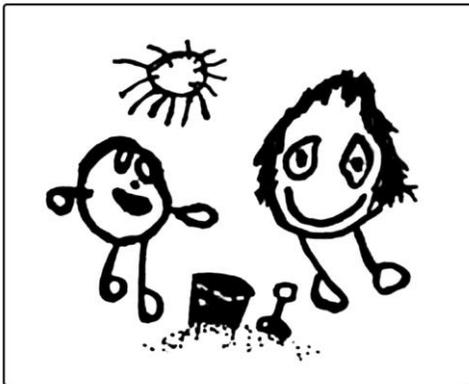




Coastal Kids



Preschool

# FAMILY HANDBOOK

2018 - 2019

Providing an inclusive, developmentally appropriate education for preschool children of all incomes and abilities



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*Member Agency United Way of Midcoast Maine*

A copy of Rules for the Licensing of Child Care Facilities from the Department of Health and Human Services is available to sign out in the office

# WELCOME TO COASTAL KIDS PRESCHOOL!

Since 1995, Coastal Kids Preschool has provided a high quality, inclusive, developmentally appropriate program for preschool age children in Lincoln County. Please read the following information carefully and speak to Priscilla if you have any questions. Welcome to the Coastal Kids' family!

## MISSION

We are a group of Early Childhood educators, specialists, and parents who believe that a quality preschool education should be available and accessible to every Lincoln County child. We serve 18-months to five-year-old children and their families through a language-based, developmentally appropriate curriculum. We believe that every preschool child within our Lincoln County communities should have this opportunity to reach their full potential and be prepared for a successful school experience.

### Board of Directors

Patricia Lane, President

Patrick Parsons, Vice President

John Ward, Treasurer

Martha Lynch, Secretary

Rebecca Emmons      Karen Filler      Robert Flory

Valerie Mattes      Tenley Seiders      Easter Swartzentruber

Our Board of Directors is composed of community members, as well as parents, and parents of former students. The community members represent a wide range of experience, background and ages. The Board meets six times a year and oversees the school's operations, in addition to actively fund-raising for the school.

### Advisory Board

Kathleen Flory

Deryl Holt

Jennifer Meade

Joel Russ

Rachel Zoller

The Advisory Board is composed of former board members who wished to remain involved with the school when their board term has expired.

## 2018-2019 FACULTY AND TEACHING STAFF

### **Mimi Reeves**, Executive Director

Mimi has a B.S. in Business Education from Salem State College and a Masters of Science in Organizational Development from Lesley University. Mimi has extensive experience in development and fundraising for notable non-profits in Massachusetts.

### **Priscilla Congdon**, Education Director

Priscilla has a M.Ed. in Early Childhood Education, is certified by the State of Maine as a Teacher of Special Needs birth through 5, and has over 35 years of experience in early childhood education, special education, and school administration. She coordinates the developmental therapy program for all the special needs children. The head of education at the school since its inception, Priscilla is the guiding force behind our educational program.

### **Heather Greene**, Head Teacher, Gray Dolphins, four- to five-year-old group

Heather has a B.S in Sociology and is a certified Teacher of Special Needs—K through grade 12. Heather is a level 5 in Maine Roads to Quality. Previous to coming to Coastal Kids, Heather was a Special Education Teacher at Great Salt Bay Elementary School.

### **Jane Gilbert**, Head Teacher, Blue Dolphins, four- to five-year-old group

Jane has a B.S. in Education and Special Education. Jane is a level 7 in direct care MRTQ. She started working at Coastal Kids Preschool in 2005. Jane's two daughters attended Coastal Kids.

### **Christina Nelson**, Teacher, Puffins, three- to four-year old group

Chris has a B.A. in Psychology and was previously a social worker. She first worked at Coastal Kids from 2004 – 2008, then moved to Oregon with her family. Chris returned to Coastal Kids in 2012. She is a level 6 in Maine Roads to Quality certification. All three of her children attended Coastal Kids Preschool.

### **Sara Larson**, Teacher, Starfish, three- to three and-half year-old group

Sara has her B.A. in Psychology from the University of Maine in Farmington. Sara started working at Coastal Kids in 2012. She came to us with over six years' experience as teacher in a preschool special education classroom. Sara is a level 7 in direct care MRTQ.

### **Jennifer Caron**, Teacher, Minnows, two to three-year-old group.

Jenn has her B.S. in Education and Special Education and started working at Coastal Kids in 2004. Jenn is a level 7 in MRTQ. Jenn has a son, Finn, who attended Coastal Kids Preschool and a baby daughter, Isla, who is starting in the toddler room this year.

### **Vicki Bryant**, Special Education Teacher

Vicki has worked at Coastal Kids Preschool since 2011. She has a B.S in Elementary Education and Special Education, and is a level 7 in MRTQ. Vicki is a certified Teacher of Special Needs, birth through five-years.

