



Family Handbook

2025-2026

Moose Corner Children's Academy
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Welcome!

Welcome to Moose Corner Children's Academy (MCCA), located in quarter 175 of Grand Teton National Park. Established in 1992 by parents in collaboration with the National Park Service, we operate under a Special Use Permit issued by Grand Teton National Park. MCCA is a non-profit organization dedicated to providing a nurturing and enjoyable environment for your children. Our primary objective is to ensure that every child feels safe, engaged, and happy during their time with us. This handbook outlines our organizational structure and policies.

While MCCA is governed by an elected board of directors, it is the families who walk through our doors each day that truly define the vision and spirit of our organization. We greatly value family participation as it keeps our community vibrant and dynamic. We also rely on parents to assist with fundraising and the upkeep of our facilities. Parental involvement is crucial in achieving our goal of delivering excellent care for your children.

Every parent with a child enrolled at MCCA is a voting member and is encouraged to participate in all general membership votes. Your active involvement as a voting member plays a significant role in guiding our organization toward a positive future.

Our aim is to strengthen our partnership with you through transparent and open communication, which begins with this handbook. We eagerly anticipate collaborating with you to ensure that MCCA remains a stimulating and enjoyable environment for our children.

About This Handbook

This handbook will help to explain our school and our operational policies further. We reserve the right to update this handbook at any time, but we will let families know if we do. Please take a few minutes to become familiar with this information, along with the Enrollment Agreement provided to you. On your Enrollment Agreement, you will be asked to acknowledge your receipt and agreement to the policies outlined in this handbook.

Who We Are

Mission and Values

Moose Corner Children's Academy is a non-profit early learning center dedicated to providing affordable, nurturing, and stimulating care to children ages 6 weeks to 5 years old in the Grand Teton National Park community. Our mission is to foster growth and learning while promoting acceptance and respect for one another. We value character, commitment to family and community, respect for the individual, and celebrating diversity.

Philosophy

Moose Corner Children's Academy believes in creating inclusive environments that benefit children of all abilities. We emphasize acceptance of individual differences and ability levels. We believe that inclusion facilitates developmental progress for children with special needs by exposing them to role modeling of social, language, and physical skills through interactions with typically developing peers. We also believe that typically developing children gain solid interpersonal skills, including self-confidence, acceptance, empathy, and communication. Inclusion allows all children to relate and interact with peers in play and daily routines, engaging in experiences that promote the development of self-help skills, self-control, and the understanding that others have different backgrounds and perspectives than themselves.

Board of Directors

Since our reconfiguration in 2002, Moose Corner Children's Academy has been guided by a Board of Directors comprised of volunteer community members and MCCA parents who commit to serving two-year terms. Multiple consecutive terms are permitted. As a parent or caregiver of a child enrolled in MCCA, you will be required to serve at least one term with the Board of Directors. Board members are willing to give their time, talents, and enthusiasm to oversee the Director, maintain, create, and implement policy and procedure changes, and to ensure MCCA is prospering in all realms. The board is made up of a Board Chair, Board Secretary, Board Treasurer, Board Fundraiser, and Board Personnel. As part of our center bylaws, we cannot operate without the Board of Directors.

If you have any suggestions, questions, or concerns regarding any aspect of the facility or operations of MCCA, please contact the Director first. If you do not feel an adequate resolution has been met, at that time you may contact any of the Board members.

Current Board of Directors:

Board Chair	Sarah Zermani
Board Treasurer	Simeon Caskey
Board Fundraiser	Mary Sullivan
Board Secretary	Alec Chapman
Board Personnel	Empty
Center Director	Joy Anderson

The Staff

The quality of the program is due to the quality of the staff. It is vital to attract staff that are experienced and knowledgeable in the field of early childhood. Each classroom is staffed with one full-time teacher. Additional part-time staff float between rooms to offer additional support or coverage where needed.

Each staff person must receive 25 hours of continuing education in child development or special education each year. This requirement is over and above what state licensing regulations require and is crucial in maintaining qualified teachers for the ongoing success of each program. All teachers must have some level of experience with young children and demonstrate a genuine interest in children. All staff members must have an initial physical, TB test, criminal records check, and a reference inquiry before employment begins.

Licensing and Accreditation

Our school is state-licensed and regularly inspected to ensure everything meets or exceeds standards, including child-to-teacher ratios and safe facilities. MCCA is subject to inspection by state and local health, fire, licensing, and building agencies. Regulations and inspections pertain to staff qualifications, the facility and playground, nutrition, health and safety matters, record-keeping, and child-to-staff ratios. If you have any questions regarding licensing or regulations, please speak with Wyoming Department of Family Services, Childcare Licensor: Kelli Dunne.

Educational Programming

Classrooms & Program Structure

At Moose Corner Children's Academy, we currently operate a mixed-age classroom model, in alignment with Wyoming State Childcare Licensing policies. We may maintain one or two classrooms that include children from 6 weeks through age 5, depending on staffing and enrollment. In this model, infants, toddlers, and preschoolers learn together in a shared environment, while teachers differentiate activities to meet each child's developmental stage. The mixed-age approach supports peer learning (older children modeling and guiding younger ones), continuity of care (children remain with familiar teachers and peers longer), and opportunities for empathy, leadership, and community building. Below is a breakdown of how our traditional age-based classrooms are defined (when we operate them) and how they function:

Calves Classroom

Our Infant Program is designed to provide a safe and nurturing environment for infants aged 6 weeks to approximately 1 year. Our caregivers spend quality time holding infants throughout the day and provide a variety of activities including indoor and outdoor play, tummy time, singing and reading. We strive to create a physically safe, cognitively challenging, and emotionally nurturing environment for all infants in our care.

Each morning, we kindly request that parents complete a section of the infant daily report, providing essential details about their child's sleep, breakfast, and last diaper change via the Brightwheel app. Our dedicated staff will then record information in the Brightwheel app throughout the day about the child's daily meals, naps, diapers, and any other relevant updates.

Yearling Classroom

Our Toddler Program recognizes the importance of both independence and collaboration for children ages 1 to 2 years. Our classroom is designed to encourage children to make choices and explore their interests through play-based activities that support various areas of learning. With designated spaces for dramatic play, blocks, reading, writing, manipulatives, art, and sensory play, children are free to move and engage in activities that foster social, emotional, physical, language/communication, and cognitive development.

Moose Classroom

Our Preschool Program is tailored for children between the ages of 3 and 5 years. We work closely with each child to help them develop the skills they need for success in kindergarten. Our hands-on activities are designed to be appropriate and provide plenty of opportunities for challenges and stimulation. We understand that children at this age are rapidly growing in every area of development, and we are here to support them every step of the way.

Curriculum

At MCCA, we focus on child-centered teaching, developmentally appropriate practices, and the belief that 'play is a child's work.' Our goal is to develop each child's confidence, creativity, and life-long learning skills in our program. This is accomplished by utilizing curriculum primarily composed of four objectives: Education of the Whole Child, Place-Based Education, Emergent Learning, and Hands-On (Project Based) Learning.

These objectives are built into every classroom activity, which means that the teacher helps your child develop skills and knowledge in these critical areas all day long.

Screen Time Policy

At MCCA, we employ a variety of tools to help our learners engage with the world around them, and to introduce them to the diversity of the world beyond their community. This occasionally includes educational videos or movies.

All videos shown in the center will be chosen to complement or reinforce specific curriculum topics. Parents wishing to have their children excused from screen time can inform the director and teacher, and their child will be removed to another area when videos are being used for instructional time.

Videos will have no advertisements before, during, or after viewing. Videos will contain no sexual situations, violence, firearms, profanity, alcohol or drug use, criminal activity, or discriminatory language.

Special Needs and Accommodations

If a child has a health, developmental or behavioral need that requires accommodation, MCCA will work with the family to determine if and how we can meet that need. However, while we would love to take every child, we may not be able to meet every need with our existing staff.

Behavior Guideline Philosophy

Our foundational goal at Moose Corner Children's Academy is to help our students develop strong social and emotional skills. Instead of discipline, we use guidance. Guidance is about building an encouraging setting for every person in the group. It means helping young children understand they can learn from their mistakes, and it starts with showing them how. Research indicates that children with strong social-emotional skills tend to be happier, show greater motivation to learn, have a more positive attitude toward school, more eagerly participate in class activities, and demonstrate higher academic performance than students who exhibit social and emotional difficulties (Hyson 2004; Kostelnik et al. 2015).

