

Family Handbook

THE KIDS' PLACE DAY CARE
at the Chebeague Recreation Center



Chebeague Island, ME 04017
License ID# _____

June 2008

Revised by:
Kelley Rich
Amy Rich
May Hall

(Adapted from Sciaraffa, M. and Araujo, N. (2003). LSU Preschool Family Handbook. Baton Rouge: Louisiana State University)

TABLE OF CONTENTS

I. Mission and Goals	
Mission Statement	
Nondiscriminatory Policy	
The Rights of Children in Child Care Facilities	
II. Introduction and Philosophy of the Program	
Education Philosophy of the Kids' Place	
Daily Schedule	
Confidentiality	
Volunteer/Visitor Policy	
Parent Volunteering	
III. Child Guidance and Discipline	
Guidance of Children	
Discipline Basics	
Discipline at the Kids' Place	
Verbal Guidance for Preschool Children	
Infant and Toddler Developmental Issues	
Policies Regarding Biting	
IV. Health and Safety Policies	
Injury and Illness Policies	
Illness Policy	
Medical and Immunization Records	
Abuse and/or Neglect	
V. General Center Policies	
Admissions Policy	
Departure and Third Party Release Procedure	
Toileting Policy	
Napping Policy	
Outdoor Play Policy	
Transportation Policy	
Water Activities Policy	
Off-site Activity Policy	
Photographing Children Policy	
VI. APPENDICES	
A. Illness Evaluation for Parents and Staff	
B. Child's Admission Record	
C. Medical Emergency Permission Slip	
D. Daily Medical Care	
E. Enrollment Contract	
F. Receipt of Forms	

I. MISSION AND GOALS

Mission Statement

The mission of the Kids' Place is to offer a high quality childcare program at market rates to island families, create a model for consistent and reliable daycare for working parents, and provide employment opportunities for the island community.

Nondiscrimination Policy

It is a goal of Kids' Place to serve the childcare needs of island families regardless of race, religion, gender, class, ability, and/or ethnic background from the age of 6 weeks through age 12. The Kids' Place provides a supportive environment for children regardless of their physical ability and will integrate reasonable accommodations to meet the needs of specific children, pursuant to the Title III of the Individuals with Disabilities Act.

The Rights of Children in Child Care Facilities

- Right to freedom from abuse and neglect
- Right to confidentiality
- Right to freedom from harmful actions or practices
- Right to a safe & healthy environment
- Right to be free from discrimination
- Right to consideration and respect
- Right to be informed of services provided by the Child Care Facility
- Right to information regarding the Child Care Facility's deficiencies
- Right to a service plan
- Right to a variety of appropriate activities, materials & equipment
- Right to mandatory report of rights violations
- Right to reasonable modifications and accommodations.

II. INTRODUCTION AND PHILOSOPHY OF THE PROGRAM

Educational Philosophy of the Kids' Place

Early Childhood development is a process that is continually changing and expanding, therefore both structured and unstructured activities are offered for children. However, our basic philosophy is one of freedom to learn, grow, and make choices. We believe that children learn through play and we have structured the environment to reflect that belief. This does not mean that the program is not carefully planned. Staff and volunteers are encouraged to be flexible and to allow the children freedom to learn at their own pace. All activities are steps to growing and developing physically, socially, emotionally, and cognitively. Children learn in different ways, with all their senses. Varied experiences and materials will be provided for multisensory and whole brain

learning. Cognitive learning is not overemphasized, but rather children are given ample opportunity for activities and exposed to pre-numbers, activities designed to form a positive self-image. Practice in motor skills is encouraged. Children learn independence, turn-taking skills, and how to interact with others.

The best atmosphere for learning is one of acceptance, mutual respect, pleasure, fairness, consistency, clear limits and expectations, and encouragement. A predictable, organized environment, with caring adults, clear expectations, and appropriate consequences supports the whole child. The outdoor play environment is an extension of the classroom, requiring the same level of adult planning, supervision, and involvement with the children.

Families are considered an integral part of our program. Daily communication and collaboration between families and staff are stressed. Support encouragement, and assistance are vital in helping to ensure personal and professional success for working parents. Active volunteerism is also a goal and family participation is a valued part of the Kids' Place experience.

The Daily Schedule

The Kids' Place Day Care is open Tuesday through Friday 7:30 a.m. until 4:30 p.m. Parents are expected to pick up their children by 4:30pm. This will provide caregivers with the time necessary for cleaning and closing the center. If a child is not picked up by 4:30 pm, the parent will be assessed a fee of \$25.00 for each fifteen minute interval or fraction thereof. Payment shall be made immediately to the caregiver on duty. The Kids' Place is NOT responsible for paying overtime to staff due to parental delays. If parents are going to be delayed, it the responsibility of the parent to make alternate arrangements for child care and to contact the center and let staff know who will be picking up the child by 4:30.