### **Patty Kramley**, Teacher, Periwinkles, 18 months to two and a half-year-old group

Patty has worked at Coastal Kids Preschool since 2004 as an Assistant Teacher and a one-on-one aide with special needs children. She is an Ed Tech 1 and is working on her Infant Toddler credential through Maine Roads to Quality.

Each class has a Teacher Assistant and 1:1 Aides for Special Needs Students.

Some of our children have therapists that are provided by the **Discovering Kids Program**. As this program involves detailed recording keeping, you may see these staff writing in notebooks.

### What is a high-quality early childhood program?

A high-quality early childhood program provides a safe and nurturing environment while promoting the physical, social, emotional, and intellectual development of young children. In high-quality programs, you should see:

- Frequent, positive, and warm interactions among teachers and children
- Planned learning activities appropriate to children's age and development, such as reading stories, block building, painting, dress-up, and active outdoor play
- Specially trained teachers and administrators
- Ongoing professional development for all teachers and staff
- Enough adults to respond to individual children
- A rich variety of age-appropriate materials
- Respect for cultural diversity
- A healthy and safe environment for adults and children
- Inclusive environments
- Nutritious meals and/or snacks
- Regular, two-way communication with families who are welcome visitors at all times
- Effective administration
- Ongoing, systematic evaluation

### LICENSING AND CERTIFICATION

In January 2017, Coastal Kids Preschool achieved accreditation by the National Association for the Education of Young Children (NAEYC). Accreditation is the highest mark of quality a program can achieve. It leads to Step 4, the highest ranking awarded in Maine's childcare quality rating system (known as Quality for ME). Quality for ME is designed to recognize and support providers who are offering early care and education above and beyond the basic standards and to educate the community on the benefits of quality early childhood programs. **Families whose children attend a Step 4 QRS program like Coastal Kids are eligible to receive twice the child care tax credit at the end of the year.** Our Maine Quality Certification number is 1674.

Each of our staff members are recognized by the State of Maine as a Certified Teacher or Educational Technician. As such, a fingerprinting background check will have been performed. All staff participate in the Maine Roads to Quality (MRTQ) professional registry, the State of Maine's voluntary child care and early education recognition system.

In our pursuit of quality and continual growth, each full-time staff member must participate in 40 hours of continuing education hours. This exceeds the State of Maine minimum requirement of 30 hours. Staff members also receive certified First Aid and CPR training. Annually, the staff assesses and determines their training need, and the results become part of Coastal Kids Preschool's continuous improvement plan.

## OUR GOALS

- To provide a program that fosters the social, emotional, intellectual, and physical development of children
- To provide activities that promote healthy self-concepts and confidence in preschool children
- To provide a language-intensive program for all children, including those with communication delays
- To provide a setting for children with social and behavioral needs so they will learn to express themselves appropriately in a group
- To foster emergent skills that are necessary for success in future learning
- To create a partnership between preschool, families and public-school staff
- To offer opportunities for families and teachers to communicate
- To involve parents in learning and teaching their young children

## PROGRAMS AVAILABLE

To best meet the needs of the families and children we serve, we offer several different scheduling options. Two- through five-day schedule options are available.

### Preschool and Extended Day Programs

Morning Preschool Program	8:30 a.m. to 12 noon
Early Morning Drop Off	7 a.m. to 8:15 a.m.
Extended Day Program*	7 p.m. to 5 p.m. (5:30 if pre-registered)

\*Families enrolled in the extended day program set their own hours.

Families enrolled in the mornings preschool program are welcome to request additional hours before or after the morning program at the hourly rate, but may find it more cost effective to use the extended day option.

The afternoon schedule includes inside and outside large motor play, quiet time, arts and crafts, games and activities, center play, snack, and stories.

Coastal Kids Preschool is closed one week in June, to prepare for our camp program and one week in August to prepare for our school year.

### Afterschool Program

Great Salt Bay and Nobleboro Central School will bus children directly to Coastal Kids. Our afterschool program is for children from Kindergarten through 3<sup>rd</sup> grade. Parents may enroll for one or more afternoons. Priority is given to those with siblings enrolled at Coastal Kids and those who request a consistent schedule.

## **Special Education Program**

Children are accepted into our special education program upon referral from Child Development Services, a division of the Department of Education. These children have been identified as having a developmental delay and have an Individual Education Plan (IEP) in place. Special educational guidelines determine the number of hours each student may attend. Coastal Kids will work with the family and the CDS Family Service Worker to make sure the goals of the plan are imbedded into the classroom curriculum. *If a child is not yet identified with a diagnosed special need, but the family or teachers suspect that a child may have a developmental delay, we will support the family through the early intervention screening and evaluation process.* We will participate in the Early Childhood Team (ECT) meetings to help determine a child's goals and will document a child's progress in meeting those goals. At all times, we work towards identifying the "least restrictive environment" that ensures successful participation for all children.

Our special education programs run the same hours as our regular programs: the 8:30 am through 12:00 pm morning program with extended day programming as needed. Each child's schedule will be decided at his/her IEP meeting. Our extended day group programming highlights social skills training. Research tells us that a critical element of successful social skills training is the provision of true interactive experiences. These experiences make social concepts concrete and promote generalization. We use strategies such as role play, adult cueing, and peer modeling, designed to facilitate developing a child's social communication and social play skills. We are also able provide individual programming during the afternoon sessions.

Our highly qualified staff and low teacher/child ratio enables us to focus on encouraging all areas of development: cognitive, language development, communication, fine and large motor, and social-emotional growth throughout your child's day. Children will learn through developmentally appropriate opportunities to explore, create, manipulate, and experiment during the afternoons, as well as in their morning preschool program.

## **INCLUSION POLICY**

Coastal Kids believes that equal opportunity is important for the continuous success of the organization and strives to comply with applicable local, state, and federal laws which preclude discrimination because of race, disability, color, creed, religion, gender, age, sexual orientation, national origin, ancestry, citizenship, military status, or any other protected classification.

## **CONFIDENTIALITY**

Coastal Kids Preschool applies the Family Educational Rights and Privacy Act (FERPA) regarding confidentiality of student records, and the Health Insurance Portability and Accountability Act (HIPAA) regarding confidentiality of health records. Our employees will not discuss confidential information in places where they could be overheard by those not authorized to have the information. Children's files are kept in a locked file cabinet in the office. Only the Executive Director, Education Director, and the Administrative Assistant will have direct access to these files. Any files or a part of a file will only be released under the supervision of the aforementioned people. Parents/legal guardians are able to access their child's file at any time. They may grant access to other individuals or organizations (i.e. schools, therapists, grandparents, etc.) by written consent.

## ENROLLMENT PROCESS

Enrollment for the school year program begins in March. Families currently enrolled have first preference before enrollment is open to the public. Enrollment is also available throughout the school year when spaces are available. Summer camp enrollment begins in April.

Families may schedule tours with the Education Director to get an overview of the program. Families who decide to enroll their child in the program may also choose to set up a visitation with the Head Teacher of the child's classroom. The purpose of this brief visit is for the child to acclimate to the classroom setting. There will be no fee charged for the visit.

Once parents have visited the program with their child, the parent/guardian begins the formal enrollment process. The Education Director is available to go over the enrollment paperwork, which we require to be in place by the child's first day.

The following documents must be provided prior to admission:

- Enrollment Form
- Emergency Medical Treatment Authorization
- Registration Fee and First Months' Tuition (for Tuition -Based Children only)
- Child Information Sheet
- Up-to-date Immunization Record
- Release and Permission Forms

The registration fee is charged once a year. There is no enrollment fee for the summer camp program if the child is currently enrolled in the school year program. Registration fees cover the costs of resources and supplies such as a child's cubby, art supplies, etc.

A space will not be held for a child without a deposit and registration fee. There is a \$5 discount for each additional child being registered, i.e. \$25 for one child, \$45 for two children, \$65 for three children, etc.

### IMMUNIZATION AND HEALTH APPRAISAL POLICY

Each child must have an age appropriate health appraisal by a health care provider on file within one month of his/her start date at Coastal Kids Preschool. This health appraisal is considered current if dated within 12 months of the child's enrollment date. It should include a record of all immunizations and must be updated yearly or in accordance with the recommended schedule for routine health supervision of the American Academy of Pediatrics.

If an exception is desired for religious, philosophical, or medical reasons, a written statement by parent or physician must be on file. Please request a form from the administrative assistant if you need this exception.

# DAILY ROUTINES

## CLASSROOM SCHEDULES

We follow a classroom schedule that involves choice times, small and large group times (circle, story, music, movement), and outside time. The daily schedule is posted in each classroom. It is designed to have a balance of active and quiet activities, indoors and out, and allow children adequate time to explore. These routines allow children to know and prepare for what is coming next and provide a sense of security. Some flexibility is anticipated in response to individual and group needs, special needs, occasions such as field trips and visitors, and weather conditions.

## ARRIVAL

The Head Teacher is available to greet children, check-in with parents, and receive any pertinent information and instructions between 8:15 a.m. and 8:30 a.m. each day. The Assistant Teacher is focused on the other children, helping them select activities and get their day started. After 8:30 a.m. the program school day is in full swing and teachers need to focus on the children's activities. It is helpful if all children arrive by 8:30 a.m. **Parents are asked to notify the school if a tardiness or absence occurs.** Teachers gladly assist children's quick transition into the classroom on those days that a late arrival is unavoidable, but parents are asked to respect the integrity of the program and support it by making sure children arrive by 8:30 a.m. each morning.

Children in the early morning program should be dropped off in the studio from 7:00 to 8:00 a.m., except for children in the Periwinkle and Minnow toddler classes who should be taken directly to their rooms. At 8:00 a.m., students in the studio will be dispersed to their classrooms.

Please use caution when navigating the parking lot. We ask that conversations with teachers be limited during this time to avoid traffic congestion. We will be happy to schedule a time for a lengthier conversation about your child's progress.

