



MaineLy
Childcare

2021-2022 Family Handbook

Revised 9/2021



Hours and Days of Operation:
7am - 5pm
Tuesday - Friday

Contact Information:
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Website:

WWW.MaineLyChildcare.Com

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Introduction and Welcome

MaineLy Childcare opened in 2017. We are licensed for 101 children ages 6 weeks to 12 years old. While we currently only offer infant - preschool programs, we have done summer camps for school aged children in the past.

We believe that the best childcare depends on consistent caregiving in a home-like atmosphere. Children grow and learn best in a safe environment that provides opportunities to explore, create and communicate with other children and adults. These groups function independently but cooperatively, following routines appropriate to individual needs. The program is designed to be inclusive of all children, including those with identified disabilities, special learning and developmental needs.

Our program is designed to include both planned and spontaneous activities in response to children's interests. Experiences with music, movement, art, language and building are incorporated into daily plans. Regularly scheduled snacks, rest time, indoor and outdoor play, and routines in physical caregiving promotes the child's health, comfort and ability to care for him/herself. There is maximum flexibility for the children as a group and as individuals.

Children are encouraged to develop a positive self-image, to learn inner controls and to cooperate with peers and caregivers. Clearly defined limits help them recognize and accept their emotions and express their feelings as they grow and feel secure in the world around them.

Please be aware that not all policies and procedures can be listed here. MaineLy Childcare reserves the right to amend these policies. When changes are made, we will send out the newest version of the handbook. An updated handbook can be found on our website. All families are required to read the handbook and sign a statement stating that you understand all of the policies and procedures stated in the handbook.

Programs Offered

Infant Room: 6 weeks - 15 months

Ratio: 1:4, Maximum group size is 8

The program is designed to promote feelings of belonging and loving care which helps infants grow and develop to their full potential. Children eat, sleep, and play according to his or her own schedule put forth by their parents. We will do our best to accommodate parent requests.

Every infant is an individual with unique abilities, desires and emotions. Our program is designed to meet the individual needs of each child and to provide them with educational experiences. In our infant classrooms, we provide a creative and stimulating program which encourages visual, language, gross motor and small motor experiences to enhance learning through their own natural curiosity.

We firmly believe in the need for open and thorough communication between teachers and each family to provide loving care for each child and confidence for each parent.

Waddler 1&2 Rooms: 12 months - 30 months

Ratio: 1:5, Maximum group size is 10

Small Toddlers: 24 months - 36 months

Ratio: 1:5, Maximum group size is 10

Big Toddlers: 30 months - 42 months

Ratio: 1:7, Maximum group size is 14

Our Waddler and Toddler rooms are designed to provide stimulating experiences for the children where they can learn through their own inquisitiveness. The emphasis during the waddler/toddler years is building self-confidence, learning how to navigate their emotions, building friendships and fostering the natural curiosity that waddlers/toddlers possess.

Throughout the day the waddlers/toddlers enjoy the large variety of play materials that are readily made available to them, as well as creative centers where children can dress-up, build with blocks, and experiment in the sensory table. Art, music, fine motor, gross motor, language and science activities geared to little hands are also introduced..

Our teachers offer tenderness, warmth, and patience; So essential to this young age. Deep respect for each child ensures that your waddler/toddler will truly love his or her school environment and, from that, develop a long lasting love for learning.

Preschool Rooms: 3years - 5years

Ratio: 1:10, Maximum group size is 20

MaineLy Childcare has two preschool classrooms. We have our Early Preschool room for children ages 3-4, and Preschool room for children ages 3.5-5. Our preschool programs prepare children socially and academically as well as support and encourage the development of independence, responsibility, and confidence all of which are essential for the child's ongoing success in kindergarten. Our preschool classrooms use a progressive approach to early childhood development, and focus on fostering the development of the child's potential naturally. Our classrooms are intentionally set up and reggio emilia inspired. Children are valued for their opinions, and their curiosity is encouraged as their endless forms of expression are documented and observed. The environments are recognized for their potential to inspire children. The space encourages collaboration, communication and exploration. The space respects children as capable by providing them with authentic materials & tools. The space is cared for by the children and the adults.