Additionally, socially-emotionally healthy children are better able to establish and maintain positive relationships with adults and peers. To support our students in developing these skills, we take a proactive and preventive approach to guidance that reinforces appropriate behaviors rather than focusing on inappropriate behaviors.

- **Our Environment:** We provide children with exciting materials and engage them in activities that are appropriate for their age to keep them focused and attentive. We develop schedules that meet the needs of young children by avoiding long periods of wait time without activity. Yet, our schedule is flexible enough to follow the children's interests as well as their cognitive, physical, and biological needs.
- **Our Teachers:** We work to develop a strong rapport with each child. We speak to children calmly, especially during redirections. We help children put words to their emotions. We use social stories to help teach our students healthy social skills. We strive to serve the individual needs of each child while ensuring the safety of young children.
- **Our Families:** We communicate regularly with families to ensure consistency in guidance between home and school. We partner with families to offer support, guidance and, if necessary, connect them with experts to help give their children the best foundation for academic and life success.

Guidance Procedures

When any student at MCCA presents with challenging behavior, teaching staff shall follow the standards of the National Association for the Education of Young Children (NAEYC):

- Observe the children to identify events, activities, interactions, and other factors that predict and may contribute to challenging behavior.

- Teaching staff shall focus on teaching the child social, communication, and emotional regulation skills and using environmental modifications, activity modifications, adult or peer support, and other teaching strategies to support the child's appropriate behavior.
- Teaching staff shall respond to challenging behavior, including physical aggression, in a manner that provides for the child's safety and the safety of others in the classroom. Our response will be calm, respectful and give the child information on what is acceptable behavior and what is not.
- We will document the challenging behaviors and the intervention methods that were attempted in a log. Documentation may include incident reports, ABC charts, or Behavior Plans.
- Teacher-parent discussions regarding a child's behavior shall be held in private. They shall focus on working as a team to develop and implement an individualized plan that supports the child's inclusion and success.
- If necessary, intervention shall ensure each child has access to professional services, such as referrals to community agencies offering early intervention services, community mental health centers, and/or a private therapist.
- All discipline decisions will always be individualized, consistent, and appropriate to each child's understanding level.

MCCA does not condone or tolerate the use of physical punishment of any kind on MCCA property. This policy restricts parents and staff from using physical punishment on their children while on MCCA property. Also, MCCA will not tolerate psychological abuse, coercion, threats, derogatory remarks, withholding, or threatening to withhold food as a form of discipline.

Suspension/Expulsion Policy

At MCCA, we are dedicated to preventing situations that could lead to suspension or expulsion. Our staff focuses on fostering positive environments, modeling appropriate behaviors, maintaining consistency in classroom expectations and rules, utilizing redirection and positive guidance, and acknowledging and praising good behavior. Our goal is to ensure that every child is always treated with respect and kindness.

Despite these efforts, some children may continue to exhibit significant, challenging behaviors. MCCA works diligently to avoid these circumstances. However, if a situation arises with your child necessitating their removal from the classroom or facility due to challenging behaviors posing imminent danger to themselves or others, the following steps will be taken:

- Maintain documentation on file of the incident's outcomes, subsequent parent conference, and the plan developed that includes appropriate intervention strategies. The parent conference's purpose is to create a plan jointly with the family and available resources to address the specific behaviors that constitute an imminent danger (recurring violence, behavior, or aggression)
- Make a referral to an early childhood mental health specialist or Healthy Social Behavioral Initiative specialist through the Childcare Resource & Referral and refer to the agency responsible for early childhood special education services. If a child's

behavior is such that it necessitates temporary removal on a repeated basis, there should be sufficient documentation for consideration of special education services.

- Suppose a child with an Individualized Family Service Plan (IFSP) or an Individualized Education Program (IEP) exhibits persistent challenging behaviors. In that case, special considerations are enacted due to procedural safeguards and due process rights ensured under the Individuals with Disabilities Education Act (IDEA), Parts C and B.

If a child consistently demonstrates severe challenging behavior that jeopardizes their own safety, that of other children, or the teachers, MCCA will collaborate with the Wyoming Department of Family Services. This collaboration may result in recommendations and/or requirements for suspension or expulsion. The following procedures will be implemented:

- The parent/caretaker will receive written notification detailing the reasons for the suspension/expulsion and its duration.
- Expectations regarding necessary changes in behavior for the child to return to the facility will be discussed, documented, and shared with the parent/caretaker.

PLEASE NOTE: In the event of a suspension or expulsion, tuition will continue to be charged until services at MCCA are permanently discontinued.

Biting

Biting is a normal part of child development. Young children bite for various reasons, such as teething or exploring a new toy or object with their mouth. Biting can also be a way for toddlers to get attention or express how they're feeling. Frustration, anger, and fear are strong emotions, and toddlers lack the language skills to deal with them. If they can't find the words they need quickly enough or can't articulate how they're feeling, they may resort to biting.

Biting tends to occur most often between 12-24 months of age. Biting past the age of two and a half to three is less common. For repeated biting instances with preschoolers, we may request a parent-teacher conference. The purpose of the parent-teacher conference is to discuss what may be causing the child to be upset, frustrated, confused, or afraid and therefore lead to biting. Additionally, we would develop a joint plan of action following our behavior guidance procedures listed in this handbook. If your child bites or is bitten, you and the family of the other child involved will receive an Incident/Accident Report that keeps the identity of both children confidential.

Enrollment

Admissions Process

Children are eligible for admission at the age of 6 weeks. The admission process begins with a tour of the school. Children are enrolled on a first-come, first-serve basis, depending on

availability in the most developmentally appropriate class. Children are placed on a waitlist if there is no availability in the most appropriate class.

Spaces are filled from the waitlist according to the following priority system:

- Priority
 - National Park Service (NPS) Permanent and Term Employees families or,
 - In-park Partner Families – children of non-NPS organizations, such as Grand Teton Association, Grand Teton National Park Foundation, and permanent resident concessioner employees including Grand Teton Lodge Company, Flagg Ranch Company, Signal Mountain Lodge LLC, and Triangle X, or
 - Siblings of currently enrolled children
- Second Priority
 - Ancillary Park Partners and General Public – To include loosely affiliated residents of park or nearby (e.g., USFS, Dornan's).

Registration & Requirements for Enrollment

After parents are notified of the admission date, you must complete the MCCA Enrollment Application and pay the non-refundable registration fee.

Upon receipt of the enrollment application and payment of registration fees, the parent receives the enrollment agreement, family handbook, permission forms, and health and immunization forms.

On the first day a child attends school, the office must have in each child's file a completed:

- Enrollment Application
- Agreement for Childcare Services
- Medical Release Form
- Emergency Contact Form
- Family Handbook Acknowledgement
- Up-to-date record of immunization or completed exemption form
- Any other forms to meet your child's special needs

PLEASE NOTE: We are required to have each of these forms in our files to maintain our license to operate. State law requires us to exclude from school any student whose files are incomplete until we have received their missing paperwork. We appreciate your cooperation.

Trial Period

The first month your child attends MCCA is considered a trial period. Either the parent or the Director may terminate the contract at any time during the trial period. The registration fee and current month's tuition fees are non-refundable.

Drop-In Care

Drop-in care is offered based on availability. Drop-in dates will be allocated to families in the sequence of their position on the waitlist. At the start of each month, families will receive notifications regarding available drop-in dates. To secure these dates, families must confirm dates needed within 24 hours. Payment must be made in advance for drop-in services. Additionally, families must have completed the enrollment process and provided up-to-date immunization records to be eligible for drop-in care consideration.

Withdrawing

If you need to withdraw your child from MCCA, you must give 60 days' advance notice in writing. The 60 days' notice begins the day it is received in the school office. You will be charged tuition and fees during this 60-day notice period, whether your child is in attendance or not. MCCA may waive or reduce the amount due if the vacancy can be filled. Upon withdrawal from MCCA your spot will not be saved, and you will be expected to restart the enrollment process upon returning.