## SIGNING IN AND OUT

For the safety of your child and to follow state licensing requirements, children must be signed in and out each day. Sign-in sheets are found at the table in the entry way. After you sign in, please walk your child to the classroom (or studio) and make sure the teacher responsible for your child is aware you have arrived. Likewise, when you pick-up your child, communicate with the teachers and also sign out at the table and note the time of departure as you leave.

## REST TIME

Children in the full day program are required to have the opportunity for a one-hour rest period. Children who do not sleep are able to play quietly after the required rest period. Teaching staff will assist the children with naptime transitions with music, rubbing backs, and reading stories.

Please supply a small blanket (crib blanket size) for afternoon rest time. Each child will have a rest mat labeled with his/her name. A special stuffed animal or doll may be brought as well. Due to limited storage, we ask that you do not bring large pillows or sleeping bags. Blankets should be taken home periodically for washing.

## LOCKED DOOR POLICY

For safety, our doors are locked during the day. Due to high traffic at the 8:30 drop-off and 12:00 pick-up, our doors will be unlocked for brief periods. If you arrive at another time, please ring the bell and someone will let you in. If you do not know them, identify yourself please.

## DEPARTURE

Teachers are available at noon to greet parents of children in the preschool program, as well as quickly update parents on events in a child's day and help children transition out of the classroom. The Assistant Teacher supervises the remaining children's activities during this time. We understand how important it is for parents to learn about their child's day. Limited time prevents teachers from in-depth conferencing with any one parent for more than a minute or two at the end of the day. **When necessary or desired, parents can ask the teacher to set an appointment for an extended conversation.** Families/parents are asked to assist children in collecting their items and exiting the classroom and in a timely manner due to staff responsibilities and limited space within the parking lot.

Children are released only to parents/guardians or another adult approved by the parent/guardian. **Teachers and/or administrative staff must be notified by parents when another individual, other than the regular designated person, is to pick up a child.**

Children must be picked up by the designated closing time. Staff members are only scheduled until 5 p.m. and have other commitments at the end of the day. Late pick-up fees are assessed as stated in the billing section of this handbook. Please contact the school if you will be late in picking up your child about expected time of arrival. This will not waive the late fee but will relieve stress for your child. Repeated late pick-ups will result in a written notice or a meeting with the Education Director and, if not remedied, could result in termination from the program.

## WEATHER POLICY FOR PLAYING OUTDOORS

We follow the guidelines laid out in *Caring for Our Children: National Health and Safety Performance Standards: Guidelines for Out-of-Home Care* – written in collaboration with the *American Academy of Pediatrics*. It recommends that children play outdoors daily when weather and air quality conditions do not pose a significant health risk. We follow their policy which states: "Weather that poses a significant health risk will include wind chill at or below 15°F and heat index at or above 90°F, as identified by the National Weather Service."

## SNOW DAYS

Coastal Kids Preschool follows the AOS 93 school year calendar for holidays and vacations with limited exceptions. Please keep the Coastal Kids Preschool calendar handy to keep you informed of upcoming days off throughout the school years. **If AOS 93 declares a storm day, Coastal Kids will automatically be closed.** In the event a storm delay is declared, (one- or two-hour delay in opening) **Coastal Kids will open at 9:30 for both preschool and extended day students.** If severe weather conditions warrant the early closing of the school, parents will be notified by phone.

Closures will be listed on all local channels and their online sites. Families may also sign up for WCSH channel 6 (TV and online) text alerts for AOS93 closures. Closures will also be listed on Coastal Kids Preschool's Facebook page.

# CURRICULUM

Coastal Kids uses the Creative Curriculum, a research-based program. We have chosen this curriculum because we believe it closely reflects the philosophy and goals of Coastal Kids while providing us with an effective assessment tool for measuring your child's development. The Creative Curriculum also closely aligns with The State of Maine Early Learning Guidelines for Infants and Toddlers and The State of Maine Early Learning Standards. The State developed these standards as a guide for best practices by identifying the knowledge and skills that children need to be prepared for a successful school experience.

The Creative Curriculum provides guidance for setting up the learning environment, the teacher's role, the family's role and of course, the children's learning and development in all areas: cognitive, language, social/emotional and physical. The curriculum allows teachers a great deal of flexibility to make adaptations necessary to meet individual children's needs.

Areas of learning include:

- Language and Literacy
- Social Studies
- Physical Development
- Math
- Creative Arts
- Science
- Social and Emotional Health

Establishing and maintaining a positive social-emotional environment is crucial in the implementation of The Creative Curriculum. We strive to create a warm, welcoming learning environment with home-like elements. Teachers build positive relationships with children and families and help them do the same with each other.

A strong connection between home and school is vitally important to children's learning and development. Parents are the child's first and primary teacher and we aim to work in partnership with families and collaborate to achieve the greatest outcomes for children.

## INTEREST CENTERS

The Creative Curriculum classroom environment is organized into interest centers. Interest centers offer opportunities for children to learn through active participation and exploration. Research shows that children learn through their actions on objects and exploration of their environment using all their senses. Therefore, our centers have a wide variety of materials for children to manipulate in order to discover relationships. Centers include sand, water, blocks, art, dramatic play, music, discovery, toys and games, and library. Center times give children the opportunity to make choices and implement their own ideas, learn appropriate social skills, engage in language experiences, and explore their world. During center times Teachers may interact with children individually or in small groups, modeling positive social interactions, or reinforcing specific concepts or skills.

## THEMES

Our curriculum focuses on specific themes or concepts, and these themes are reinforced during the day through center materials and activities, songs, and even snack. Themes may develop from a child's interests or activities, be seasonal, or be teacher-initiated. Field trips and in-house presentations will also be planned to enhance the themes. All classroom curriculum is implemented in a manner that reflects sensitivity to family home values, beliefs, experiences, and language. For more information on the Creative Curriculum, see Priscilla, your child's Teacher, or the website [www.teachingstrategies.com](http://www.teachingstrategies.com).

## HANDWRITING WITHOUT TEARS

Our older groups use the Handwriting Without Tears "Get Set for School" curriculum, a multi-sensory program teaching fine and gross motor skills, body awareness, crayon grasp, and letter and number recognition and formation. For more information see [www.hwtears.com](http://www.hwtears.com).

## OUTDOOR LEARNING ENVIRONMENT

Our outdoor space is an extension of the classroom and is considered another space for learning. While outside, children have the opportunity to initiate their own learning experiences and activities, with teachers available to support them.

The following equipment and materials are available outside (or are taken outside regularly):

- Stationary climbers/swing-set
- Lobster boat/trap
- Water Play
- Buckets, shovel, rakes, cups, etc.
- Balls/ Goal
- Building toys, materials
- Music station with drums, chimes
- Books & mat seating areas
- Magnifying glasses, bug catchers, measuring tape, binoculars, etc
- Set in rubber playground tiles and wood chips
- Sand Areas (kept covered when not in use)
- Rubber- tiled area for bikes, riding toys
- Tricycles, Coupe Cars, and other riding toys
- Push & Pull Toys- trucks, wagons etc.
- Natural elements such as twigs, shells, rocks, pinecones
- Bubbles
- Gardens and garden tools
- Dramatic Play Props
- Art Supplies (chalk, paint etc.), outdoor easel

Coastal Kids Preschool is fortunate to have a large wooded area behind our playground. Early experiences with the natural world have been positively linked with the development of imagination and the sense of wonder. Wonder is important as it a motivator for lifelong learning. In order to encourage the exploration of our natural environment, we have created a Nature Trail outside the circumference of the playground. All classes make use of the area for observing seasonal changes, and collecting items to bring into our classrooms. The trail also has an area for fairy house building, and a "forest circle" of tree stumps for group gatherings, storytelling, etc.

## FOOD

Our program is committed to helping raise a healthier generation of children. Coastal Kids Preschool has made it our policy to follow the five “**Let’s Go! 5210**” priority strategies for healthy eating and physical activity.

1. We limit unhealthy choices for snacks and celebrations.
2. We do not serve sugary drinks.
3. We prohibit the use of food as a reward.
4. We provide opportunities for physical activity every day.
5. We will never have any recreational screen time at Coastal Kids Preschool. There is no television and our minimal computer time is limited to learning activities.

As part of the **5210** program, you will receive parent-geared newsletters, which will highlight the messages that your child is learning in this program.

Parents will be asked to contribute one healthy snack item per month (cheese, a bag of carrots, etc.) You will receive a notice in your child cubby when it is your turn.

As Coastal Kids Preschool does not serve meals, each child should bring a labeled lunch daily, including a drink. Due to limited refrigeration, please use an ice pack. All foods must be cut into bite-sized pieces (grapes in half, apples sliced, cheese in pieces, etc.) Due to the choking hazard, please do not send hotdogs, popcorn, hard pretzels, whole grapes, chunks of raw carrots, or meat larger than can be swallowed whole.

Providing good nutrition for your child is a partnership. We ask for your support:

- For packed lunches, please include fruits and/or vegetables. We will send home healthy lunch suggestions.
- If your child brings breakfast (early drop off), please send healthy choices
- For birthday celebrations, holiday parties, and snacks, please provide healthy foods. Fun birthday treats include fruit kebobs, fruit and yogurt parfaits, make-your-own trail mix, mini blueberry muffins, fruit popsicles.

## FOOD RESTRICTIONS AND ALLERGIES

If your child has food allergies, or special food requirements, please let us know. For allergies and sensitivities, this will include specific information from the child’s physician, detailing what foods are to be provided or consumed, how to respond to exposure and/or any other pertinent information. Even if food allergies are severe, we will do our best to accommodate children's individual needs. We currently do not have a nut-free facility, but please be aware that our policies may become more stringent based on the severity of allergies of children enrolled in our program. Coastal Kids will also be maintained to protect staff or children from exposure to environmental allergies as recommended by health professionals.

# CLOTHING, GEAR, AND TOYS

## CLOTHING AND PERSONAL BELONGINGS

Children should be dressed in comfortable play clothes, including shoes suitable for active outdoor play. Rubber soled shoes and shoes that fit securely on a child's feet are preferred, as they help prevent falls on slippery surfaces when children run and climb. No flip-flops please. During the day, children are involved in active exploration/play. Although the teaching staff do their best to protect a child's clothing, the program does not guarantee the condition of a child's clothing and accessories after a day of play.

Please be sure your child has appropriate **outdoor clothing** as we go outside daily, weather permitting. During the winter months, please bring a **snowsuit or snow pants, hats, mittens, and boots**. Extra hats, mittens, and socks are especially helpful during those snowy months! Be sure to send shoes or slippers to wear inside when boots are removed.

Each child will have a cubby and a coat hook labeled with his/her name. Please try to keep the following items stored there: a complete change of clothing including a shirt, pants, extra underwear, and extra socks. It is important for children to have a complete change of clean clothes in the event of an accident (toileting, food-related, or curriculum-related). Children may be upset about soiled clothing and, in such cases, it is more comfortable for children to change into their own clothing. All clothing must be marked with the child's name or initials. Clothing should be exchanged to accommodate children's growth and seasonal weather changes.

## TOYS FROM HOME

The program requests that no toys from home be brought to school. As it can be difficult to share, bringing toys from home can be overwhelming for both children and teachers. Toys from home are usually not as durable as the program toys and may be easily broken.

Security items are very important to a child and the teaching staff support their use, especially during transition times. Security items often include blankets, stuffed animals, or dolls. These transitional items or self-comforting items are respected by teachers. As children adjust to the program and their need for a security item lessens, teachers put these items in a child's cubby where it is accessible as needed. Teachers do not force a child to separate from a security item, but help a child find new ways to be comforted and feel safe.

The best items to bring from home are found "treasures." The teachers are always eager for a child to share these with the class. Shells or stones, wildflowers, bugs, seeds, bird nests, magazine pictures, and many more things are valued by the children and the teachers. Children often like to share things from their house. The interest to bring a toy from home can be redirected from toys to treasures.

## HEALTH AND SAFETY

The goal of Coastal Kids Preschool is to ensure the health and safety of each child enrolled. Because of this, we have policies to help insure the healthy growth and development of each student. Your cooperation in complying with these policies is essential to successfully caring for our children.

### CHILDREN'S HEALTH

At enrollment, families/parents are asked to provide information about any special health needs that their child or children might have. A child's health information is kept confidential. When families/parents provide the program with information about allergies, diet restrictions, or special health care needs, that information is shared with those individuals who provide care for the child. By regulation, some of it may be posted in the classroom so all adults who care for the child can be informed.

Coastal Kids Preschool recognizes that families of children with special needs and chronic health conditions need childcare and educational placements for their children. The American with Disabilities Act (ADA) requires that programs make reasonable accommodations for children who meet these criteria. As an agency we will make every effort to accommodate all children and will consider each case individually to comply with requirements of the ADA.

### CHRONIC BUT STABLE HEALTH CONDITIONS

Children who have chronic health conditions or special developmental needs may need additional assistance. Families are asked to provide the School with written medical instructions from their health care provider for handling such conditions as asthma, orthopedic or sensory problems, seizures, and serious known allergies. Coastal Kids Preschool has forms available for this purpose. Please see your child's teacher or the Educational Director.

### POLICY ON COMMUNICABLE DISEASES

To prevent the spread of disease, please keep your child at home if he/she has a contagious illness (strep throat, head lice, conjunctivitis, flu). You should also keep your child at home if he/she has had any of the follow symptoms **within the past 24 hours: fevers of 100° or above, vomiting, or diarrhea**. Keep your child at home if they are not well enough to participate in all aspects of the program, including outdoor play.

Children are not admitted to the program if any of the above symptoms are obvious upon arrival. If these or other symptoms develop during the day and/or they are unable to participate comfortably in activities, children will be kept comfortable in the Education Director's office or other designated area until a parent can arrive.

Should your child become sick during the school day, you will be notified, and it is expected that you pick your child up within one hour. If the parent/guardians are not able to be reached, we will contact the next person on the emergency list. Please be sure that all emergency phone numbers in your child's file are up to date. We will make every effort to reduce the ill child's exposure to other children until s/he can be picked up by the family.

## EXCLUSION PERIODS

When a child has been exposed to a communicable disease (for example: strep throat, chickenpox, etc.), please report that information to the teachers, the administrative staff, and/or the Education Director. If a child contracts a communicable disease, parents must keep the child at home for the appropriate exclusion period. A written documentation may be requested from a health provider if signs/symptoms continue to persist for more than 24 hours.

Families/parents will be notified if a student in their child's classroom has contracted a communicable disease.

### Children may return to the classroom when the following conditions have been met:

- **Body Rash** With a doctor's statement allowing the child to return to the classroom
- **Chicken Pox/Shingles** 6 days from onset of rash if spots are crusted over
- **Cold Sores (Herpes simplex)** None
- **Severe Cough and asthma attacks** Discomfort has subsided, and the child is no longer in distress and can participate in regular activities
- **Conjunctivitis** Until eyes are clear and free from weeping, 24 hours after antibiotic treatment begins
- **Diarrhea and/or Vomiting:** 24 hours after vomiting behavior and bowel functions have returned.
- **Fever** 24 hours after a fever has returned to normal without the use of a fever reducing medication and after normal activity levels have returned and the child can participate in regular activities
- **Flu** Until recovered fully enough to participate in nursery activities
- **German Measles (Rubella)** 5 days from onset of rash
- **Hand, Foot and Mouth Disease** 24 hours after fever ceases and until symptoms have subsided
- **Head lice** Until treated with adequate insecticide shampoo and nits are removed
- **Impetigo** 24 hours after antibiotic treatment has begun and the area is covered or dry
- **Measles** 9 days from onset of rash
- **Pinworms** 24 hours after treatment has begun
- **Respiratory infections** 24 hours after fever (if any) has returned to normal, 24 hours after antibiotic treatment (if needed) has begun, and if the symptoms have ceased to interfere with child's activity level
- **Ringworm** 24 hours after treatment has commenced and if the area is covered
- **Shigella, Giardia, Salmonella** After obtaining two negative stool cultures, diarrhea symptoms have ceased, and a note from the doctor releasing the child to return to school is received by the office
- **Strep infections** 24 hours after fever has left
- **Thrush/Yeast infections** Until treatment has begun
- **Whooping Cough (Pertussis)** 21 days after onset of illness

## MEDICATION POLICY

If your child is prescribed antibiotics, he/she should be out for 24 hours. If there is a dose that must be administered during school hours, you must provide written authorization on a form provided by us. No medication can be administered without authorization.

Prescription medications must be in their original container bearing the pharmacy label which shows the prescription number, date filled, physician's name, child's first and last name, strength of the medications, directions for administering and storing, and expiration date. Over-the-counter medication must be supplied in the original container and be labeled with the child's first and last name. Medication Permission forms must be on file in the office for the staff to administer any medications. Forms are available upon request. All medications are kept in a locked container in the office or other designated cool storage area.

## SUN BLOCK AND INSECT REPELLENTS

Coastal Kids Preschool encourages the use of sun block with a UVA and UVB protection to protect children from the harmful rays of the sun. The program provides and applies SPF 30 sun block and child-friendly insect repellents when public health authorities recommend use of insect repellents due to a high risk of insect-borne disease. **If your child needs specific sunscreen or repellent, please indicate it on the permission slip and supply the desired products in your child's backpack.** Families/parents are asked to apply sun block in the morning when dressing their child. The teaching staff will apply sun block in the afternoon after naptime.

## TICK REMOVAL

If we find a tick on your child, we will remove it according to recommended guidelines provided from the American Academy of Pediatrics unless you have requested otherwise on your permission form. The AAP recommends immediate removal, cleaning with an antiseptic solution, and blunt tweezers. The teaching staff will communicate with you as soon as possible. Upon request, we will save the tick.

## FIRST AID KITS

Program staff members have access to fully equipped first aid kits readily available and maintained for each group of children. First aid kits are stored within the classroom and taken to the outside play areas, field trips, and on outings away from the site. Each teacher receives First Aid and Pediatric CPR training.

Program first aid kits are stocked according to the American Red Cross suggested guidelines. Each classroom has a first aid kit in the classroom backpack as well as first aid supplies in the cabinet above the sink. Classroom backpacks also contain copies of emergency information for the children and these backpacks travel with the class whenever outside the classroom.

## INCIDENT/ACCIDENT REPORTS

An "Accident Report" will be filled out when an injury occurs to a child. If there is any kind of mark (red, teeth marks, bruise, scratch, etc.), blood is visible, or the child continues to complain, an "Accident Report" must be filled out, no matter how minor the injury. No other child's name will be mentioned on the report.

An "Incident Report" may be filled out when the family/parent needs to be notified of the behavior of a child such as biting, seriously hurting others, unusual behavior, etc. If a child is hurt or bitten by another child, our policy is to provide information on the event, without disclosing the offending child's name.

## TOILET TRAINING

Toilet training is done when your child is ready and in cooperation with the family. Because readiness develops at different ages for individual children, toilet training is not required for advancement from the toddler classes. Please discuss your child's individual needs and experiences with your classroom teacher.

## ASSESSMENT

Assessment is the process of discovering and identifying what children know and tracking the progress of their development and learning. Assessment is used as a basis for how children can best be supported in their growth, development, and learning. Assessment and evaluation are integral parts of a strong early childhood program. Coastal Kids uses Teaching Strategies Gold, which is the Creative Curriculum online assessment system.