Daily Schedules

Infant Room

In the infant room each child follows their own schedule. Families are asked to fill out an “All About Me” form which will tell us how and when your infant likes to eat, sleep and play. Our infant teachers will work with each family to develop a routine that works for each individual infant. Our teachers will include a variety of activities throughout the day to meet each infant’s individual needs.

Waddler 1 Room

Our Waddler 1 room is a transition in between our infant room and our toddler rooms. In this room we are transitioning the children to a more typical daycare schedule where they all eat and sleep around the same time. There may be some periods of time when the children are doing two naps a day in this room and still receiving bottles at scheduled times.

Waddler 2 - Preschool Room

These classrooms are on a more typical schedule. An example of what their day may look like is below. Please be advised that each classroom may do things at different times, but generally meals and rest times remain the same.

Sample Schedule

7-9 Drop off and Center Play

9-930 Breakfast

930-1030 Circle Time/Art/Activity Time

1030-12 Outside Play

12-1230 Lunch

1230-3 Rest/Nap Time

3-330 Snack Time

330-5 Free Play and Pick Ups

Diapers are changed every 2 hours throughout the building. Children who are potty trained are offered the bathroom every couple of hours and are also able to use the bathroom on demand.

When the weather doesn’t cooperate we have an indoor gross motor space for the children to use. Please remember that sneakers with socks are the best footwear for the playground.

What Does My Child Need At School

Below is a breakdown of what your child will need to bring to school. Many of these items can be kept here and will be sent home as needed. We ask that your child comes to school daily with a bag no bigger than a normal sized backpack. Large tote bags do not fit in our cubbies and our storage is limited.

Rest/Nap time stuff will be sent home on the last day of the week for your child. Please wash and return bedding to school. Please keep nap time blankets and lovies small, as our cubby space is limited.

Please remember to label everything with your child's name.

Infants

- Diapers, wipes and diaper cream if used
- 3 extra sets of clothing
- Fitted playard sheet
- Premade breastmilk/formula bottles
- Purees/lunch/snacks if your infant is eating solids
- Back up form of milk (frozen breastmilk or unopened can of formula)
- Sleep sacks if needed (no blankets are allowed in cribs and we are also not able to swaddle infants)
- Pacifier if used
- Clothing suitable for outside time
- Shoes once they become mobile
- Sun hat for outside play time and sunscreen for 6+ months

Waddlers/Toddlers/Preschoolers

- Diapers/Pull ups, wipes and diaper cream if used
- 3 full sets of extra clothing (Shirts, pants, underwear, socks)
- Extra set of shoes to keep at school
- Sweatshirt to keep in cubby
- Clothing suitable for outside time
- Crib sheet for rest/nap time
- Small blanket and 1 lovie (if needed) for rest/nap time
- Indoor slippers or shoes to wear in the classroom
- Sun hat for outside play time and sunscreen

Toys from home are not permitted at the center. Classrooms may do special show and tell days and will provide guidance for those days. We also ask that any special/meaningful blankets or lovies do not come to school on the off chance that they get lost/damaged.

During the winter months please make sure your child has a warm winter coat, snow pants, boots, a hat and waterproof mittens with them every day. You may leave a set of winter gear at the center and they will be sent home weekly to be washed. During the summer we do lots of water play. You are welcome to leave a bathing suit and towel and water shoes.

Enrollment and Withdrawal Policies

Enrollment

Upon enrollment each family will fill out a child record, the child record contains all of the emergency contact information, medical consent and permission slips. You will also need to provide us with a copy of the child's immunization records within 30 days of enrollment.

There is a non refundable enrollment fee of \$150 to hold your child's spot. Payment will be due when the spot becomes available. In the event that we do not receive your enrollment fee within one week of notice,, we cannot guarantee the spot will still be available. Additionally, there will be a \$50 re-enrollment fee every August 1st for the following school year.

Children are assessed for class placement by chronological ages and in terms of their total development – social, physical and emotional. Interest level in the activities typical of each group is also taken into consideration.