The School Day

Hours of Operation

MCCA is open from 7:30 AM to 5:00 PM, Monday through Thursday. When there are sufficient enrollment needs and adequate staff, the facility will consider opening on Fridays. We do not provide overnight care.

Your Child's First Day

Preparing for the first day of school can be exciting, but it can also be an overwhelming and anxious time – we understand! We will work with you to make your child's first day the best it can be. Don't hesitate to share any concerns you have before that first drop-off. If possible, we recommend new students start with a few half days, gradually lengthening their time. This helps your child become familiar with the new environment and new faces and reduces anxiety. Each child is unique in their patterns and ease of adjustment to new situations.

Be sure to talk with the staff daily during the transition phase. A consistent daily schedule (arrival and departure routines) also helps children adjust to a new routine and environment. You're always welcome to call any time to see how your child's adjusting or use the Brightwheel app for updates throughout the day.

On the first day, we ask that you send in the items listed below. Please make sure to label each item with your child's name.

- Please provide two complete sets of extra clothes, including socks, for your child. It's always a good idea to keep a sweater or sweatshirt at the center, too. We will help you periodically update clothing to make sure it still fits and is appropriate for the season.
- Diapers, wipes, and diaper cream (if applicable). These items will stay at school.
- A *small* blanket or other comfort item is optional. If the item becomes a distraction or hinders a child negatively, we will request the item no longer be used. We'll keep these items in your child's cubby and ask that you take them home weekly to wash them.
- For children in the infant or toddler program, please provide at least one bottle or sippy cup to stay at school and a supply of formula if using.

Arrival

Drop-off begins at 7:30 AM. Please do not arrive earlier, as this time is imperative for our teachers to prepare the classroom and materials for the day without the added responsibility of supervising children. Just like with late pick-ups, a fee of \$3.00 per minute will be charged for any early drop-offs before 7:30 AM. We appreciate your cooperation in helping us create a smooth and productive start to each day.

Mornings can be busy times, and they often set the tone for our day. Help your child have a successful start to their day by doing the following when you and your child arrive at school:

- Sign in your child using the Brightwheel app and your personal check-in code. You can use your smart device to check in.
- Parents must accompany their child to and from the classroom each day.
- You must connect with the teacher upon your child's arrival. This is a wonderful opportunity to share any important information they should know about your child's morning or changes to their schedule.

Please plan to bring your child to school by 8:30 AM. We want each of our students to gain the most they can from their experiences at MCCA. When children consistently arrive late, they miss out on educational opportunities and fun activities that the teachers have carefully planned. If your child will be absent, please notify the facility by 9:00 AM.

Late Arrival Policy

To support a consistent routine for all children in our care, we kindly ask that if your child will be arriving later than **10:00 AM**, you keep them home for the remainder of the day. Late arrivals can disrupt not only your child's schedule but also the flow of the day for the other children.

Separation Anxiety

The first few weeks of school are always a time of adjustment, and many students (and parents) feel a sense of separation anxiety which is perfectly normal. Here are a few strategies to help with the process. Remember, separation anxiety is a phase, it is perfectly natural, and it will pass.

- Make the goodbye prompt and cheerful. Giving your child "one more minute" prolongs the inevitable. As a parent, the best thing you can do is hug your child, say "I love you," and reassure them that you will be back soon.
- Establish a goodbye routine. Children crave routine, and parents who establish a consistent goodbye routine have better luck with successful goodbyes. This could be a secret handshake or a special 'I Love You' ritual. This provides a special moment between the two of you that offers a sense of reassurance.
- Trust your child's teacher. This may be difficult to do when you do not yet know them, but keep in mind that our teachers have chosen this profession because they love children, and they have a wealth of ideas and strategies to help settle an upset little one.
- Acknowledge how your child is feeling. It is important to accept and respect your child's temporary unhappiness as it is genuine and normal. Say things like, "I know you feel sad when Mommy leaves, but you will have a good time, and I will be back very soon."

Also, be prepared for regression. Sometimes a change in schedule like a long weekend or an illness that keeps your child home for a few days can have you feeling like you are right back to square one. As frustrating and upsetting as this can be, it is perfectly normal. Stick to the above strategies, and you should notice a significant difference in a couple of days.

Absences, Sick Days & Vacations

For children to learn from our program, they need to be here on a regular basis. As participants in Wyoming Child Care Licensing we must record attendance.

- Please notify your child's teacher if you know that your child will be out of school ahead of time for an appointment or vacation. If your child is sick, please notify us as soon as you can. You can send all notifications to your child's teacher via messaging within the Brightwheel App.
- If your child has been absent two days in a row for unknown reasons, a staff member will touch base with you to check in and ensure the child is well and when to expect their return.

Classroom Schedule

When the school is at full capacity, each classroom follows a slightly different schedule that is customized for their students. Currently we operate one mixed-age classroom, with the primary school day starting at 8:30 AM with a rest time from 1:00 PM to 3:00 PM and pick-up starting at 4:00 PM. While all parts of the school day are important, if you need to make appointments during the school day, we generally recommend your child not miss the primary educational time of 9:00 AM to 11:00 AM. During this time, we heavily focus on working in large and small groups, completing centers, and circle time.

Part-Time Schedule Options

For families who may not require full-time care, we offer two part-time schedule options, based on availability. Children may attend either **half days, four days per week**, or **full days, two days per week**. If your child is enrolled in the **half-day, four-day** option, they must be picked

up **no later than 12:30 PM** each day. The specific days available for part-time attendance will be determined at the discretion of the Director, considering current enrollment and classroom capacity. We strive to accommodate family needs while maintaining a balanced and consistent classroom environment for all children.

Classroom Activities

Teachers plan activities for the learning centers in the classrooms weekly. Teachers strive to be culturally aware and sensitive in their approach to planning. They plan concrete activities that can be modified to meet all children's needs and provide challenges in skill development.

The classrooms are organized into centers or defined interest areas. Activities are planned for each center in which the children move freely throughout each day.

Learning Experiences

Teachers connect with and use their community's resources and the families we serve to expand our curriculum and provide additional hands-on learning experiences. In-house learning events may include cultural experiences through community members as well as a cultural experience provided by families within the center, demonstrations by community helpers, or scientific investigations.

Play Yard and Outdoors

We play outside every day that weather permits. When the weather keeps us inside, we find safe and fun ways to get active indoors. Our playground equipment and materials are designed for active play and exploration, which keeps kids learning while getting exercise and fresh air. Teachers plan outdoor activities to address multiple areas of skill development, including climbing, balance, coordination, throwing, kicking, running, jumping, and pedaling.

Mealtimes

Healthy, balanced meals are essential for the growth of young bodies! At MCCA, we do not have a meal program. Parents and caregivers must provide nutritious, ready-to-eat food for children who are eating solid foods. Please ensure each child has enough for a small breakfast (like yogurt, oatmeal, whole-grain waffles or pancakes, fruit, granola, etc.), lunch, and an afternoon snack daily. Teachers will assist in preparing and serving these packed meals during mealtimes. We kindly request that soda or juice boxes, overly sugary or packaged foods, candy, or gum not be sent with your child, as these items may disrupt the classroom environment and will not be served.

For infants, please clearly label all items and provide sufficient bottles, baby food, breast milk, or formula for each day. Breast milk can be provided in bottles ready to serve or in labeled breast milk bags with the child's name, date, and ounces. A personalized feeding schedule will be followed based on a plan submitted by the parent, caregiver, or the child's physician. Any modifications to your child's feeding routine must be approved by the Director.

Formula/Bottles/Sippy Cups

Due to the potential risk, children will not be laid down to rest with a bottle/sippy cup, nor will the bottle/sippy cup be propped. Children cannot walk around the classroom with their bottle/sippy cup. We will work with our families to ensure our students are offered fluids from an open cup as soon as the families and teachers decide together that a child is developmentally ready to use a cup.

Rest Time

All children will participate in a quiet rest time. Children are not required to sleep; however, we have a very busy and stimulating morning, so most toddlers and preschool-aged children will nap when given a relaxing and quiet space to do so. For infants, the center provides a crib with sheet cover and for older children a cot, cot sheet, and blanket for each child. These items are washed and disinfected once a week.

