



## **FAMILY HANDBOOK**

Welcome to the MaineLy Childcare LLC

The information contained in this family handbook will introduce you to the philosophy and organization of our program. It will serve as a quick reference to the daily operating policies and procedures. Your familiarity with them will help make your child's day a most rewarding experience.

MaineLy Childcare was created to meet the needs for the highest quality childcare, and to provide the most loving and qualified teachers for the children. We look forward to working with you to provide a secure foundation for your child to ensure successful growth and learning.

Please be aware that not all policies and procedures can be listed here. MaineLy Childcare reserves the right to amend or change these policies. When changes are made, we will send out an amended copy 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.

We will be happy to answer any questions you may have.

MaineLy Childcare is an equal opportunity employer and provider.

MaineLy Childcare LLC

## **CONTACT INFORMATION**

Address: 9 Harding Street South Portland, Maine 04106

Phone: 207-767-6000 Fax: 207-956-0011 Website: [www.mainelychildcare.com](http://www.mainelychildcare.com)

## **Program Philosophy**

We believe that the best childcare depends upon 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 and 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 and meals, rest time, indoor and outdoor play, and routines in physical caregiving promotes the child's health, comfort and ability to care for his/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.

## **Section 1: Educational Programs and classroom Policies**

### **Infants:**

The infant program serves children from the age of six weeks until the age of 18 months. The program is designed to promote feelings of belonging and the 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.

Our highly qualified and professional teachers will guide and encourage your child in every stage of his or her development. 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.

### **Waddlers & Toddlers:**

Our toddler program serves children from 12 months to 36 months. The waddler and toddler classrooms 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 on building self-confidence, learning how to navigate their emotions, building friendships and fostering the natural curiosity that toddlers possess.

Throughout the day the 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 toddler will truly love his or her school environment and, from that, develop a long lasting love for learning.

### **Preschoolers:**

MaineLy Childcare has two preschool classrooms. We have our Early Preschool room that serves children ages 3-4, and then our Preschool room that serves 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.

### **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 and disrespectful behavior towards the children and staff by either a child in the program or his/her caregivers.

### **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 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 enrollment.

### **Placement into classrooms:**

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, as is the actual availability of an open place at a particular time that matches the enrollment days of the child being moved. The classroom teacher is also consulted as to the readiness of the child. Parents will be notified and encouraged to set up a transitional conference with the new teacher.

### **Assessing children's progress**

All age groups are assessed formally and informally to ensure that the 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.

Our formal assessments are done twice a year (October and May). All our assessments are kept in the child's portfolio, which 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**

CDS provides free screening for children who might need extra help. If the CDS approves services for a child, outside therapists may provide those services at MaineLy Childcare. If you think that your child might need extra help, consult with the director or classroom teacher and they can assist and accompany you through the referral process.

### **Absolutely no street shoes in the classrooms**

Since little fingers touch our floor, please leave your shoes at the door. This applies to children, parents and guests. In a recent study, researchers at the University of Arizona found nine different species of bacteria on people's shoes. These types of bacteria can cause infections in our stomachs, eyes and lungs.

The study also found bacteria live longer on our shoes than in other places. As we walk, we constantly pick up new debris that feeds the growth of more bacteria.

The researchers tested to see if bacteria on shoes would transfer to the tile floors in a house. More than 90 percent of the time it did. Carpeting harbors bacteria even more.

## **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 taken up to the office to sit with an administrator where he/she can gain enough self-control to rejoin the group. The child will always be left in an area where he/she is in full view of, and can be supervised and supported by a staff member. Interaction between the child and a 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.

## **Child abuse/neglect policy**

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. Any abuse or maltreatment of a child, either as an incident of discipline or otherwise is prohibited. Any means of corporal punishment will not be tolerated. Additionally, withholding or using food, rest or sleep as a punishment is prohibited. If any type of abuse or neglect is suspected it will be reported to the Maine Department of Health and Human services 1-800-452-1999

## **Personal belongings**

A stuffed animal or doll may ease the transition from home and comfort the child feeling anxious; please be sure these items are soft and cuddly. A book to share with the whole class is always welcome. We do ask that other toys be left in the car or at home, so as not to be lost, broken or envied by others.

## **Meals**

We provide a morning snack and one 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 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.