Intent to Enroll Children and Holding Fees

When a slot becomes available we will work off of our waitlist. If you are called for a spot and are not ready to accept the spot, but you would like to hold it, there will be a weekly holding fee. If payments are not received by the agreed upon time, you will lose that spot. Weekly holding fees are as follows:

Hold a spot for 1-3 weeks = 50% of weekly tuition paid in advance

Hold a spot for 3 or more weeks = 100% of weekly tuition paid in advance

Two Week Trial Period and Termination of Care:

The first two weeks of childcare is considered a trial period. During these two weeks if the Director of the center determines that a child is unsuited for the center's environment, enrollment will be terminated with no penalties. Likewise, if you determine that MaineLy Childcare is not a good fit for your family, you may end enrollment anytime during the first two weeks without any penalty. Families are still required to pay tuition for the days that the child attended the center. MaineLy Childcare reserves the right to terminate care at any time. Reasons for termination can include but are not limited to: Disruptive behavior, threatening of children and staff, disrespectful behavior by child or family, failure to comply with policies, consistent late pick ups and consistent late tuition payments.

Withdrawal and change of schedule

If you choose to withdraw your child from the program, we do require a 2 weeks notice. We encourage feedback when making this decision and appreciate the chance to make things right before withdrawing from the program. We understand that our program may not be best for every family but will make every effort to make each family feel comfortable. If you do withdraw from the program without notice you will still be required to pay the 2 weeks notice. If you are wanting to change your child's schedule, we do require a 30 days notice if possible. We will do our best to accommodate requests but cannot always guarantee them. Once we receive your request, you will be placed on our in house wait list.

Attendance

Parents/guardians are responsible for signing children in and out daily on the ipad. This procedure is extremely important for attendance records and safety measures in emergencies. There is a sign in/sign out pin number you will be required to enter into the tablet in the front of the building.

We do ask that your child is at the center by 9am. If you are going to be dropping off after 9am, you must call the center and let someone know. If we do not hear from you by 9am, we are assuming your child will not be in for the day and will staff accordingly. If you do show up unannounced after 9am, we cannot guarantee that we will have room, as a plan for the day is already made. All communication about attendance needs to be made in writing. Emailing the office (mainelychildcare@gmail.com) is the preferred method of contact. Messaging teachers through social media is not an acceptable way to communicate about attendance.

Meals

We provide a morning snack and an afternoon snack daily. Morning snacks are served around 9am. Children arriving later should already have eaten something at home. Water is made available to all children throughout the day. If you would like your child to drink something other than water, please provide it in a water bottle/sippy cup style cup.

Parents/guardians must inform the center immediately of any special dietary requirements, including food allergies. MaineLy Childcare will do it's best to accommodate any food allergies/preferences. In the event that we are unable to properly accommodate dietary needs, we will ask the parent/guardian to provide meals and snacks. Please update MaineLy Childcare office of any changes.

Assessing your Child's Development

All age groups are assessed formally and informally to ensure that our teachers plan their curriculum goals and activities to support individualized learning. Our teachers observe, record and document children's development, participation and learning throughout the year. The assessments are ongoing, systematic and gathered from natural play activities and realistic settings that reflect children's actual performance.

Our center uses a variety of methods such as observations, checklists, rating scales, and individually administered tests. The assessment results are used to benefit children by informing sound decisions about children, teaching, and program improvement.

All of our assessments are kept in the child's portfolio, which in some cases will follow the child from group to group to show the progress in cognitive, language, physical, social and emotional areas of development that are consistent with our program curriculum and philosophy.

Our families are part of the assessment process with regular communication, partnership and involvement. Once the formal assessments are completed the lead teacher will schedule a parent conference. When assessments identify concerns, appropriate follow-up, referral or other intervention is used.

Special Services

We work closely with Child Development Services (CDS) to provide children who may need early intervention in the classroom. Our teachers will use their assessments and general knowledge of the child to determine whether or not further evaluations are needed. If families have their own concerns, we ask that you let us know so that we can work together. Once an area of concern is identified, MaineLy Childcare will contact the parent/guardian to have a more in depth conversation about the next steps. We are happy to help families with the referral process and welcome all therapists in our building to work with children. You may also go through your child's pediatrician to seek extra support.

Behavior Policy

While we understand that children do throw tantrums and may use their bodies to show emotion, we cannot condone physical abuse towards our teachers or the other children. If your child is purposely hitting, punching, kicking or spitting on a teacher or another child repeatedly, you will be asked to pick up your child for the remainder of the day. If you are asked to pick your child up more than 3 times a week we will need to sit down and discuss a behavior plan moving forward. We will require open communication between the center and the family when behavior issues arise. Consistency will be key. If the behaviors become unmanageable, we do reserve the right to terminate care.

Children and Family Rights

Rights of Children

Children receiving childcare from MaineLy Childcare have the following rights.

- Children must be free from emotional, physical and or sexual abuse, neglect and exploitation.
- Each Child has the right to freedom from harmful actions or practices that are detrimental to the Child's welfare, and to practices that are potentially harmful to the Child.
- Each Child has a right to an environment that meets health and safety standards.
- Each Child must be provided child care services without regard to race, age, national origin, religion, disability, sex or family composition.
- Children must be treated with dignity, consideration and respect in full recognition of their individuality. This includes the use of developmentally appropriate practices by the Child Care Facility.
- Each child has the right to the implementation of any plan of service that has been developed for that child in conjunction with community or state agencies by the Child Care Facility.
- Each Child has the right to Developmentally Appropriate activities, materials, and equipment.
- Children with disabilities have the right to reasonable modifications to Child Care Facility policies and practices.

Rights of parents and legal guardians of children receiving child care from Child Care Facilities.

- A Child's Parent or Legal Guardian must be fully informed of items or services which are included in the rate they pay for childcare services.
- A Child's Parent or Legal Guardian has the right to be fully informed of findings of the most recent inspection conducted by the Department. The Child Care Facility must inform Children's Parents or Legal Guardians that the licensing inspection results are public information and inspection results must be posted in a prominent place on the Premises.
- Parents or Legal Guardians must be notified by the Child Care Facility within two business days of any actions taken against the Child Care facility by the Department, including but not limited to, decisions to issue conditional Licenses, refusal to renew a License, or to impose fines or other sanctions.

Discipline Policy

Children who are having difficulty for any reason will be instructed to use different types of breathing techniques and light meditation to help calm him/herself. If that does not help, He/she may be redirected to another activity with teacher assistance. In the event that a child's behavior is likely to result in harm to the child, others or property, or seriously disrupts group interaction, the child may be separated briefly from the group. The child will be removed from the classroom and brought to a space where he/she can gain enough self-control to rejoin the group. The child will always be in an area where he/she is in full view of, and can be supervised and supported by a staff member. An interaction between the child and the staff member will take place immediately following the separation to guide the child toward appropriate group behavior. A method of discipline which frightens, demeans, or humiliates a child is strictly prohibited. Withholding or using food, rest or sleep as a punishment is prohibited.

If behavior problems persist, behavior management plans may be created by the classroom teacher and center Director. We will require parent involvement to help with this process.

Mandated Reporting

All staff of MaineLy Childcare are mandated reporters and are required to report any suspected abuse, neglect, or maltreatment on the part of an employee, parent, or volunteer. All staff have taken training on Mandated Reporting and will renew that training every 4 years.

If a parent/caregiver comes to the center and is suspected of being under the influence of drugs, alcohol or marijuana we will ask that someone else comes to pick up the child. If the parent/guardian refuses, we will call the police and have them assess the situation. This is a reportable offence. The safety of the children is our number one concern.

MaineLy Childcare may or may not disclose to the parent/legal guardian when a report is made. We will receive guidance from the Department of Health and Human Services as well as our state licensor.

Maine Department of Health and Human Services Child Protective Intake Hotline is
1-800-452-1999

Playground Supervision

Supervision

When children are playing outside it is vital that they are adequately supervised. When only one teacher is present they will be continuously walking around the playground in order to keep an eye on all parts of the playground. We also expect teachers to be engaging with children as much as possible while outside. We have asked teachers to not use their sandbox app until they are back inside. They may take pictures as long as it doesn't interfere with adequate supervision.