Infants under 12 months of age will only be positioned on their back on a firm, flat surface during sleep, with no items in the sleeping area such as blankets, stuffed toys, or pacifier attachments. Swaddling for infant sleep is not permitted unless authorized by a licensed healthcare provider with specific instructions and duration specified in writing.

There is always one teacher within the nap room during naptime observing by sight and sound. We do not use mirrors, video, or sound monitors in place of sight and sound supervision.

Personal Belongings

To prevent items from becoming misplaced or lost, please label ALL items brought from home with your child's name. Within each classroom, each child has a hook and/or cubby assigned to them. This will provide storage space for your child's personal belongings. Please check your child's cubby daily for items that need to be taken home.

Clothing & Shoes

A typical day at our school includes enjoyable activities such as singing, painting, indoor and outdoor play, dancing, and meals. For this reason, we suggest comfortable, washable attire that is not pajamas or dress-up clothes. Please minimize hair accessories and jewelry to ensure children can focus on learning and having a good time!

It's important that children wear shoes suitable for unrestricted movement. Flip-flops, cowboy boots, and shoes with slick soles can cause falls during outdoor activities, limiting playtime. Therefore, closed-toe shoes with rubber soles and either a closed heel or heel strap are required.

Here are some additional clothing guidelines:

- Please provide two complete sets of spare clothes, including socks, labeled with your child's name. It's wise to keep an extra pair of shoes and a sweater or sweatshirt at school.
- We recommend wearing tights, leggings, or shorts under dresses.

- During cold weather, please provide layered clothing, including mittens or gloves, hats or beanies, snow bibs or pants, a thick waterproof jacket, and warm, waterproof winter boots.
- Children should wear sun-protective clothing, such as garments rated for UV protection or items that shield the most sun-exposed areas.
- It's beneficial to have a pair of slippers or soft-soled shoes stored in your child's cubby for indoor use during colder weather or nap times.
- Please note that MCCA cannot be held responsible for lost, stained, soiled, or damaged clothing, as activities may sometimes result in messiness.

Diapers & Wipes

Parents of children in diapers and of children who are toilet training must provide an ongoing supply of diapers, wipes, and additional necessary clothing. Please make sure there are always three changes of clothing. Clothing should be labeled with your child's first and last name and checked periodically to make sure it still fits. Diaper cream and sunscreen should be supplied as needed. Cubbies and coat hooks should be checked daily for items that need to be laundered.

For children who require cloth diapers, the diaper must have an absorbent inner lining completely contained within an outer covering made of waterproof material that prevents the escape of feces and urine. Both the diaper and the outer shell must be changed as a unit. Cloth diapers and clothing that are soiled by urine or feces are immediately placed in a plastic bag (without rinsing or avoidable handling) and sent home that day for laundering. Please be advised that cloth diapers will be allowed at the discretion of the director.

Belongings from Home

Your child will be provided with stimulating, educational toys every day. Special objects such as a blanket, soft toy, or a stuffed animal are okay for rest time. Please leave other toys and belongings at home, as bringing a treasured object to school can create tension between children and stress for children and staff if something is lost or misplaced.

Toy weapons (guns, water pistols, swords, shields, or other items that resemble weapons) are not permitted at MCCA. Use of personal electronics is not permitted in the classroom.

We cannot assume responsibility for any lost or damaged personal belongings.

Change in Pickup Person

The safety of our students is our top priority. Please notify your child's teacher if someone other than you is picking up your child. MCCA staff will only release your child to the parents and guardians or the other adults you authorized on the student's Enrollment Application or within the Brightwheel App. Children will not be released to an individual that is not listed as an emergency pick-up person. If you need to authorize a new pickup person, please send the request via email to the director one week in advance. For your child's safety, any time a person we do not recognize comes to pick up your child, we will ask for a government-issued photo ID.

Departure

It is important to sign your child in and out each day. You can sign your child out via the Brightwheel app on your smartphone, like signing in upon arrival. It's also critical that you check in with your child's teachers before leaving. All children must be picked up by 5:00 PM sharp. If you are late picking up, the time will be recorded by staff, and there will be a charge of \$3.00 per minute, per child. If a parent continues to be late on a regular basis, and no solution can be reached between the parent and MCCA, we reserve the right to deny childcare services.

Emergency situations can arise and will be considered. If you believe you will arrive after 5:00 PM, please alert your child's teacher via the Brightwheel app as soon as possible. Failure to pick up your child or contact MCCA, and if you or another authorized emergency contact cannot be reached within 30 minutes after closing time, MCCA staff will contact the local authorities.

The School Year

School Calendar

You will be provided with a calendar upon enrollment. MCCA will be closed for all federally recognized holidays. MCCA maintains the right to change the calendar at any time. Tuition and fees are not prorated for illness, holidays, inclement weather, or emergency closures.

Closure Policies

The Director will communicate all closure information through an alert message via the Brightwheel app.

Planned Closures:

- MCCA will be closed on the following days: Martin Luther King Jr. Day, Presidents Day, Memorial Day, Juneteenth, Independence Day, August closure (dates vary each year), Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, December 24th to January 1st. Holidays falling on a Saturday or Sunday will be observed on the preceding Friday or following Monday, as determined by the Director.
- MCCA may close two additional days per year for staff training opportunities and professional development. At least 30 days' notice will be given for these closures.

Unplanned Closures:

We have identified three types of unplanned closures: Environmental (external forces), Staffing (internal forces), and Government Shutdowns (external forces). When Staffing issues are the cause of the closure, we will provide parents with a reasonable mitigation offer.

1. ENVIRONMENTAL

- a. MCCA will close if an order to close is received from the National Park Service due to any emergency, including Park evacuation, weather emergency, road closures or restrictions, government shutdown, etc.
 - i. If road closures or restrictions impede MCCA staff travel to school, there will be a weather delay and/or closure. School may open for the day if restrictions are lifted before 11:00 AM.
 - ii. After opening, if road closures and/or restrictions are put into effect, the school will notify parents of an early closure.
- b. If utility service (electric, water, gas) is interrupted for a period exceeding 2 hours and there is no immediate knowledge of when the center can reopen, or if indoor temperatures cannot meet State of Wyoming requirements, the facility may close. If an unexpected outage occurs that reaches two hours, parents will be notified to pick-up their children immediately. If advanced notice of an extended outage is received, families and staff will be notified in advance of any need to close.
- c. We may be closed if building maintenance is necessary and unsafe to undertake while children are present. Every effort will be made to schedule such maintenance when the center is normally closed.

PLEASE NOTE: credits will not be given during these types of closures.

2. STAFFING

- a. If an inadequate number of staff is available to care for the number of children enrolled, we may close the facility or alternate the closing of each classroom.
- b. The facility may close for other reasons if, in the opinion of the Director or Board of Directors, the safety of the children and/or staff may be compromised.

PLEASE NOTE: partial credit may be given for these closures after the 10th consecutive occurrence.

3. GOVERNMENT SHUTDOWN

- a. If a shutdown occurs, the center will be open for the next two days exclusively for non-park kids, allowing families time to make arrangements. If the Park Service does not instruct us otherwise, the center will then close and remain closed until the government reopens. All tuition fees are non-refundable. Should the shutdown extend into the next month, you are still responsible for paying tuition to ensure MCCA can retain all staff members during the shutdown. The only exception to this policy would be if government employees are not expected to receive back pay. If you are not a government employee, please consult with the Director for further clarification on the policy.

Celebrations & Birthdays

Celebrations and birthdays are special days for kids, and we want to share in the fun! If you'd like to provide a small treat for the celebration, all items must be nut-free (including peanuts, tree nuts, peanut butter, and food processed in plants using nuts) and commercially packaged with ingredient statements so we can be sure we're accommodating any allergies or dietary restrictions. Please be sure to provide enough for everyone in your child's classroom and check in with your child's teacher before the special day so they can share any tips and plan accordingly.

Transitioning to a New Classroom

MCCA strives to make the transition from one classroom to another as smooth as possible. When the time comes to transition from one class to the next, we look at your child's developmental and maturation levels, as well as space availability in other classrooms. A letter will go home to make you aware when your child is transitioning to a new classroom. Your child's current teacher will share with the new teacher about your child's strengths, areas for growth, and supportive strategies. If you are interested in setting up a conference centered around transition, feel free to reach out to your child's teacher.

Communication & Family Involvement

At Moose Corner Children's Academy, we take pride in being a non-profit, family-run organization. This means that we greatly value and rely on the active participation and engagement of our parents to enrich our community and support our mission. We invite you to join us in creating a vibrant and nurturing environment for all children. We deeply appreciate your commitment to MCCA and your active involvement in your child's early education journey. Together, we can make a positive difference in the lives of our children and families.

Annual Events and Fundraising

Fundraising is integral to our organization, helping us maintain affordable tuition rates while meeting budgetary needs. Throughout the year, MCCA hosts and participates in a variety of events, including seasonal bake sales, Old Bill's Fun Run, Dornan's Fall Festival and Pumpkin Patch. These events are not only enjoyable and memorable experiences for our children and families but also serve as crucial fundraisers supporting our programs. All members of MCCA are encouraged to participate in fundraising efforts. Your involvement—whether through volunteering, donating, or attending—directly contributes to the success and sustainability of our daycare.

Each fundraiser requires considerable time, effort, and coordination to plan and manage effectively. We depend on the commitment of every member of our community to ensure the success of these events and the continued excellence of our daycare services.

Family Support

Monthly, we host Parent Advisory Board meetings to discuss important topics, share ideas, and make decisions that impact our daycare community. Your input and perspective are invaluable in shaping our programs and policies.

We encourage open communication between parents and teachers to ensure that each child receives the best possible care and education. Your insights into your child's development and well-being are essential for creating a supportive learning environment.

Ways to Get Involved

- Attend Parent Advisory Board meetings and contribute your ideas and feedback.
- Participate in our annual events and fundraisers to support our programs.
- Spread the word about our daycare and advocate for our non-profit mission in the community.
- Volunteering is always welcome. We would love to have you share your time and talents with the class. We encourage you to read a book, play an instrument, or share a hobby with the children. Ask your child's teacher about the many ways you can help.

There are numerous ways you can support our daycare, including volunteering your time, contributing your skills, and advocating for our mission within the community. Your involvement helps create a strong sense of community and fosters positive relationships among families, staff, and children.

Conferences

MCCA uses Family Conferences to offer family support and communication. Family Conferences are designed:

- To guide families and teachers with a way of sharing valuable information about their child.
- To individualize the planning process for each child in the context of their family, culture, and community.
- To explore ways to use a child's family's strengths to promote growth and development.
- To create an ongoing process for recording the growth and development of the child.

We schedule two formal conferences each school year, but we encourage you to reach out to your child's teacher at any time if you have questions, concerns, or want an update on your child's progress. While conferences are not mandatory, they are encouraged, even for our youngest students, as they allow parents the opportunity to follow the progress that their child is making. During these conferences, you will be provided with a written report about your child's strengths and areas for growth.

Developmental Concerns

If at any point you have developmental concerns for your child, please reach out to your child's teacher to discuss. We are happy to provide strategies, resources, or community programs that may be of support.

Confidentiality

All information contained in your child's records, including your personal information, is confidential. Anyone who is not directly involved in the care of your child or affiliated with Wyoming Department of Family Services, or other government agencies will not have access to your child's records without your written authorization or court order. All MCCA staff members and contracted therapists must sign a Statement of Assurance of Confidentiality upon employment and annually thereafter.

As a parent or guardian, you can request access to your child's records; to do so, please email the Director. If you withdraw your child from the center, we will maintain your child's records for at least 7 years per Wyoming State Licensing regulation. Lastly, out of respect for other children and families, please do not post photos or videos that contain images of children other than your own on the internet.

Family Communication

MCCA believes that children thrive when the relationship between the family and the center is a partnership. We have an open-door policy—parents and guardians are always welcome at the center, so just let us know when you'd like to come to say hello! We strongly believe in positive two-way communication. Families are encouraged to communicate with teachers and administration in whatever way is most convenient for them. This may include by phone, notes, email, or in person. Information is shared with families through verbal conversations, the Brightwheel app, newsletters, flyers, family bulletin boards, notes, phone calls, posters, conferences, and e-mail. MCCA has an open-door policy and offers many opportunities to be part of your child's early learning experience and connect with other families.

All MCCA employees are expected to treat all children and families with respect and dignity. In return, we expect the same from all our families. If difficulties arise, we encourage families to share their concerns with the Director verbally or in writing. Inappropriate language directed toward staff and/or in front of children will not be tolerated. Through communication, we will work to resolve the issue. Please do not confront children or other parents in our program. When any member of the MCCA community shows behavior that threatens the safety of others or shows repeated disrespect towards other members of our community, MCCA reserves the right to ask the family in question to leave the school immediately and terminate that child's enrollment at MCCA.

Brightwheel

Brightwheel App

Upon enrollment, you will receive an invite via email or text to set up your Brightwheel account. Through the app, you can communicate with your child's teacher or administration via messaging, as well as pay tuition and receive your child's daily report.

- Create a free Brightwheel account. When you receive an invitation via email or text, please create a free parent account using either the website or mobile app. Make sure to use the same email address or cell phone number that the invitation was sent to.
- Confirm your child's profile. You will see your child's profile after you create an account - you can confirm information such as birthdays, allergies, and additional contacts. If you do not see your child's profile, please contact us with the email address or phone number you used to sign up. You will not see updates within Brightwheel until we start to use it regularly.
- Set your account preferences. You can adjust your notification preferences within your profile settings on the app. We strongly encourage allowing notifications as this is one of the primary ways teachers and administration communicate with families throughout the day.
- Add your payment information. Brightwheel offers secure, automated online payments that save time and give you advanced tools and reporting.

Check-In Codes

You must use your check-in code to ensure proper record-keeping! To make this easier, Brightwheel allows you to customize your check-in code at any time. Here's how to do this from your profile in the app.

1. Tap the Edit icon next to your check-in code
2. You will see a red-orange screen with your current code displayed
3. Enter a new 4-digit code
4. If your code matches that of another staff or parent, a warning message will be shown, you can still save and use that code, but it is not recommended*
5. Once you enter a unique code, tap the Save button

PLEASE NOTE: If your check-in code is not unique, you will be required to take a second step and enter the last four digits of your phone number to verify your account before completing a check-in.

Tuition & Fees

Tuition

We know that your child's early education is important and doesn't come without a price. Paying tuition on time helps ensure that we can continue to retain our highly trained teachers and provide them with positive work experience. Information about current tuition rates is available on the school's website (www.moosecorner.org). We review and adjust tuition rates annually in September to keep pace with inflation and operational costs.

The best way to pay tuition and fees is online through Brightwheel. Tuition balances will be posted on the first of every month. Through Brightwheel, you can make recurring or one-time payments online using a checking or savings account for no additional fee. If you choose to use a credit card, a processing fee will be added to your payment. MCCA is committed to the security of your personal information online. Brightwheel payment services do not store confidential banking information and have the highest encryption levels on bank transfers. No one at our company or externally has any access to any customer banking records. All families using Brightwheel for payment must complete a two-step authentication process to verify their accounts. If online payment is not possible for you, please talk to the center director about alternate payment methods.

Upon enrollment at MCCA, all families will be expected to sign a statement that they have read, understand, and will abide by the tuition agreement. All tuition should be paid by the 10th of the month. Any requests for exceptions must be made to the Center Director through the completion of a tuition payment plan. A late fee of \$25 will be applied to any account not paid in full by the 11th day of the month, with an additional \$5 accruing for each subsequent day the payment remains outstanding. If the payment for services rendered cannot be recovered in good faith in 60 days, MCCA will take reasonable action as necessary to effect collection. Persistent failure to settle tuition by the due date may lead to service termination, and overdue accounts could be forwarded to a collection agency.

Returned Checks

There will be a \$50 service charge for any returned checks. In the event of a returned check, a money order will be due immediately, late fees will apply, and immediate termination of services may apply. Payments from customers with prior unpaid returned checks must be, from there on out, in the form of a money order or cashier's check.

Health & Safety

We all know that safety comes first! At MCCA, our first goal is to keep children safe, which starts with paying attention to every detail - big and small. Every day at our center, you can be confident that your child is in the very best hands.