## **Clothing**

Children play hard and need to be comfortable. We ask that children be dressed in clothes suitable for the many art, playground and climbing activities of their day. Cold weather does not necessarily keep us indoors, so please be sure that children have the necessary mittens, sweaters and hats, etc., appropriate for the day's weather changes. All clothing should be labeled with the family's name, to facilitate dressing and reduce loss.

Two full sets of extra clothes should be kept at the center, even for the oldest children at all times. When accidents of play, feeding or toileting happen, we know you would want your child to be comfortable. Extra sets will need to be regularly replaced the following day if your child uses them. Shoes need to be appropriate for indoor/outdoor play. During the rainy/snow days, please make sure your child has a set of indoor shoes to wear in the classroom. Sneakers or rubber-soled shoes are required for safe play; an extra pair may be left in the child's cubby and teachers will gladly help with the changes. **If your child is missing any essential items for outside play or does not have any clothes to change into after an accident you will be called and will need to bring the missing items.**

## **Attendance**

Parents are responsible for signing children in and out daily. 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. Parents are welcome to stay briefly to help their child adjust to the group and to smooth the separation if the child is anxious about saying goodbye. **Due to Covid 19 related policies, staff will be the only ones signing children in and out everyday. When our regulations lift, we will set up your pin number and give you instruction on how to sign in and out.**

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 after 9am, we cannot guarantee that we will have room, as a plan for the day is already made.

## **Section 2: Getting to know the center's 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 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 LLC only releases your information under your authorization.

Our center has an open door policy. Parents and family members are welcomed at all times.

Due to Covid 19 related policies (attached at the end of the handbook) parent's are not permitted inside the building. We will be available by phone or email throughout the day to address and concerns or to simply check in.

### **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 related policies, conferences will be done virtually until further notice.

### **Parent visits and family involvement**

Parents may visit the center at any time. However, we ask that you know your child. If your child is having a hard time with your visit, we may ask that it stops. Some children do really well with visits, and some do not. Due to Covid 19 related policies, this policy is suspended until further notice.

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)

### **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.

### **Staff hired by parents**

We strongly discourage our employees from making independent child care arrangements with families at the school. However, in the event that you enter into an agreement with a MaineLy Childcare employee to babysit for your family outside of the employee's normal work hours and/or outside of school hours, it must be done away from the school and with the full knowledge and understanding that the sitter enters into such an agreement as a private citizen and not as a MaineLy Childcare employee. We cannot be responsible for our employees away from school, outside their working hours, and will not be liable for their acts or omissions when not on our property including the transportation of children. The staff and families are required to sign a babysitting contract.

**Section 3: Tuition Policies**

Tuition is payable weekly and is due the Friday before the payment week. We accept checks, credit cards, automatic debits or cash. Checks should be made payable to MaineLy Childcare LLC. 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.

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.

**Fees**

There is a non refundable enrollment fee of \$150 due before your child starts. Additionally, there will be a \$50 re-enrollment fee every year your child is with us.

Classroom	2 Days (T,Th)	3 Days (M,W,F)	Full Time	Added Day
Infants	\$162	\$233	\$325	\$81
Waddlers 1 & 2	\$148	\$217	\$305	\$79
Small Tods	\$148	\$217	\$305	\$79
Big Tods	\$140	\$205	\$285	\$75
Early Preschool	\$134	\$196	\$270	\$72
Preschool	\$134	\$196	\$270	\$72

\*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 5:00PM. Late fees are the following:

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

### **Withdrawal and change of schedule**

If you choose to withdraw your child from the program, we do require a 2 weeks notice. We also need 30 days notice if you would like to request a change of schedule for your child. We will do our best to accommodate requests but cannot always guarantee them.

## **Section 4: Pick up and Closing/Emergency 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 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.

Parent's visiting in classes at day's end may also have an anxious affect on other children waiting for their parents, so please take the gentle cue from the teacher if it is time to leave. We do ask that you do not let children enter the Infant classrooms with food, small items or wet boots/shoes. 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.

**Due to Covid 19 related policies, pick up will be done curb side until further notice.**

### **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 recorded on the card 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. Proper I.D. must be given before the child is released. A child will be released to parents and those adults identified by the parents as authorized to pick-up their child

### **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:

- Facebook notifications
- News notification (Channel 6 and Channel 13)
- Email 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 the closing lists 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 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 that the children would be safer remaining indoors, we would shelter them inside the MaineLy Childcare facility. If our building was not considered to be a safe place for the children, we would relocate to a designated space. Next we would begin calling parents to advise them of our location and to request that the children be picked up as quickly and safely as possible. For cases where parents cannot be reached we would begin to call your emergency contact numbers. We will update you yearly of our relocation sites and if any of our

policies around emergency preparedness have changed.