When there is more than one teacher on the playground we expect them to be spread out (there are colors painted on the fence specifying each playground zone). There should not be a cluster of teachers standing around while there are children playing.

Teachers will always know how many children are with them at all times and will periodically do head counts. Teachers will always have their attendance sheets/ipads with them on the playground and will hand them off to the next person in charge when going on break or leaving for the day.

Max number of children on each playground are as follows:

- Waddler playground: 12
- Messy Playground: 10
- Gross motor playground: 18
- Sensory playground: 10
- Circle time stumps: 10
- Infant platform: 4

Winter play

Getting outside to play in the winter can be challenging. There is snow, and sometimes standing water on the playground. We will always have the best interest of the children in mind. We will encourage them to play around the puddles, this may mean lots of redirecting. It is vital that the children are dressed appropriately for the cold weather. If a child does not have what they need for outside play, we will have their teacher bring them to the office where we will call the parents. If a child becomes too wet outside the teachers will page the office so they can be brought inside for a change.

Spring/Summer

Getting outside becomes easier as the weather gets nicer. Please remember that children should be wearing sunscreen and have a water bottle with them at school every day. Picnics are a fun part of the warmer months and strongly encouraged teachers will announce when these are happening and ask that lunches don't require heating for that particular day.

Pick Up Policy and Emergency Response Policies

Pick up policies

Our concern is for the children's safety, both physical and emotional. We ask that once the child has been released to your care at day's end, your child will not be permitted to run in the hallways, roam unattended or enter the kitchen. Parents/guardians who spend a little time in their child's classroom at day's end need to also remember that while your child is in his/her classroom with you, class rules that encourage appropriate behavior still apply for your child.

Due to Covid 19, we ask that parents do not enter the classroom. Parents may wait at the classroom door for their child.

Parent's/guardian's visiting classes at day's end may also have an anxious effect on other children waiting for their parents; please take the gentle cue from the teacher if it is time to leave. We do ask that you not let any children enter the Infant classroom. The infants spend the majority of their day down on the ground and need their room to be a safe place. We find that it is best practice to pick up your infant first, then your older child.

Emergency contacts/authorization to pick up

Your emergency contacts listed on your emergency card WILL be contacted in the event that you are unable to be reached. Please adhere to the following policies:

1. Two (2) contacts that live in a 24 mile radius of the MaineLy Childcare facility
2. Your contacts should know that they have been listed as emergency contacts and are responsible for your child in the event that they need to pick up your child at any time throughout the day.

If another adult comes to pick up your child, we will release the child only through notification in writing from the child's parent/guardian. Proper I.D. must be given before the child is released. A child will be released to parents/guardians and those adults identified by the parents/guardians as authorized pick- up persons, unless otherwise noted by the parent/guardian.

Inclement weather policy

In the event of inclement weather, MaineLy Childcare will make every attempt to open as usual. However, to preserve the safety of our staff and children we will close if conditions warrant such action. It is at the discretion of the Program's Administration to make the decision to either close, close earlier or open later due to inclement weather. In the event that we will be closing due to inclement weather, MaineLy Childcare's families will be notified in the following ways:

- Email notifications
- Sandbox Notifications

Generally we will try to make the decision by 6am, but there may be times where we make the call as late as 6:30AM. We ask that you check Sandbox and your email before leaving in the morning.

If MaineLy Childcare loses power at any point during the day, and the outage is expected to last longer than 1 hour, we must close for the remainder of the day.

If the Center is open, but because of severe weather and/or road conditions and administration decides to close early, families will be notified by phone. If we do not reach you within 1 hour, we will call your next of kin to arrange pick up. There may be times that you receive a call from a staff member's cell phone in order to reach all parents in a timely manner. We will make every effort to remain open for working parents; however, if we find it necessary to close, we will not credit or discount tuition fees.

Fire Drills

Fire drills will be practiced on a monthly basis at a variety of times to ensure that all children who attend the center and staff working within the center will be able to participate and become familiar with the drill. Each classroom has an escape route map posted in their classroom.