Confidentiality

The Kids' place will maintain the confidentiality of all children's records. The records shall be the property of the center. The staff shall maintain and secure records against loss, tampering, or unauthorized use. Employees of the center shall not disclose or knowingly permit the disclosure of any information concerning the child or his/her family, directly or indirectly, to any unauthorized person.

Parents can have access to a child's records at any time. Parents should contact the office to view records in order to prevent interruption during programming.

Volunteer/Visitor Policy

Keeping an open line of communication between the center and families insures that the best interests of the children are served, both at home and at the center. All parents are encouraged to visit, telephone, and send notes whenever they deem necessary.

An open door policy for families to visit at anytime shall be maintained. If a parent needs to discuss a problem or needs more detailed conversation, we ask that a conference time be setup with the child's caregiver. This will prevent staff from leaving children unattended to discuss a specific, non-emergent issue.

If a potential client or member of the community requests a tour, then it shall be arranged prior to the day of the planned visit and additional staff will be used to provide coverage during the tour.

The Kids' Place shall also be made available to any specialists (e.g. speech, physical, etc.) who are serving children with special needs that attend the center. Children with disabilities shall be allowed to receive therapeutic or other services within their regular classroom to maintain their sense of continuity and support their feeling of belonging to and acceptance by the group.

Parent Volunteering

Parent involvement is instrumental to the function of the day care. Parents are encouraged to volunteer at the center or to volunteer for one of our facility fundraising activities. Each family who receives a modified payment schedule will be asked to volunteer for at least one of our major fundraisers each year. Other parents are strongly encouraged to participate in these activities to ensure the continued operation of the day care.

Volunteering should be arranged in advance of the activities and coordinated with center staff and other parent volunteers. Volunteer activities can include any of the following:

1. Volunteering a special skill in the classroom.
2. Volunteering to support the team during breaks or transition times.
3. Volunteering during field trips or special activities.
4. Volunteering to organize or work at fundraising activities.
5. Volunteer as a part of the grant writing team for the center.

Other volunteer positions will come open as the year progresses. Please ask center staff for information about volunteer opportunities.

III. CHILD GUIDANCE AND DISCIPLINE

Guidance of Children

Our goal is to promote the child's self-esteem through practicing positive non-evaluative guidance, providing experiences that match their developmental level and meeting their needs responsively. Supporting children's play is important.

Give guidance as needed, but try not to interfere in a child's activity.

Action is necessary if such activity is endangering him/her or some other child.

Be positive in word and attitude when you must maintain limits. Be kind, matter or fact and composed at all times. Offer choices when possible.

Refrain from discussing a child in his or her presence.

Refrain from visiting with other adults while in the classroom.

Avoid labeling (positive and negative) or shaming a child.

Discipline Basics

Discipline is a multifaceted term. Parents and staff members frequently talk about and are concerned about discipline, the hows, whys, and whens of setting limits and helping children learn to become self-disciplined. All these terms are interrelated, and the Kids' Place has a few guidelines for dealing with negative behavior that are in keeping with both our understanding of child development and our philosophy. We use as a guide Love and Learn, Discipline for Young Children by Alice S. Honig (NAEYC, 1989).

Things to consider:

- Decide where you stand on important issues and stick to it. Consistency is a key to positive discipline:
 1. Choose your issues;
 2. Set clear, consistent and reasonable rules;
 3. Help children gain self-control;
 4. Don't expect them to behave like adults or even older children.
- Children do need to learn about boundaries, what is safe, what is allowed or not allowed and why. They need help learning to organize their time and energy.
- Some strategies: distracting (re-direction), negotiating, ignoring, anticipating, setting rituals, and advance preparation.
- Offer limited choices. "Do you want me to help with your coat or do you want to do it yourself?" (Phrase the choice so that the one you want the child to pick is last after the word "OR").
- Take advantage of children's ritualistic tendencies and behaviors. Setting up rituals around activities gives children a sense of control since they know what to expect.
- Avoid ultimatums (e.g., "You have to do _____ before I _____").
- Avoid carrying on a fruitless, frustrating or ridiculous argument. You are bound to feel awful afterwards.
- Prepare the child in advance for what will happen next ("We will read one book, then we will get our coats on.") It often helps avoid conflict.

- Motivation: “Where does your coat go?”, rather than “Hang up your coat.” Pretending you forgot where the coat goes often thrills young children.
- Sometimes, picking up the child and removing him/her from the situation is the only remedy.

Discipline is deciding which things you are going to insist on. Discipline helps children cope with the challenges of daily living, to interpret their world and learn social skills.

Discipline at the Kids' Place Day Care

Discipline at the Kids' Place is developed with support and encouragement of positive behavior through a planned environment, which provides a variety of activities from which the children may choose. Methods include reinforcement such as verbal praise, smiles and pleasant attention for appropriate stated alternatives when a conflict situation occurs.

The following methods of discipline are prohibited by anyone on the premises of the Kids' Place Day Care; any use of the described practices shall be grounds for immediate termination of staff and volunteers. All parents, staff, and volunteers are provided with a copy of our Child Guidance and Discipline Policy.