### **What to bring for your child:**

#### **INFANTS**

Your infant will need diapers, wipes, formula (unopened can to be used as back up), breast milk ( frozen back up) and a pack n play sheet, and several extra sets of clothing. If your child requires sleep sacks, pacifiers, security blanket/stuffy or anything else to help them throughout their day please bring those in as well. Please be aware that if your child is under the age of one, they will not be permitted to have anything in their crib. They can sleep in sleep sacks, but may not have a blanket or lovie with them.

#### **TODDLERS**

Your toddler will need diapers/ pull-ups and wipes (if still used), a crib sheet to put over their mat, a blanket for nap time, 2 extra sets of clothing (Shirt, pants, underwear and socks), indoor shoes or slippers with a sole, and anything else that they may need to get them through the day.

#### **PRESCHOOLERS**

Your preschooler will need diapers/pull-ups and wipes if still needed, a crib sheet to put over their mat, a blanket for nap time, 2 extra sets of clothing (shirt, pants, socks, and underwear), indoor shoes or slippers with a sole, and anything else they may need to get through their day.

Please keep in mind that we do have limited cubby space for each child. Please try to keep blankets on the smaller side and only bring what you need. Stuffed animals are fine for nap time, but please be advised that toys will not be permitted.

### **Section 5: Health 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 Childcare policy will override your child's doctor's recommendation. Group care conditions differ from individual care situations.

Covid 19 Policies are attached at the end of the handbook.

### **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. A doctor's note must be submitted stating that the child is not contagious and indicating the date that they can return to daycare.

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:

### **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. As with diarrhea, **24 hours** should pass (with at least one meal eaten) without an episode of vomiting before a child returns to the center.

EXPLANATION – infants can spit up or throw up for many different reasons. With no other symptoms present we would wait to see if an infant threw up a second time before calling the parent to pick up the child.

## **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.

**Covid 19 exposure could result in exclusion. We will contact the Maine CDC and follow their recommendations.**

## **Signs of possible severe illness**

Signs of possible severe illness, including unusual lethargy, undefined irritability; persistent discomfort crying or difficult breathing are reasons for exclusion.

## **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 medication at this time.

### **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 by a pediatrician 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 not contagious (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

### **Immunizations**

We require all children of MaineLy Childcare to have vaccinations on file. We ask that you update our copy of the records each time your child gets a new vaccine.

### **In case of injury**

Basic first aid will be performed. In the event of a serious injury, a parent will be notified and 911 will be called. If the parents 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.

### **If your child becomes ill at MaineLy Childcare**

If your child becomes ill while at the center, we will call you; if you cannot be reached your emergency contacts will be notified and asked to pick up your child. Please ensure that emergency contacts are aware that they have been listed on your emergency contact list. Please be sure to notify us the day your work phone number changes, so that you are most efficiently reached. Children will need to be picked up within 30 minutes of a phone call. Children ages 2 and over will have to wear a face covering while waiting to be picked up.

### **Reportable illnesses**

Some childhood illnesses are required, by law, to be reported to our local health agency. In the case of a contagious illness in your child's class, we will notify you by email.

## Section 6: Other helpful information

### Hours of operation/holiday closings

The Center is open from 7AM - 5:00PM Monday through Friday. 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. **We will be closed for 2 full weeks during the year. The week of/leading up to July 4th and again during Christmas time (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.

### 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 sign in/sign out/important notifications 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.

### Security Cameras

Our childcare video surveillance policy is to ensure the safety and security of all children, staff, parents, and visitors, as well as the security of our daycare facility. MaineLy Childcare is equipped with a 24-hour video surveillance system. Security cameras are installed in all classrooms, hallways, kitchen areas, outdoor play areas, and the parking lot, the only exception being private areas of restrooms.

The following are just some of the many benefits of having security cameras installed in daycare centers.

- \*Security cameras keep children & staff safe & are a very effective deterrent of any crime.
- \* People tend to behave/perform better when there are security cameras around.
- \* Owners/ Directors can better monitor the entire facility and supervise/observe staff's interactions with children and with other staff members effectively.
- \* They provide peace of mind to our parents & staff.