Emergency procedures

In the event of an emergency significant enough to shelter in place or evacuate, we will follow our emergency preparedness plans. In cases of extreme emergencies when we need to evacuate the building as soon as possible, we will transport children the best way we see fit. We may use public transportation, emergency personal vehicles or staff vehicles. More details about our disaster plans (YIKES) are available upon request.

In case of injury

Basic first aid will be performed. In the event of a serious injury, a parent/guardian will be notified and 911 will be called. If the parents/guardians are not available, the emergency numbers on the child's emergency card will be called. If the person(s) cannot be reached, the child will be taken to Maine Medical Center's Emergency Room, unless the parents have designated a different emergency plan. We will never send a child by themselves to the hospital. If no parent or guardian is reached, a member of the staff will accompany the child until one arrives.

Illness Policies

The health policy of MaineLy Childcare is designed to best meet the needs of our children, parents and staff. The policy has been in place since the center opened, but we keep rewriting it in an attempt to clarify and better define these policies. We consult with doctors, nurses and other healthcare professionals in formulating our health policies. No policy will eliminate the problem of illness in group care – especially young children – no policy will satisfy all the populations the center serves, and no policy can entirely eliminate the element of subjective judgment inherent to individual situations.

Center health policies may differ from your child's pediatrician's opinion. In all situations, MaineLy Childcares policy will override your child's doctor's recommendation. Group care conditions differ from individual care situations.

In order to minimize the spread of illness among children, it is important that parents have arrangements available for alternative care whenever your child shows signs of illness. The following symptoms will necessitate exclusion from the center:

Covid 19

Symptoms of Covid 19 include fever or chills, coughing, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headaches, new loss of smell and or taste, sore throat, congestion or runny nose, nausea or vomiting and diarrhea. If your child is showing 1 or more symptoms they will be required to be picked up and remain home until they are 24 hours symptom free or provide a negative Covid test. If their symptoms last longer than 48 hours, we will require a negative covid test before they can return to care. If your child's covid test comes back positive, we will contact the CDC for further guidance and will ask for your pediatrician to weigh in on a return date. All siblings must remain home until the child is no longer considered contagious and will also need a negative test to return to care. If MaineLy childcare requests a covid test, we need to have the results in hand before your child will be able to be dropped off. If you choose to test your child out of caution, we will not require to keep the results on hand.

Covid 19 policies are ever changing. We will update this as we receive new guidance, and will also email all families of any changes. Please note, these policies will be enforced without any exceptions in order to keep everyone safe and healthy.

Complaints of pain

Signs/symptoms of disease including: Severe coughing, sneezing, breathing difficulty, discharge from the nose, ears or eyes, diarrhea or vomiting may be reasons for exclusion from childcare. MaineLy Childcare will use their discretion on whether or not a child's symptoms warrant exclusion until seen by a doctor. A doctor's note must be submitted stating that the child is not contagious and indicating the date that they can return to daycare.

Fevers

A temperature of 100.4° F is considered a fever. A child who has been sent home with a fever of 100.4° F or higher may return to the center after being fever free for **24 hours without the aid of medication**. If a child does have slightly lower fever and is showing signs of discomfort we will contact you to touch base and make a plan.

Severe colds

Colds with extreme symptoms of excessive coughing, sneezing, nose drainage that is yellow or green and that interferes with a child's ability to eat, sleep or play are reasons for exclusion.

Diarrhea

Bowel movements that are extremely loose, watery and frequent are reasons for exclusion.. If your child has 3 or more episodes of diarrhea, they will need to be sent home. **A child should be free from diarrhea for 24 hours before returning to the center.**

EXPLANATION – Diarrhea in children is an extremely contagious illness. Bowel movements that cannot be contained in a diaper or a toilet pose a high risk of contagion. Young children, especially infants, may have frequent or loose stools regularly or in response to a variety of conditions, but these are different from diarrhea. One or two meals should be eaten during the “24 hours free from diarrhea” (overnight with no meals eaten should not be considered 24 hours free from diarrhea). Secondary symptoms of crying, pain, refusal to eat, etc., must be considered.

Vomiting

Vomiting is a reason for exclusion. **24 hours** should pass (with at least one meal eaten) without an episode of vomiting before a child can return to the center.

EXPLANATION – infants can spit up or throw up for many different reasons. The infant teacher will use their judgment to determine whether or the throw up is from bottle feedings, gagging themselves, or an illness.

Rashes

Rashes must be physician diagnosed for a child to be in the center. If your child has an unexplained rash, we will require them to be picked up and cannot return without a doctor's note.

Mouth sores

Mouth sores with drooling are a reason for exclusion, unless the child's pediatrician states the child is noninfectious.

Conjunctivitis

Pink or red conjunctiva with white or yellow discharge, often with matted eyelids after sleep, and including a child with eye pain or redness of the eyelids or skin surrounding the eye is reason for exclusion. A child may return to the center 24 hours after medication is begun with a doctor's note.

Teething

Teething is not a reason for exclusion. Teething can cause low-grade fever (under 100 F), crankiness, loose bowel movements and a clear, runny nose. Fevers over 100 F will not be considered teething related.

Symptoms of a contagious childhood disease

Symptoms of contagious childhood diseases are a reason for exclusion. The center however, adheres to the Americans with Disabilities Act in the application of its disease policies.

Parents should notify us if their child has been exposed to Measles, Chicken Pox, Roseola, Conjunctivitis (pink eye), Impetigo, Pediculosis (head lice) RSV, Bronchiolitis, Strep Throat, Ringworm, Coxsackie and Covid 19. Exposure to contagious disease is not a reason for exclusion unless they are showing signs.

Medication Policy

The Mainely Childcare LLC staff are not authorized to administer any physician-prescribed medications to enrolled children unless they are in the original container with the child's name on the label. A medicine release form must be signed before we administer medication. Staff are permitted to administer over-the-counter topical ointments, sunscreen lotion and topical insect repellent with written parental consent.

Siblings may not share prescribed medicine. Each child must have their own prescription. Epi pens must be provided for any child with a life threatening allergy. Epipens must be in their original box, with the child's name on it. Please make sure you replace the epipen before it expires. If your child needs over the counter medication throughout the day, it must be provided by the parent.

Due to Covid 19 regulations, we will not be able to administer over the counter medication at this time (i.e. Tylenol, Ibuprofen, etc)

Absences

Please call the center or email if your child will be absent and let us know why. Contagious illnesses must be posted in the classrooms, so other parents know what is going around. To be cleared for group care, we need:

1. The child to be seen by a doctor
2. A note from the doctor stating (a) a diagnosis (b) that the child is or is not contagious (if contagious for how long) and (c) the date that the child may return to group care

Your child may not attend regularly scheduled school days until the appropriate documentation is received by our main office. Notes may be directly faxed or emailed to the office or you can bring in a paper copy.



Tuition Policies

Tuition

Tuition is payable weekly and is due the Friday before the payment week. Tuition will be automatically deducted from the account you have on file with Sandbox. There will be no refund for days missed while the child is enrolled, payment is to reserve a space for your child, whether you use it or not. Children in transition (moving from one classroom to another) will pay the tuition fees of the classroom they were in on the Monday of that payment week.

Checks will be accepted on an emergency basis only. Returned check fee: There will be a \$35.00 plus any additional costs associated with an NSF check. Cash payment will be due within 24 hours of notice if a returned check. Late payment fee will apply to any payment made after 24 hours of NSF notification. After a second returned check, all future payments must be made in cash.

Classroom	2 Days (W/F or T/Th)	Full Time (T,W,Th,F)	Added Day (When numbers allow)
Infants	\$165	\$330	\$80
Waddlers 1 & 2	\$155	\$310	\$75
Small Tods	\$155	\$310	\$75
Big Tods	\$145	\$290	\$73
Early Preschool	\$138	\$275	\$70
Preschool	\$138	\$275	\$70

*10% Sibling discount taken off the older sibling (for full time clients only) *

Late payments

There will be a \$10.00 late payment fee charged to your weekly tuition bill for each day your tuition is late. We reserve the right to terminate enrollment at MaineLy Childcare when tuition is more than 7 days late.