Daily Health Checks

Each morning when your child arrives, we will conduct a daily health check. This is a quick physical observation where we check and observe a child's behavior/mood and physical condition, including breathing, skin, eyes, ears, nose, and mouth. Additionally, we ask that you please alert us of anything out of the ordinary we need to know regarding sleep, appetite, bowel movements and urination, mood, and behavior at home and/or unusual events.

Illness Policy

We realize that it is difficult for working parents to keep their children home, but exclusion from school will help prevent contagion and promote the health and safety of your child. Children should be kept home from school or will be sent home if they are feverish, have diarrhea and/or vomiting, have nasal mucous discharge that isn't clear, or if they show signs of becoming sick (listlessness/drowsiness, productive cough, sore throat, ear pain, eyes that are pink, burning, itching, or producing discharge). **See exclusion criteria on the following pages for more specifics.** If your child cannot comfortably participate in the day's usual activities or your child needs to stay indoors and/or have additional rest, these signs are generally indicative that the child should not be at school.

MCCA has established guidelines in accordance with state childcare law and other best practices concerning sick children. In case of a communicable disease or condition, and at the discretion of the Director, other parents will be notified to watch for symptoms in their children.

If your child becomes ill during the school day, every effort will be made to make them comfortable, away from the other children, but with a familiar caregiver. A parent will immediately be called to come and pick them up. MCCA is not able to provide arrangements to care for sick children. Parents are required to respond as soon as possible concerning the sick child when contacted by MCCA staff. If we cannot reach the parents within thirty minutes, we will reach out to the family's emergency contacts as stated on enrollment/annual forms. If the illness warrants, the child's pediatrician will be contacted for consultation.

Children may attend with minor illnesses if it is not contagious, and it does not affect the child's ability to participate in the day's routine. Minor illnesses include:

- Mild respiratory infections
- Acute infections subsiding after treatment, such as pink eye, impetigo, ear infections
- Cold symptoms without a fever

If the child's health deteriorates at some point in the day, the parent will be contacted to come to pick them up.

It is always helpful if you can provide MCCA a doctor's note, when applicable.

Illness Exclusion Criteria for Staff and Children

Disease/Condition:	If your child has been diagnosed with this disease, our program will:	When to allow your child to return:
Chickenpox (or rash suggestive of chickenpox)	<ul style="list-style-type: none"> • Temporarily exclude the sick child from childcare • Notify all parents regarding possible exposure and include a warning about aspirin use. • Contact the Child Care Health Consultant if needed to find out other preventative measures to take • Unimmunized children must be excluded until they are permitted to return by their health care provider • Carefully follow handwashing and cleaning procedures 	Approximately 5-7 days after the rash begins or when ALL blisters have scabbed over
COVID-19 or symptoms of COVID-19	<ul style="list-style-type: none"> • Temporarily exclude the sick child from childcare • Contact the Child Care Health Consultant if needed to find out other preventative measures to take • Carefully follow handwashing and cleaning procedures 	Guidance from the state is updated frequently. MCCA will always follow CDC guidelines to determine return time. Please see the Director for more info.
Diarrheal illness	<ul style="list-style-type: none"> • Temporarily exclude a child that has had 2 or more diarrhea episodes in one day. • Carefully follow handwashing and 	When the child is diarrhea-free for at least 24 hours without the aid of medication.

	cleaning procedures	
Fifth Disease	<ul style="list-style-type: none"> Temporarily exclude the sick child from childcare The program will notify all parents Carefully follow handwashing and cleaning procedures 	When the child is fever-free for at least 24 hours without the aid of medication and has the energy to participate in center activities.
Fever	<ul style="list-style-type: none"> Temporarily exclude the child from childcare if the child has a fever of 100.4 or greater. 	When the child is fever-free for at least 24 hours without the aid of medication.
Hand Foot and Mouth Disease	<ul style="list-style-type: none"> Exclude if the child has an open, draining lesion on hand or has lesions in the mouth and is drooling. Carefully follow handwashing and cleaning procedures. 	When lesions heal and/or drooling ceases, and the child can participate in center activities (including meals).
Hepatitis A	<ul style="list-style-type: none"> Temporarily exclude the sick child from childcare Contact the Communicable Disease Section of DHHS Contact the Child Care Health Consultant if needed to find out other preventative measures to take Carefully follow handwashing and cleaning procedures 	At least one week after onset of illness or jaundice. Permission to return should be sought from the local health authorities first.
Impetigo	<ul style="list-style-type: none"> Temporarily exclude the child from childcare Carefully follow 	After treatment has been started

	handwashing and cleaning procedures.	
Influenza	<ul style="list-style-type: none"> Temporarily exclude the child from childcare The program will notify all parents Carefully follow handwashing and cleaning procedures. 	When the child is fever-free for at least 24 hours without the aid of medication and has the energy to participate in center activities.
Lice	<ul style="list-style-type: none"> Temporarily exclude the child from childcare 	24 hours after treatment and no signs of nits or lice
Pink Eye	<ul style="list-style-type: none"> Temporarily exclude the child with yellow eye drainage and itching Carefully follow handwashing and cleaning procedures. 	24 hours after the first dose of medication and symptoms are mild
Pneumonia	<ul style="list-style-type: none"> Temporarily exclude the child from childcare if they present with fever or difficulty breathing. Carefully follow handwashing and cleaning procedures. 	When the child is fever-free for at least 24 hours without the aid of medication and has the energy to participate in center activities.
Ringworm	<ul style="list-style-type: none"> Temporarily exclude the child if lesions cannot be covered Carefully follow handwashing and cleaning procedures. 	If unable to cover the lesion(s), after treatment begins and the lesion starts to shrink.
RSV (Respiratory Syncytial Virus)	<ul style="list-style-type: none"> Temporarily exclude the child from childcare if they present with fever or difficulty breathing. Carefully follow handwashing and cleaning procedures. 	When the child is fever-free for at least 24 hours without the aid of medication and has the energy to participate in center activities.

Scabies	<ul style="list-style-type: none"> • Temporarily exclude the child until treatment is complete. • Carefully follow handwashing and cleaning procedures. • The program will notify all parents • All clothing and blankets will be sent home to be laundered in hot water and dried in a hot dryer. 	Until treatment is completed.
Strep Throat/Scarlet Fever	<ul style="list-style-type: none"> • Temporarily exclude the child from childcare • Carefully follow handwashing and cleaning procedures. 	24 hours after antibiotics are started when the child is fever-free for at least 24 hours without fever-reducing medication and has the energy to participate in center activities.
Tuberculosis	<ul style="list-style-type: none"> • Temporarily exclude the child from childcare • Contact local health department and Childcare Health Consultant • Carefully follow handwashing and cleaning procedures. 	Exclude until a health care professional provides a written statement that the child is not infectious.
Vomiting	<ul style="list-style-type: none"> • Temporarily exclude the child from childcare • Carefully follow handwashing and cleaning procedures. 	When the child is vomit-free for at least 24 hours without the aid of medication.
Whooping Cough/Pertussis	<ul style="list-style-type: none"> • Temporarily exclude the child from childcare • Contact local health department and Childcare Health Consultant • Unimmunized children 	<p>Exclude until five days after treatment has started.</p> <p>Exclude untreated cases for 21 days from the date cough began.</p>

	<p>must be excluded until they are permitted to return by their health care provider.</p> <ul style="list-style-type: none"> Carefully follow handwashing and cleaning procedures. 	
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* This chart is not an exhaustive list of communicable diseases and policies for exclusion from childcare. For more information, please contact the Director.

Chronic Health Conditions

For any child with health care needs such as allergies, asthma, or other chronic conditions (ex: seizures, G-Tube, etc.) that require specialized health services, a medical action plan shall be completed. The medical action plan must be updated annually and when changes to the plan are made by the child's parent or health care professional. The medical action plan shall be signed by both the parent and the child's health care professional and must include the following:

- A list of the child's diagnosis or diagnoses, including dietary, environmental, and applicable activity considerations
- Contact information for the child's health care professional(s)
- Medications to be administered on a scheduled basis; and
- Medications to be administered on an emergency basis with symptoms, and instructions

Medications

Whenever possible, we recommend that you administer medications at home. To help with medication scheduling, you may consider asking your health care provider for prescriptions with 12-hour dosages. At the center, medications will be administered in accordance with Wyoming Department of Family Services regulations and the policies described below.