- No child shall be subject to physical punishment, corporal punishment, verbal abuse or threats by staff, volunteers, or parents while on center property.
- No staff shall use a stick or other disciplining instrument.
- No child or group of children shall be allowed to discipline another child.
- Unsupervised isolation of a child is never allowed.
- The withholding of food, water, a nap or rest, or bathroom facilities is to never be used as punishment for a child.
- No child shall be neglected or left unsupervised.
- A child is never to be physically restricted in any way unless his or her actions would bring harm to self or others.
- An adult shall never address a child harshly, with intimidation or ridicule.
- Adults will not participate in name calling, shaming or subjecting a child to embarrassment.
- Adults are never to discuss a child’s behavior with another adult in the presence of other children or other parents. Written or verbal reports to parents regarding conflicts or disagreements between children shall not include the name of the child who hit, bit, or pushed their child.

The Kids' Place staff maintains a safe, non-threatening environment. The Kids' Place staff fosters creativity, encourages children to explore, and allows them to make discoveries. When inappropriate behavior occurs, it is dealt with immediately. Staff members individualize responses to the children’s behavior, in relation to the particular child and the situation. They try to identify the cause of the inappropriate behavior and recognize that repeated problem behavior may be the child’s way of signaling that he/she

needs help in dealing with a certain task or situation. Staff members can then modify the learning environment and/or activities to help resolve the situation. We set limits and encourage self-discipline, because boundaries reassure young children and because order and stability are as important to a child as freedom.

To enforce the boundaries and rules at the center, the adults use the following techniques with the children:

- Clear statement of the limit. (“Blocks are for building, balls are for throwing.”)
- Stating expectations positively. (“The blocks are for building.”)
- Redirection. (“Let’s go see what Eric is cooking in the kitchen.”)
- Supporting problem solving and negotiation between the children. (“How could you use your words to tell John that you would like to have a turn with that truck?”)
- Logical consequences or choices. (“You are having a hard time playing with the blocks without throwing: You need to make another choice: do you want to play with playdough, or to paint at the easel?”)
- Modeling effective ways to express feelings and emotions. (“I do not like it when you grab the book from my hands. Which words can you use to let me know that you need something that I have?”; with toddlers, give the appropriate script such as, “Leah, say, Can I have the book, please?”)

Verbal Guidance for Preschool Children

Say:

Remember to sit down when you slide.
Sand is for digging.
Are you going to bottom swing or tummy swing?
Remember to climb down the ladder.
Keep the puzzle on the table.
Be gentle with the book pages.
Use your inside voice.
Remember to use paper towels to wipe your hands.
Remember to be safe when you climb
down the ladder.
Let’s keep the chair on the floor.
Remember to walk *around* the swing.
It’s time to go back inside.
Are you going to bottom swing, or tummy swing?
Feet first when you climb down the ladder.

Use your “inside voice” when you’re inside.
Let’s keep the chair on the floor.
Let’s keep our feet on the floor.

Do Not Say:

Don’t stand up when you slide.
Don’t throw the sand.
Don’t stand in the swing.
You’ll fall if you don’t watch out.
Don’t dump the puzzle pieces.
Don’t tear the book.
Don’t shout.
Don’t put your hands on anything.

Be careful, you might fall.
Don’t rock on your chair.
Be careful. The swing might hit you.
Shall we go inside?
Get your feet off the swing!
Don’t climb down the ladder with
your hands!
No screaming!
Don’t lift the chair!
Don’t climb on the table!

There are times when all of the above mentioned techniques have been used and the problem persists. It is at these times that we might ask a child to sit quietly by himself/herself until that child can return to play appropriately. We do not have a “time-out” place and this alone time is not seen as punishment. Rather it is seen as a time to regroup. Even as adults, we sometimes need time alone to “pull ourselves together.” Children also need this, especially when they have been in a group situation most of the day.

If a child displays repeated inappropriate behavior and shows little progress toward changing that behavior, the staff may call upon the child’s parent(s) to work cooperatively in developing strategies that will meet the child’s needs.

Any disciplinary action that warrants calling the parent(s) will be documented and kept in the respective child’s file.

Infant and Toddler Developmental Issues

Biting

Children biting other children are unavoidable occurrences of group child care, *especially* with toddlers. It is a common happening in any child care program. When it happens, and sometimes continues, it can be scary, very frustrating, and very stressful for children, parents, and staff. *Every Infant and Toddler is a potential biter or will potentially be bit.* It is important to understand that because a child bites, it does not mean that the child is “mean” or “bad” or that the parents of the child who bites are “bad” parents or they are not doing their job as parents to make this stop happening. **Biting is purely a sign of the developmental age of the child.** It is a developmental phenomena – it often happens at predictable times for predictable reasons tied to children’s ages and stages.

Why do they bite?