Because we respect the privacy of all children, parents, and staff in our daycare center, our 24-hour video surveillance system/ security cameras are for **internal purposes only**. Only the Director and/or the owners are allowed to view our security cameras/ video footage either at the Main office at the site OR live video footage may be viewed remotely from the owner's other office at a different location. Video surveillance/recording consent forms are signed prior to your child(ren) starting at MaineLy Childcare.

### 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.

**Covid 19 Policies: These 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.**

### MaineLy Childcare Covid 19 Policies

Before leaving your home, please conduct a health screening each morning of your child, and others in your household to identify if they have any of the following symptoms:

- Cough
- Shortness of breath or difficulty breathing
- Fever (a fever is a temperature of 100.4 or higher)
- Chills
- Muscle or body aches
- Headache
- Sore throat
- New loss of taste or smell
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

If your child has a fever, they will not be permitted to attend childcare until they are fever free for 24 hours without the aid of medication. If your child is showing other symptoms, they also must remain out until they are symptom free for 24 hours without the aid of medication. If you are unsure that your child is able to attend childcare after your home screening, please call the center and discuss before bringing your child in.

Upon arrival each day, staff will conduct a verbal assessment of your child's health including a temperature check and then you will be asked a few questions about all household members before the child will be allowed into the building. This information will be documented and will remain on site. The screening questions you will be asked are put out by the State of Maine. A masked staff member will then walk or child to his/her classroom. If you need to relay important information to your



child's classroom teacher, please either let the staff member who is walking your child in know, send a note with your child, or call/email the office and we will relay the information for you.

Parents at drop off and pick up will be required to wear a mask and are asked to practice social distancing while waiting. We do ask that only 1 parent/guardian is present for drop off and pick up. We are also asking that you only have 2 people on your drop off/pick up list to help limit exposure. We do recommend that you refrain from having those considered high risk help with drop off and pick up right now. If there is an emergency, and you need someone else to help out, please contact the office to discuss alternative procedures.

We are currently brainstorming where drop off will take place. We are working out the logistics of utilizing the playground, the front entryway, and the exterior classroom doors. Drop off locations will change due to weather. We will update everyone on any changes as soon as we can.

If anyone in your immediate household is tested for Covid 19, your child must remain out of care until the test results are back. There are no exceptions to this.

If we do become aware of a positive test within our center, we will report it to the Maine CDC and follow their guidance. We will also report this information to the other families as allowable by law.

If children, families, or other members of your household have traveled out of the state within the last 2 weeks, you must follow the current CDC guidelines for self-quarantine. Current states that are exempt from the self quarantine guidance are ME, NH, NJ, CT and VT.

Please be aware that in the event of significant staff outages or confirmed personnel/child illness, MaineLy Childcare may need to close for a period of time to arrange for cleaning and alternative staffing arrangements.

#### **Additional Policies:**

Our staff will be required to wear a face covering. This is a rule put out by our state licensing agency. Children over the age of 5 will also be required to wear a mask. Masks are recommended for children ages 2-4, but not required. We will do our best to help the children through this process, but will never forcefully put a mask on their face. We will encourage them and lead by example.

We will not be allowing any unnecessary visitors into the facility at this time.

Any child who becomes symptomatic will be separated from the group and will be required to wear a mask (if over 2 years old) until their parent/guardian arrives. We do ask that you arrive to get your child within 30 minutes of the phone call.

We will be enhancing our handwashing throughout the day to help stop the spread of germs. Hand sanitizer will also be available for when sinks are not readily available.

During nap time, children will be placed 6 feet apart, or will have a physical barrier placed between them.

The center will be cleaned and sanitized throughout the day, and a thorough cleaning/sanitizing will be done after we close for the day.

We will be limiting the combing of groups both inside and outside as well as trying to maintain the same staff in each classroom throughout the day.

We will be unable to store car seats and strollers at this time.

Finally, we are asking that all families continue to follow the guidelines put forth by the CDC to minimize opportunities of contagion. We also ask that you be honest with us, and help keep everyone in the center as healthy as possible.

Please note that these guidelines can change at any time. We will continue to update you with any changes. Some changes may happen without much notice.

**This handbook is yours to keep and reference. 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.**

**Thank you and welcome to MaineLy Childcare!**

X \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature