Inspections: Annual health, sanitation, and fire inspections
- COVID-19/Illness: Follow WY DOH guidance

## 6. Nutrition & Meals

- Meals: Breakfast, lunch, PM snack, family-style service
- CACFP-compliant
- Special diets accommodated with doctor's note
- Parent-provided foods labeled; no sharing if allergies exist

## 7. Guidance & Discipline

- Positive, age-appropriate guidance
- Redirection, modeling, natural consequences
- Prohibited: Corporal punishment, excessive timeouts, isolation, yelling, shaming
- Behavior plans developed collaboratively with parents/specialists
- Suspected abuse reported immediately to DFS

## 8. Arrival, Departure & Attendance

- Only authorized adults may pick up; ID required
- Late pickup: \$1/min fee; repeated lateness triggers parent conference
- Attendance logged in **Procare**; absences reported by 9 a.m.
- Off-site transportation requires written permission; car seats mandatory

## 9. Fees, Payments & Absences

<b>Child's Age</b>	<b>Monthly</b>	<b>Weekly</b>	<b>Daily</b>	<b>Partial Day</b>
<b>Infant</b> (6 weeks - 11 months)	\$1,050	\$265	\$55	\$27
<b>12 months and up</b>	\$955	\$240	\$50	\$25

- Tuition: Infant \$265/week; Preschool \$240/week (see full rate sheet for all rates)
- No refunds for absences; subsidy rules apply
- Late payments: fees apply; 30 day notice required for withdrawal

## 10. Emergency Procedures

- Monthly fire, tornado, lockdown drills; logs maintained
- Evacuation maps posted; headcounts at safe points
- Medical emergencies: call 911, notify parents
- Weather closures: notifications via app/text

## 11. Communication & Family Engagement

- Daily updates via Procure or cubby notes
- Parent conferences twice/year
- Optional events: parent nights, field trips
- Annual parent feedback survey

## 12. Non-Discrimination & Grievances

- ADA, Title VI, and WY anti-discrimination compliance
- Civil rights/discrimination complaints can be filed with the director or in the procedures outlined below.
- Grievances: Director → DFS (307-777-7564)
- Substantiated complaints posted publicly
- Full licensing rules: [DFS Licensing Rules](#)

### USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. Mail:

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or

2. Fax:

(833) 256-1665 or (202) 690-7442; or

3. Email:

program.intake@usda.gov

This institution is an equal opportunity provider.

## 13. Acknowledgment Form

I have received, read, and agree to the policies in this handbook.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Child(ren): \_\_\_\_\_

### **Contact:**

Director: Stevie Jo Merrill

Assistant Director: Hannah Swaim

(307) 684-5802 | [admin@bccwyo.org](mailto:admin@bccwyo.org)

**Wyoming DFS Hotline:** 1-800-457-3659 | **ECARES Subsidy:** dfs.wyo.gov