General Medication Policies

- No prescription or over-the-counter medication and no topical, non-medical ointment, repellent, lotion, cream, or powder shall be administered to any child:
 - without written authorization from the child's parent
 - without written instructions from the child's parent, physician, or another health professional
 - in any manner not authorized by the child's parent, physician, or another health professional
 - after its expiration date
 - or non-medical reasons, such as to induce sleep
 - with a known allergy to the medication.
- All medications will be given following the doctor's written instructions.
- Medication will be stored separately for each child.

- Medications will be stored in a locked cabinet in the classroom or locked box in the Center refrigerator, depending on the medication. Medications for external use will be stored separately from medications for internal use.
- Do not store medication in diaper bags, lunch bags, backpacks, or any other personal belongings.
- We do not mix the medication with food, formula, or juice, nor will we dispense any medication in a bottle or cup.
- Medications will be administered by regular classroom staff who have been trained in medication administration in the presence of another staff person. All staff follow the Six Rights of Safe Medication Administration: right child, right medicine, right date/time, right dose, right route & right documentation. Staff will document each dosage on the medication form, listing time, amount given, and initial. If any side effects are noticed, they will be noted on the form, and the child's parent will be notified.
- Medication forms will be added to the child's file after the medication request is completed. Forms for long-term medication will be considered confidential and treated as such.
- It is the responsibility of the parent to remove or dispose of any medication after the duration of the request has ended. The classroom staff will dispose of any medicine at the Center after the medication form has expired or after a child has left MCCA.
- Alternative medications, such as vitamins, herbal or homeopathic medications that are not tested by the US Food and Drug Administration for safety or effectiveness, lack safety information and cannot be administered at MCCA.
- MCCA reserves the right to refuse administration of medications if we feel that it is in the best interest of the staff.

Prescription Medication

- For a staff member to administer any medication to your child, you must complete the Medication Administration and Consent Form in its entirety.
- The medication must be brought to school and stored in the original, tamper-resistant container in which they were dispensed with the pharmacy labels. The pharmacy label must specify:
 - The child's name
 - The names of the medication
 - The amount and frequency of dosage
 - The date the prescription was filled and the expiration date
- If the medication is provided via pharmaceutical samples; they must be stored in the manufacturer's original packaging, shall be labeled with the child's name, and shall be accompanied by written instructions specifying:
 - a) The child's name
 - b) The names of the medication
 - c) The amount and frequency of dosage
 - d) The signature of the prescribing physician or other health professional the date the instructions were signed by the physician or other health professional
 - e) Medication expiration date

- The medication shall be administered only to the child for whom they were prescribed. It shall be administered according to the prescription, using the amount and frequency of dosage specified on the label.
- A parent's written authorization for administering a prescription medication shall be valid for the length of time the medication is prescribed to be taken or up to 6 months when needed for a chronic medical condition, whichever is less.

Emergency Medication

If your child requires the use of emergency medications (i.e., inhalers, Epi-pen, Diastat, etc.), you will need to complete the corresponding medical action plan. These plans **MUST** have a doctor or healthcare professional's signature. Emergency medicines will be kept unlocked and easily accessible to adults but out of children's reach (at least 5 feet off the ground). This is to ensure easy access in the case of an emergency. All staff members receive training in emergency medication administration annually.

Over-the-Counter Medication

In general, MCCA staff will not administer over-the-counter medication except when a health professional prescribe over-the-counter medicines. This situation is most common for chronic health conditions (ex: Benadryl for students with allergy action plans or fever-reducing medication for students with febrile seizure action plans). MCCA will not administer over-the-counter medicines such as cough syrup, Tylenol, ibuprofen, antibiotic cream for abrasions, or medication for upset stomach in the cases of acute illness or pain. Children that have these symptoms may need to remain at home until they are symptom-free.

The over-the-counter medication must be brought to school and stored in the manufacturer's original packaging with the child's name written or labeled on it. It shall be accompanied by a Medication Administration and Consent Form that specifies:

- a) The child's name
- b) The medical conditions or allergic reactions
- c) The names of the authorized over-the-counter medication
- d) The amount and frequency of the dosages, which shall not exceed the amount and frequency of the dosages on the manufacturer's label
- e) In cases where the prescription says, "as needed" (i.e., allergy exposure, etc.), the instructions need to specify criteria for the administration of the medication (be specific with what symptoms or situations are criteria for administration)
- f) The route in which the medication shall be administered
- g) Possible reactions or side effects
- h) The signature of the parent AND physician, or another health professional
- i) The date the instructions were signed by the parent and physician or other health professional.

Topical Creams and Sunscreen

Parents and guardians may give MCCA standing authorization for up to 12 months to apply over-the-counter topical ointments, topical teething ointment or gel, lotions, creams, and powders, such as sunscreen, diapering creams, baby lotion, and baby powder, to their child, when needed. The over-the-counter topical medications form is in the enrollment packet and must be completed before we can administer these medications.

Please apply sunscreen to your child before arriving at the center and dress them in hats/visors and tightly woven clothing to help prevent sunburn during outdoor play. Each family is responsible for providing sunscreen for their child. MCCA staff will reapply sunscreen in the afternoon before going outside if we have an up-to-date topical medication form on file.

Medical Report & Immunization Record

A record of immunizations and a children's medical report must be completed and on file at school prior to each child's first day of attendance. Records should also include results of any screenings, prescribed medications, descriptions of any allergies, and current or chronic health conditions. Wyoming School Immunization Law requires children to receive a series of immunizations before entry to schools and childcare facilities. If an immunization and medical report are not on file prior to the first day of attendance, the child will not be permitted to attend MCCA. If you have chosen not to vaccinate your child, you must provide a State of Wyoming Immunization Waiver specifying why your child is not immunized.

As the child receives new immunizations, the date and type of shot or immunization should be reported to administration to be added to the child's record. Immunizations may be obtained either through the pediatrician or the Teton County Local Health Department. A schedule of immunizations can be acquired through the Center office. See <http://www.cdc.gov/vaccines/> for the current national immunization schedule.

Cleaning & Sanitation

Cleaning and disinfection are integral components of our strategy to prevent the spread of infectious diseases at MCCA. Our team adheres to daily safe practices and universal precautions to maintain cleanliness and safety. Our staff diligently disinfects all fixtures, surfaces, and equipment on a regular basis. Infant toys and items that are frequently mouthed are disinfected daily, while preschool toys undergo disinfection weekly. Contaminated toys are washed, sanitized, and allowed to air-dry as per protocol.

Hand Washing

Handwashing has long been established as one of the most important things to prevent the spread of illness.

In our school, hand washing requirements for staff are as follows:

- Upon arrival at school/center

- Before and after setting up snacks/food for student consumption
- Before and after helping students use the bathroom
- After handling items soiled with body fluids such as blood, drool, urine, stool, or discharge from nose or eyes
- After handling an ill child
- After using the bathroom or taking care of other personal needs (i.e., nose-wiping) and eating

In our school, hand-washing requirements for students are as follows:

- Upon arrival in the morning
- After using the bathroom
- Before and after eating food
- Before and after sensory play
- After they have touched a child who may be sick or who has handled soiled items
- After blowing/wiping their nose

Universal Precautions

MCCA follows universal precautions to prevent the transmission of HIV/Aids, Hepatitis B, and other bloodborne pathogens. Universal precautions refer to infection control measures that all health care workers and childcare providers follow to protect themselves and the children in their care from disease-producing microorganisms. The concept requires workers to treat all blood and various other bodily fluids as infected with HIV, hepatitis B virus, and other bloodborne pathogens. MCCA staff follow the following universal precautions when encountering blood or bodily fluids:

1. Gloves are worn for contact with blood, body fluids, mucous membranes, open wounds, and handling items or surfaces soiled with blood or body fluids. Only approved latex or vinyl gloves are worn. Gloves are never to be washed and reused.
2. Hands and other skin areas are washed thoroughly if they contact blood or body fluids. Hands should be washed immediately after gloves are removed.
3. Saliva is not considered by the Center for Disease Control to transmit HIV. Still, it is a body fluid, and mouth-to-mask ventilation devices will be available for resuscitation and shall be used by trained personnel.
4. Staff must review information and procedures about universal precautions, HIV/HBV infections/transmissions, and handling of infectious waste annually.

Toilet Learning

High collaboration between you, your child, and your child's teachers makes for more successful toilet learning. Children learn toileting skills through consistent, positive encouragement from all the adults who care for them.

When your child shows an interest, you and your child's teachers will discuss how to work together to encourage toilet learning. We're committed to working with your child consistently so

that toilet learning can be accomplished in a developmentally appropriate manner with minimum stress for you and your child.

Every child begins toilet learning at a different age and progresses at a different rate. We're always available as a resource to answer any questions about your child's progress. Several complete changes of clothes and two pairs of shoes should be kept at the center during toilet learning.

Tuition rates will be adjusted accordingly once your child is fully toilet trained. A child is generally considered fully toilet trained once they consistently demonstrate the ability to independently use the toilet for both urination and bowel movements. This milestone signifies a significant developmental achievement and allows us to accommodate your child's progress appropriately in our programs.

Injuries/Accidents

Your child's safety is of our utmost concern, but we recognize that minor bumps and scrapes are an everyday part of your child exploring and learning through experience. Known minor injuries sustained at school are reported to parents via the Brightwheel app. If your child is injured in our care, our first step is to administer first aid. A first aid kit is available in the kitchen and in the preschool bathroom. The most common treatment is ice on bumps, soap and water cleansing, and a bandage on a minor wound. All permanent staff members are trained in First Aid and Infant/Child CPR within the first 90 days of their employment, and they must maintain their current certification every two years.

If an accident is more than minor, a parent will be called to discuss the need for possible medical treatment. If the accident is more serious, a parent will be contacted and requested to come immediately. In the event of a life-threatening illness or injury, an ambulance will be called. To ensure your child's safety, your Enrollment Agreement provides a record of names, addresses, and phone numbers of the people you have authorized to pick up your child. We ask you to keep this information current and supply names and phone numbers for your child's doctor and preferred hospital.

Emergency Procedures

We make every effort to be prepared for potential emergencies. MCCA has an emergency response plan for fire, inclement weather, or if a lockdown becomes necessary. This plan is updated annually and submitted to the National Park Service and Wyoming Department of Family Services.

Evacuation

In the event of a mandatory evacuation from the center, children will be relocated to a predetermined site. Parents will receive notification once it is safe to do so. If the evacuation is due to a center-related incident, children will be brought to the stair corridor in building 198 A/B, where you may collect them upon notification.

For evacuations caused by natural or human-made disasters, our primary evacuation point will be Headquarters, with the Moose Visitor Center serving as a secondary location. Should law enforcement direct us to an alternative site, you will be promptly informed once it is safe, ensuring you have the necessary information to retrieve your children.

Lockdown

In the event of a necessary "lockdown" or "lockout" due to a hazardous environmental condition or a nearby police emergency, families should be aware of the established procedures. During such an occurrence, blinds will be closed, and all doors and windows will be securely locked. No unauthorized individuals will be permitted to enter the building.

Parents will receive notification of the situation through the Brightwheel app, text message, or phone call as soon as it is safe and appropriate. Depending on the circumstances, access for parents may be restricted until the situation is resolved.

Our center is equipped with a 72-hour emergency kit containing essential supplies such as food, water, and medical necessities to ensure the well-being of your children during any emergency.

Additional precautions we take in the event of an emergency are:

- MCCA keeps an emergency "To-Go" bag in the main office with first aid supplies and emergency contact information for all students and staff.
- Fire drills are practiced once each month, and shelter-in-place drills every three months to prepare children in case of an emergency.
- Annual inspections by National Park Service fire inspector.

Mandated reporting requirements

It's our mission to ensure all children in our center are safe and well cared for, not only while they are at our center, but always. Wyoming law requires everyone who works directly with children to report suspicions or evidence of child neglect or abuse to local law enforcement. Those who fail to report can be held accountable under the law. The law prohibits interference with an individual's attempt to report child abuse or neglect. Our school will offer full cooperation during the investigation of the reported incident.

- Should a staff member have reason to suspect abuse, they will contact Child Protective Services and follow up with an immediate phone call to National Park Service Rangers. Staff members have the authority to make the call and to prepare a written report of the account.
- MCCA will not hire a person who has been convicted of abuse of any type, and all staff undergoes a fingerprint and criminal background check before employment begins.
- All staff members are responsible for protecting all children from abuse from any child or staff member.
- All staff members are required to report any suspected cases of abuse, whether it is suspected at MCCA or away from MCCA.
- All MCCA staff receive training in recognizing and responding to child maltreatment, including abuse and neglect.

- MCCA strictly prohibits the mistreatment, neglect, or abuse of any child in the program by any staff member. Any employee found in violation of the abuse and neglect policies shall be immediately terminated.

School Policies

Smoke-Free and Weapon-Free Environment

MCCA and both playgrounds are smoke-free and tobacco-free environments. Smoking and the use of any product containing, made, or derived from tobacco, including e-cigarettes, cigars, little cigars, smokeless tobacco, and hookah, shall not be permitted on the premises of the childcare center or during any off-premises activities. Additionally, the facility shall prohibit firearms or other weapons on the grounds of the facility or program or in any building used by children, except by law enforcement personnel in emergency and non-emergency situations.

Animals

All animals permitted on the premises must adhere to Health and Sanitation guidelines and vaccination requirements. Any animal with a history of attacking a person or displaying aggressive behavior will not be allowed access to areas where children are present.

Water Play

From time to time, children will have the chance to engage in water play activities. These activities may involve wading pools (not more than 12 inches of water), slip and slides, sprinklers, and more. During these times, we will adhere to appropriate ratios and supervision guidelines. Children will be instructed on safety procedures related to water play, and once the activity concludes, we will ensure they change into dry clothing promptly.

Babysitting

MCCA strongly discourages families from entering employment arrangements with staff. However, we recognize that our staff members are highly trained, wonderful people and are often the people that know your child best, next to you. Any arrangement between a family and an MCCA employee for employment or services outside of MCCA's programs is a private matter and not connected, endorsed, or affiliated with MCCA.

Transportation

MCCA operates a vehicle known as The Moose Caboose, always stocked with a First Aid Kit and Emergency Medical Release forms for your child's safety. This vehicle is utilized for preschool field trips to various educational sites such as public parks, libraries, and museums in Jackson and its surrounding areas. Occasionally, more elaborate outings may be scheduled,

and parents will receive comprehensive details along with individual permission slips in advance.

During transportation, each child will be securely restrained in compliance with Wyoming State Law and Federal Motor Vehicle Safety Standards. Attendance records will be regularly documented during transit to and from the center, ensuring the safety and accountability of all children under our care. Staff – child ratios will be maintained, and children will not be left unattended in the vehicle or at the site of care.

Program Oversight

Our program undergoes rigorous annual evaluation and regulation by the Wyoming Department of Family Services to ensure compliance with state laws. Oversight is provided by our state licenser, Kelli Dunne, who oversees our license renewals and conducts unannounced visits throughout the year. These thorough oversight procedures ensure that MCCA maintains exemplary standards of safety, quality, and regulatory compliance at all times.

Reporting Concerns

Disagreements may occur, even with the best of intentions. Experience has taught us that open communication is the key to maintaining a positive relationship. If you have a concern, please discuss it with your child's teacher or the staff involved. If the concern is not resolved to the satisfaction of all parties, a meeting can be arranged between the people involved and the director. In addition, please feel free to contact the local childcare licenser, Kelli Dunne, at (307) 231-3784 to report any concerns. At that time, a course of action can be determined.

Licensed childcare complaint and compliance history can be found at <https://findchildcarewy.org/maps/> or by contacting the local childcare licensing official.

Legal Information

Nondiscrimination

MCCA does not and shall not discriminate based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status in any of its activities or operations. These activities include, but are not limited to, hiring, and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all staff members, clients, volunteers, subcontractors, vendors, and clients. MCCA is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant based on race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

Insurance

MCCA carries liability insurance through Philadelphia Indemnity Insurance Company.