Every child is different. Some bite more than others; or some may not bite at all. The group care setting is where the biting derives its significance. If a child has not really been around other children very much, he probably would not bite because neither the cause for biting or opportunities have presented themselves. There is always the possibility that **any** child, including your own, can be either a biter or be bitten. Group care presents challenges and opportunities that are unique from home. The children are surrounded by many others for hours at a time. Even though there are plenty of toys and materials available for all the children, two or three children may want that one particular toy. The children are learning how to live in a community setting. Sometimes that is not easy. **Biting is not something to blame on the child, parents, or caregivers.**

Confidentiality is also practiced with biting. We cannot tell a parent who bit their child. There are many possible reasons as to why an infant or toddler may bite:

1. *Teething.*

2. *Impulsiveness and lack of control.* Babies sometimes bite just because there is something there to bite. It is not intentional to hurt, but rather exploring their world.
3. *Making an impact.* Sometimes children will bite to see what reactions happen.
4. *Excitement and over stimulation.* Simply being very excited, even happily so, can be a reason a child may bite. Very young children don't have the same control over their emotions and behaviors as some preschoolers do.
5. *Frustration.* Frustrations can be over a variety of reasons – wanting a toy someone else has, not having the skills needed to do something, or wanting a caregivers attention. Infants and toddlers are simply lacking the language and social skills necessary to express all their needs, desires, and problems. *Biting will often be the quickest and easiest way of communicating.*

What do the staff members do in response to children who bite?

It is our job to provide a safe setting in which no child needs to hurt another to achieve his or her ends and in which the normal range of behavior is managed (and biting is normal in group care). Again, the name of the child who bites will not be released because it serves no useful purpose and can make a difficult situation even more difficult. Punishment does not work to change a child who bites: neither delayed punishment at home, which a child will not understand, nor punishment at the center, which will not be used and would make the situation worse.

There are several things the staff members do to assess the biting situation and what can be done to prevent it from happening again. Staff members can try to minimize the behavior by:

- Letting the biting child know in words and manner that biting is unacceptable.
- Avoiding any immediate response that reinforces the biting, including dramatic negative attention. The staff will tell the child that "Biting hurts" and the focus of caring attention is on the bitten child. The biter is talked to on a level that s/he can understand. The staff will help the child who is biting work on resolving conflict or frustration in a more appropriate manner, including using language if the child is able.
- Examining the context in which the biting occurred and looking for patterns. Was it crowded? Too many toys? Was the biting child getting hungry/tired/frustrated?
- Not casually attributing willfulness or maliciousness to the child. Infants explore anything that interests them with their mouths, and that includes others' bodies and limbs!

When biting changes from a relatively unusual occurrence (a couple times a week) to a frequent and expected occurrence, it will be addressed with added precautions.

- The staff will keep track of every occurrence, including attempted bites, and note location, time, participants, and circumstances.
- "Shadow" children who indicate a tendency to bite. This technique involves having a staff with a child who bites. This staff would be able to then anticipate biting situations and to teach non-biting responses to situations and reinforce appropriate behavior in potential biting situations.
- The staff may consider changes to the room environment that may minimize congestion, commotion, competition for toys and materials, or child frustration.

Policies Regarding Biting

The following procedure shall be followed regarding bites:

If a child has been bitten:

1. Wash the wound with soap and water.
2. Apply ice.
3. If the bite breaks the skin, notify the supervisory staff and the parent.
4. Write accident report.

***For toddlers: Give attention to the bitten child. Remind the biter that biting hurts and that we do not bite our friends. Give the toddler something to bite on like a tether or a rubber ring.

***For preschoolers: Give attention to the bitten child. Have the child who did the biting help to care for the injured child. (e.g. hold ice, comfort) Remind the child that we do not bite our friends and that we use words. In all cases explanation will be given to child in a language that he or she can understand to explaining why the behavior is inappropriate and to reinforce the concept that even if the activity is inappropriate, the child is not a "bad" child. Do not force the child who has bitten to apologize.

How will we handle the biting child?

1. We will look for the causes of the behavior and try to take a preventive approach.
2. We will shadow the biter in situations where we think the child might bite.
3. We will be consistent in our interventions, realizing it is a temporary stage of normal development.
4. We will communicate to parents about the incident. However, information about the "biter" is confidential.

V. HEALTH AND SAFETY POLICIES

Injury and Illness Policies

Staff shall report any injury of a child, no matter how insignificant it may seem. Staff will determine if the parent needs to be immediately notified and if first aid should be administered. All full-time staff and many volunteers are trained in CPR and First Aid. Volunteers may be asked to apply a Band-Aid or clean a wound, but the staff determines the action plan. First aid kits are in each classroom and should be pointed out to all staff and volunteers on the orientation tour. If a child falls in the classroom or on the playground and may be seriously hurt, he or she should not be moved. An adult must stay with the child and keep him or her still while sending someone else to alert EMS.

Parents must be notified if a child suffers an accident while in care. All head injuries must be reported to the parent immediately as well as bites that break the skin. Other injuries (minor scrapes, bug bites, etc.) should be reported to parents in the form of an incident/accident report given to the parent at the end of each day.