Late pick up fees

Our center closes promptly at 5:00 PM. Late fees are the following:

- 5:00 PM - 5:05 PM: \$1.00 per minute
- 5:06 PM - 5:15 PM: \$3.00 per minute
- 5:15 PM and on: \$10.00 per minute.

Please note: Late pickup fees are to discourage lateness and to encourage respect for our teachers' time with their own families. Late fees must be paid within 5 business days, or we reserve the right to terminate care until the fee is paid.

Getting to Know The Centers Families

MaineLy Childcare builds positive relationships with our families by being familiar with their unique characteristics, strengths and issues important to each of them. To develop partnerships with the families we create a welcoming environment and opportunities for involvement. Our center gathers information during the enrollment process by asking parents/guardians questions and collecting the following items: enrollment form, health history, child and family background information. All the data is kept strictly confidential in the child's file and kept locked in the director's office. MaineLy Childcare will only release your child's records with your permission.

Communicating with families

In addition to conferences and assessments, there are many ways to keep you knowledgeable about what is happening in your child's classroom. We may use:

- Pictures
- Newsletters
- Telephone calls
- E-mails
- Daily sheets
- Notices
- Journals

Due to Covid 19, conferences will be done virtually until further notice.

Parent/guardian visits and family involvement

We strongly encourage families to participate in the class activities and school events. There are many ways to be involved:

- Making things for the classroom
- Sharing your culture
- Sharing a talent or a job
- Participating in class activities or field trips
- Contributing to the curriculum (ideas, prepping materials, etc)

Ask your child's teacher for a "Covid friendly" way to participate!

Negotiating differences

When a parent has a concern about some aspect of our childcare program we will take every step to help resolve the issue as promptly as possible, keeping the safety and well being of the children and staff as a priority. MaineLy Childcare is always open to suggestions and feedback to improve the way we serve you and your family.

Center Closings and Vacation Policies

Center Closings

The Center is open from 7AM - 5:00PM **Tuesday through Friday** (due to the staffing crisis brought on by covid 19 we will be closed on Mondays for the foreseeable future.). The center does close for several holidays as well as a few staff in-service days each year. Dates will vary from year to year depending on when the holidays fall.

In addition to being closed on Monday's we will also be closed the following times:

- 4th of July Week (The week leading up to)
- Thanksgiving (Thursday and Friday)
- Christmas Eve - New Years day

Dates of the closings will vary from year to year. A new list will be handed out every year and can also be found on our website.

When we resume Monday care we will also be closed the following Holidays:

- Martin Luther King Jr Day
- President's Day
- Patriot's Day
- Memorial Day
- Labor Day
- Columbus Day
- Veteran's Day

We will also close up to 4 more days for staff in-service days.

Vacation Policies

Tuition is still due during any and all vacation weeks/closed days for the center. In addition, any personal vacation time /days off must be paid. We do ask that you let us know of any planned vacations/time off.

Other Helpful Information

Security

The doors to the center are kept locked at all times in order to limit access and to keep children from exiting ahead of supervisors/parents. The front vestibule has a doorbell that will release the magnetic lock on the inner doors upon approval by an employee. When you enroll your child, you will be given the number combination to enter into the keypad for signing in and out through our Sandbox software. This is to better assist us in knowing exactly who is in our care at all times. Please notify someone immediately if you realize you have not signed your child in. Photo I.D. is required and kept on file for who is authorized to pick up your child.

Parking

There is limited short-term parking available in our lot. We ask that you are prompt at drop off and pick up times, to allow other parents a place to park. We also ask that you not leave car motors running or leave other children unattended within your car when you enter the building.

Acknowledgment

It is important that you make yourself familiar with all of our policies and procedures. By signing this page, you are acknowledging that you have read and understand the policies of MaineLy Childcare. Please return this page to the office once signed. You can always find an updated copy of the Handbook on our website, www.mainelychildcare.com

Thank you and welcome to MaineLy Childcare!

X _____ Date _____
Parent/Guardian Name Printed

X _____
Parent/Guardian Signature