All accidents/incidents shall be written up on an accident report to be given to the parent at the end of the day. A copy of the report is to be placed in the child's folder.

The following procedure shall be followed regarding small cuts, abrasions, or scratches:

1. Wash the area with soap and water.
2. Apply ice or Band-Aid as necessary.
3. Write accident report.
4. Do not apply any medication without written permission from parent.

The following procedures shall be followed regarding serious accident with injuries:

1. Remain with injured child but do not move child.
2. Send for additional staff or contact EMS if needed.
3. Give emergency first aid if necessary.
4. Notify parent or get emergency help.
5. Fill out an accident report.

Children in care at the Kids' Place are **never** to be left unsupervised.

Sticks, pointed objects, or other swallowable objects should be placed out of reach of the children. (Be sure to check outside for any of these objects.)

If adults need to pick up a child, lift him/her under his/her arms, never by the arms. Also bend at the knees to protect the back.

Avoid sitting on tables, ledges, or shelves. Adults need to model "feet on the floor" for children.

Check all equipment daily. If an item need repairs or is broken, remove it from the area.

Children are to be shown how to use equipment safely and rules are to be enforced. Adults need to be aware of potential accidents and hazards.

Children are to be watched carefully when they are on slides and climbers. While adults are supervising indoors or outdoors, they are not to congregate with other adults and are to always stand where children can be safely observed. Adults should be aware of blind spots!!

Staff or volunteers' purses should be kept out of reach of the children.

All areas of the center shall be checked for children before the doors are locked for the evening.

Illness Policy

The parent or guardian shall be notified as soon as possible if a child develops symptoms of any illness. Remove the child from the class, notify the parent or designated adult and supervise until the adult arrives. Staff or volunteers shall notify the program supervisor if any child in care exhibits illnesses or symptoms that should result in exclusion from programming (See Appendix A).

With most other illnesses, children have either already exposed others before becoming obviously ill (e.g. colds) or are not contagious one day after beginning treatment (e.g. strep throat, conjunctivitis, impetigo, ringworm, parasites, head lice, and scabies). The waiting periods required after the onset of treatment vary with the disease. Children can return to care once they have waited the designated period identified by a physician.

Medical and Immunization Records

Each family must submit an immunization record in compliance with the Maine Centers for Disease Control and Prevention guidelines (See Appendix B). Within thirty (30) days of the child's first day of admission to the facility, the family must show an updated certificate of immunization that shows current immunization status. Each child's records must reflect up-to-date status with the dates of each immunization and vaccine type for the following:

1. Measles
2. Mumps
3. Rubella
4. Diphtheria
5. Pertussis
6. Polio
7. Tetanus
8. Haemophilus influenzae Type b
9. Varicella
10. Hepatitis B
11. Pneumococcal conjugate

* A blood test demonstrating immunity to measles, mumps, and rubella may be provided as proof of immunity. Evidence of this must be kept on file, and update in a timely fashion.

* Exceptions to proof of Immunity:

1. If parent state in writing a sincere religious or philosophical belief that it is contrary to the immunization requirements of this rule.
2. The child's physician submits documentation that the immunization against one or more of the diseases is medically inadvisable.
3. A written statement must be included in the record of any child for whom such an exemption is being claimed. If there is a disease outbreak, children not vaccinated for religious, philosophical, or medical reasons must be excluded from the facility until the outbreak no longer exists, or until the child receives the necessary immunization.

Abuse and/or Neglect

The employees and volunteers of the Kids' Place are required legally and ethically to report child abuse in pursuant to Title 22 M.R.S.A Chapter 1071. If you see suspicious marks on a child or if a child says something to you that causes you to be suspicious, share this information with the supervisory staff or program coordinator. This individual will determine if Child Protective Intake Services needs to be contacted.

Maine legally defines abuse and neglect as follows: “**Abuse or neglect**” means a threat to a child's health or welfare by physical, mental, or emotional injury or impairment, sexual abuse or exploitation, deprivation of essential needs or lack of protection from these, by a person responsible for the child (10-148 CMR Chapter 32, section 1.1).

VI. GENERAL CENTER POLICIES

Admissions Policy

Children between the ages of 6 weeks and 13 years of age will be considered for admission in the program. Parents considering the Kids' Place as a day care provider are encouraged to visit prior to submitting an application. Children will be accepted on a space-available basis.

Departure and Third Party Release Policy

All facilities must be very careful about releasing children. Children can only be released to those people listed on the consent form. Therefore, we ask that **only staff release children**. If an adult other than those on the list comes to pick up a child, seek confirmation from a supervisor or parent.

Only those persons listed on the Emergency Information Sheet as “Persons authorized to pick up child at any time” can pick a child up from the center. If anyone other than those

authorized on the Emergency Information Sheet is to pick up a child, written permission must be given to the center by the registering parent/guardian.

In case of an emergency, persons listed in the “To be called in an emergency” list can pick up a child if the center cannot reach the parent/guardian and the center calls these persons to pick up a child.

In a non-emergency situation, persons on the “To be called in an emergency” list cannot pick up a child without written permission from the parent/guardian.

Every child enrolled in the center must have an Emergency Information Sheet on file. It is the responsibility of the family to inform the center of any changes on this form.

The center will not release a child at any time to a parent or designated individual who is visibly impaired due to alcohol consumption or substance abuse (either prescribed or illegal). In the event that a parent or designated individual is impaired, the center’s administrative staff will telephone individuals from the third party release form to arrange for an alternative adult to pick up the child. If a parent or designated individual is impaired and insists that their child be released in his or her custody, the center’s staff will immediately telephone the appropriate law-enforcement officials.

Toileting Policy

The toileting policy at the Kids' Place is individually tailored to meet the needs of each child. Children will not be excluded from programming because of toileting issues. Each parent will submit a toileting care/needs plan for their child at the time of admission that will be updated as necessary or on six month intervals. Children will be encouraged to meet age appropriate benchmarks in toileting with the aim of toileting independence. Goals and objectives, though, will be parent directed and correspond with the needs and developmental level of the child.

Napping Policy

Age-appropriate napping opportunities will be provided for children after lunch each day. The center will provide children with a nap matt that is cleaned daily with a bleach solution. Children will be asked to bring a nap blanket or transitional item to be used at nap time. These items will be sent home weekly to be cleaned and returned on the first day of the following week. Children from 6 weeks to 5 (or older/younger if requested by parents) will be asked to nap or rest each afternoon. Children 5 (or older/younger if requested by parents) or older will be asked to participate in quiet activities during nap time.

Outdoor Play Policy

Weather permitting, all children, including infants, will spend from 15 minutes to two hours per day in daily outdoor play. It is necessary that children have freedom of

movement, so it is requested that children are dressed accordingly. Shoes and socks are required. As we encourage children to explore, there may be times when he/she may become messy or rumpled. For this reason, we request that parents send one complete change of clothing to remain at the center. Parents are to be sure to label all articles of belongings.

During the winter months, children are expected to come with snow suits, boots, warm socks, mittens and hats. In the summer, children may bring bathing suits and towels if they wish to participate in water activities. Children should always bring weather appropriate outerwear.

Children will be outside unless the temperature is below 30 degrees or above 100 degrees, weather conditions permitting. Accommodations cannot be made for children to remain indoors if they are feeling “under the weather.” A child too sick to be outside, is probably too sick to be around other children.

Transportation Policy

The Kids' Place Day Care does not transport children from home to center, center to home, or from school to center unless special circumstances occur and are arranged in writing in advance. Occasionally we will take official field trips approved by parents. Each family will be notified about the trip, the price (if any), and how the child will be transported. Each child will be required to have a signed permission slip.

Water Activity Policy

In the summer, wading pools may be utilized at a depth of less than 2 feet (24 inches). For wading pools, water safety attendants must be present and this individual must hold a valid CPR certificate and valid first aid certificate, pursuant to 10-148 CMR Chapter 32, sections 15.4.7.3.

Water activities in the Chebeague Recreation Center pool or at the beach require prior notification of parents to approve participation in water activities in water at a depth greater than 24 inches, and will require the presence of 1 Red Cross certified lifeguard and adequate staff-to-child ratios. The lifeguard and swim instructor cannot be counted towards the staff-to-child ratio.

Off-Site Activities Policy

Occasionally we will take official field trips approved by parents. Each family will be notified about the trip, the price (if any), and how the child will be transported. Each child will be required to have a signed permission slip. Walking field trips may be taken around the island, and the family will be asked to sign a blanket permission slip during the enrollment process to cover island-based walking field trips.

Offsite activities will include at least one staff member in attendance and accessible to children at all times who has documented current certification in infant/child/adult CPR and pediatric first aid. In addition to the adult/child ratio regularly employed by the center, an additional adult shall be added for off-site activities.

Children shall be under the direct supervision of staff at all times, during the offsite activity.

If the offsite activity requires transportation, then arrangements shall conform to state laws, including seat belts and child restraints. The following precautions shall be made:

- At least two staff, one of whom may be the driver, shall be in each vehicle unless the vehicle has a communication device and child/staff ratio is met in the vehicle.
- At least one staff in each vehicle shall be currently certified in adult/child/infant CPR and pediatric first aid.
- The driver or attendant shall not leave the children unattended in the vehicle at any time while transporting children.
- Each child shall board or leave the vehicle from the curb side of the street or shall be safely escorted across the street.
- Each child is delivered to a responsible person authorized in writing by the parent or guardian.
- A designated staff person shall be present when the child is delivered to the center.
- Good order shall be maintained in the vehicle.
- The driver shall check the vehicle at the completion of each trip to ensure that no child is left in the vehicle and all children were picked up and dropped off at the correct locations.
- The vehicles shall be maintained in good repair.
- The use of tobacco in any form, use of alcohol and possession of illegal substances, firearms, pellet or BB guns (loaded or unloaded) in any vehicle while transporting children is prohibited.
- Children shall not be transported in the back of a pick up truck.
- The number of persons in a vehicle used to transport children shall not exceed the manufacturers recommended capacity.
- All drivers and vehicles shall be covered by liability insurance as required in 10-148 CMR Chapter 32, Section 9.4.2.
- The driver shall hold a valid, appropriate Maine driver's license.
- Each driver or attendant shall be provided with a current master transportation list including each child's name, pick up and drop off locations, and authorized persons to whom the child may be released.
- The driver or attendant shall maintain a daily attendance record.
- The vehicle shall have evidence of a current safety inspection.
- There shall be first aid supplies in the vehicle.
- There shall be information in each vehicle identifying the name of the supervisor and the name, telephone number, and address of the center, for emergency situations.

Photographing Children Policy

At various times through out the year, we will be taking photographs and/or videotapes of the children for educational and decoration purposes (e.g. we post photos on bulletin boards, in cubbies, etc.). Please be aware that we allow parents to come in to also photograph and/or videotape. We require permission from the parent and/or guardian to photograph, videotape, or publish photographs in newspapers and other such types of correspondence.

APPENDIX A

Illness Evaluation for Parents and Staff

Illness/Infection Symptom	Should child/staff stay home?	When can child/staff come back?
Chicken Pox	YES	When all the blisters/pox have scabbed over
Cold	NO (without fever) YES (with fever)	Refer to Fever
Coxsackie (hand, mouth, and foot disease)	NO	
Diarrhea (two or more stools or over and above what is normal for child)	YES	Diarrhea is resolved.
Ear Infection	NO (with doctors diagnosis)	
Fever of unknown origin (100 degrees F oral or 101 rectal or higher) and some behavioral signs of illness	YES	Free of fever for 24 hours and fever reducing medications have not been given in the past 8 hours or on prescribed medication for 24 hrs.
Fifth Disease	NO (without fever) YES (with fever)	Refer to Fever
Giardia	YES	When diarrhea subsides or Doctor approves readmission
Hib disease		Well and proof of non-carriage or cleared by Physician.
Hepatitis A		One week after illness started and fever is resolved
AIDS (or HIV infection)		Until child's health, neurologic development, behavior, and immune status is deemed appropriate (on a case by case basis) by qualified persons, including the child's physician chosen by the child's parent or guardian and the supervisor.
Impetigo	YES	When treatment has begun
Lice	YES	When 1 treatment has been given
Meningococcal disease		Well and proof of non-carriage (Neisseria meningitidis)

Illness/Infection Symptom	Should child/staff stay home?	When can child/staff come back?
Pink Eye	YES	24 hours after treatment has begun
Undiagnosed generalized rash		Well or cleared by child's physician as non-contagious
Ring Worm	No (keep area covered)	
Roseola	YES (with fever)	See fever
Rota virus	YES	24 hours after treatment has begun and fever free
Severe Cold (with fever, sneezing, and nose drainage)	YES	Refer to fever
Thrush	NO (should seek treatment)	
Any child with a sudden onset of vomiting, irritability or excessive sleepiness	YES	Evaluated and cleared by a physician

APPENDIX B:
CHILD'S ADMISSION RECORD

Date Child Admitted _____ Date Child Dismissed _____

Name of Child: _____ Birth date: _____

Address: _____ Telephone: _____

Mailing Address(if different from above): _____

Mother's Name: _____
(Or Legal Guardian)

Address(if different from above): _____

Name & Address of Employment: _____
Telephone of Employment: _____

Father's Name: _____
(Or Legal Guardian)
Address (if different from above): _____

Name & Address of Employment: _____
Telephone of Employment: _____

Name, Address and Telephone of Next-Of-Kin, other than parents:

Name, address, phone number of a person other than a parent to be contacted in Case of
Emergency:

Name of Person who are permitted to remove the child from the Child Care Facility:

***(The facility MUST be notified by the parent when regular transportation or pick-up
methods will vary)***

Name, address, telephone of family Physician and Dentist (if applicable)

**APPENDIX C:
Kid's Place Day Care
Medical Emergency Permission Slip**

Medical Emergency Permission for _____
(child)

I/We _____ hereby give authorization to
(parents/legal guardians)

Kid's Place Day Care to obtain emergency medical treatment if necessary for my child in case of sudden illness or accident.

I/We also agree to allow transportation, if necessary, either by staff or Chebeague Island Rescue and will be liable for all costs incurred.

Hospital preference (if any) _____

Physician's Name and Phone Number: _____

Parent/Guardian Signature

Date _____

Parent/Guardian Signature

Date _____

**APPENDIX D:
Kid's Place Day Care
Daily Medical Care**

1. If your child requires medication during the day he/she will receive medication only on written order from a physician (which may include the label on the medication) and a dated written request from a parent or guardian.
2. Child care staff will not administer any non-prescription medication to a child without written parental permission.
3. If a child becomes ill or feverish, the staff will contact parents immediately to pick up the child.
4. In Case of any infectious illness, the parent must provide a doctor's written bill of health before the child can return to the day care.

I/We _____, the parent(s)/legal guardian(s) of
_____ certify that I/we have read and
(child)
understand the above Medical Care Policy of Kid's Place Day Care.

Parent/Guardian Signature

Date _____

Parent/Guardian Signature

Date _____

**APPENDIX E:
Kid's Place Enrollment Contract**

A. ENROLLMENT: DAYS/HOURS

The Kids' Place Day Care is open Tuesday through Friday from 7:30 a.m. until 4:30 p.m. Parents are expected to pick up their children by 4:30pm. This will provide caregivers with the time necessary for cleaning and closing the center. If a child is not picked up by 4:30 pm, the parent will be assessed a fee of \$25.00 for each fifteen minute interval or fraction thereof. Payment shall be made immediately to the caregiver on duty. The Kids' Place is NOT responsible for paying overtime to staff due to parental delays. If parents are going to be delayed, it the responsibility of the parent to make alternate arrangements for child care and to contact the center and let staff know who will be picking up the child by 4:30

In order to change the days your child attends Kid's Place Day Care you must notify the Director in writing. The Director reserves the right to reject the change if need be.

I/We, the undersigned , do hereby contract with THE KIDS' PLACE to enroll our child,

_____ beginning _____.

(Child) (Date)

_____ Full Time Slot (Monday through Thursday)

_____ Part Time Slot. List Days: _____

_____ Hourly slots. List hours and days:

KID'S PLACE DAY CARE WILL BE CLOSED ON THE FOLLOWING HOLIDAYS:

New Year's Day

Memorial Day

Labor Day

Independence Day

Thanksgiving Day

Christmas Day

B. FEES

Full Time: 6 weeks old to 24 Months: \$150 (\$45.00 daily)

Full Time: over 24 months \$120 (\$35.00 daily)

Hourly Rates

Under 24 months \$7/hour

Over 24 months \$6/hour

Recognizing that personnel is provided to comply with State regulations concerning staff to children ration, I agree to pay for the time reserved for my child even when absent due to illness or other circumstances.

I/We recognize the right reserved by THE KIDS' PLACE to change the above listed fees when deemed necessary and appropriate by the Director, and will expect a minimum of 2 weeks notice from THE KIDS' PLACE prior to such a change.

C. PAYMENT SCHEDULE AND LATE FEES. Payment is required in advance of services. The billed amount will be based on the schedule worked out upon admission or as changed throughout the enrollment period. For example, if you are enrolling your child 3 days per week, you will be required to pay the required amount prior to the week they will be attending.

1. In the event that a slot is due to become available, 1 week's fee is required upon application to hold the slot for the child. This fee is non-refundable should the parent(s) decide not to place their child at THE KIDS' PLACE. The fee will, however, count as payment of the first week's fee if the child is enrolled.

2. Once a child is enrolled, a \$100 deposit is required. This deposit will be retained by THE KIDS' PLACE during the child's enrollment period and will be returned once the child's enrollment has been terminated and his/her account is paid in full.

3. All future payments are due on FRIDAY PRIOR to the week's service. Parents are permitted to pay bi-weekly or monthly ahead of time.

4. THE KIDS' PLACE will assess a \$25 late fee on accounts that are delinquent at any time during the statement period by more than 2 weeks. An additional \$25 late fee will be charged for each additional 2-week period thereafter. These fee's will be billed on monthly invoiced and will be retroactive.

5. If payment is not current, the THE KIDS' PLACE Director reserves the Right to cancel this contract and dismiss a child from enrollment at its discretion.

D. PROBATIONARY PERIOD AND RIGHT TO DISMISSAL

If this contract is my/our first with THE KIDS' PLACE, I/WE understand that there is a 30-day probationary period before this contract takes effect, during which time the contract may be terminated by either the Director or the parents, with the stipulation that parents give a minimum notice of 2 weeks prior to withdrawing their child from enrollment.

I/We also recognize the right of THE KIDS' PLACE to dismiss a child form enrollment at any time should the Director so recommend.

E. RELEASE OF LIABILITY

I/We release Chebeague Recreation Center and THE KIDS' PLACE along with its employees from any responsibility for accidents or injuries or loss of personal property which may occur during the child's enrollment at THE KIDS' PLACE, unless such are proven to be the result of negligence on the party of THE KIDS' PLACE and its employees.

APPENDIX F
Receipt of Forms

I _____, parent of
_____, confirm that I have received the The Kids'
Place Family Handbook, which includes the following:

- *Child's Admission Record
- *Immunization Record
- *Medical Emergency Permission Slip
- *Daily Medical Care Form
- *Kids' Place Enrollment Contract

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date