Teaching Strategies is based on 38 research-based objectives that include predictors of school success and are aligned with the State of Maine Early Learning Standards. These help teachers focus on what matters most for children's success. Teaching Strategies Gold can be used to support all types of learners, including children with special needs and children with advanced knowledge and skills. Teachers document and track each child's development and learning over the school year. This process helps us to recognize areas your child may be slow or fast in and helps assure children are ready for Kindergarten upon graduating from our program.

The following sources of documentation are used to assess the interactions, interests, and progress of each child over time:

- Anecdotal observations
- Photographs of children working in various learning centers with written documentation as to what objective they are mastering in The Creative Curriculum
- Samples of the child's work
- Parent information outlining family traditions, child interests, and goals for the child

All assessments, evaluations, and communication with families about their child's growth and development are sensitive to family values, culture, identity, and home language.

The information gathered for each child will be shared during the Parent-Teacher conferences, where parents/guardians work with teachers to develop goals for their children. Additionally, teachers communicate with parents through daily conversations and notes as needed. Children in the Periwinkle Toddler program will receive daily notes. If there is a concern about a child's developmental progress, we will utilize the observation and documentation of the child and will partner with the family to refer the child to Child Development Services (CDS) for screening and/or further evaluation. We will not contact outside assistance without the express written consent of the child's parent/guardian. CDS will make the determination of a child's eligibility for early intervention services through a formal screening process. If you would like more information on our assessment plan, please see Priscilla.

### ADVANCEMENT TO THE NEXT CLASS

A majority of the children move to new classrooms in September, but some transitions do occur in June, if the child attends during the summer. Occasionally, transitions may occur during the school year as well. Parents will be included in these decisions and are encouraged to speak to their child's teacher or the Education Director with any questions or concerns you have about the process.

## PROGRESS REPORTS AND CONFERENCES

Written reports are sent home twice a year to keep you informed of your child's growth in the program. Parents are offered conferences at that time to discuss their child's developmental progress. Teachers will discuss the child's adjustment to school, overall development, peer relationships, and school involvement, as well as answer parent questions. All parents are encouraged to take advantage of this opportunity to discuss their child's development. In addition, you are always welcome to request a conference or meeting with the Education Director and/or teaching staff at any time. Teachers are always available for informal conversations and sharing of information.

## **DISCIPLINE AND POSITIVE GUIDANCE**

An important goal in our curriculum is helping children learn to regulate their emotions and interact in appropriate ways with other children. Because these are learning goals, guidance and discipline is focused on teaching children instead of punishing them for their mistakes. Young children are learning how to wait for their turn, cope with disappointment and frustration, join others in play, solve social problems within a group, respect differences among their classmates, take care of their classroom, organize their time, and much more.

At Coastal Kids Preschool we use many methods and techniques to guide our children toward appropriate behavior while also allowing them opportunities to manage their own behavior. We use routines and have clear expectations of behaviors to provide consistency and predictability.

We will help children to learn to operate in a group through positive guidance and modeling of appropriate play behavior. By modeling appropriate behavior through our own interactions and by encouraging children's on-task behavior, we are reinforcing positive interactions. We will redirect energies when necessary and assist in conflict resolution when the need arises. We encourage the "use of words" to solve problems. We also discuss alternative behaviors to help them achieve their goal in a positive way. We occasionally offer a child a quiet "calm down" time along with strategies to help the child calm and organize his/her body. Teachers discuss and explain undesirable behaviors and help create options for alternative behaviors that help children develop problem-solving strategies before returning to the group or activity. At no time do we use shaming, withholding of food, verbal abuse, or corporal punishment as a means of managing behavior.

Teachers will notify the Education Director of children who need additional assistance in developing positive self-esteem and self-control. The Education Director will then contact the parents and a meeting will be set to discuss alternative strategies which will support the child. In addition, Child Development Services can be contacted to assist with the team decision regarding screenings and/or assessments to determine the level of support for individual children. We will not contact outside assistance without the express written consent of the child's parent/guardian.

## EVENTS, OCCASIONS, AND OTHER CONSIDERATIONS

### BIRTHDAYS AND HOLIDAY CELEBRATIONS

A child's birthday is their special day and we are happy to help celebrate as a program. We focus on non-food ways to celebrate with children. Your child may get a birthday crown to wear for the day or be "class line leader." If you wish to provide a snack to share with the class as well, we request healthy treats.

We celebrate various holidays as appropriate and of interest to the children in our program. Activities may include art, music, books, and cooking projects. As our activities are based on the culture and traditions of the families we serve, please be open with us about how your family celebrates various holidays and feel free to offer suggestions for activities we could incorporate into our classroom celebrations. Also, please don't hesitate to let us know if your family does not choose to celebrate a certain holiday or if you do not want your child to participate in a particular celebration at school.

### FAMILY EVENTS

Coastal Kids Preschool hosts a variety of family events throughout the year. These include open houses, Week of the Young Child and Art Show, annual spaghetti dinner, graduation, and sing-alongs. If you have a specific idea for an event or are interested in helping plan an event for families, please speak with our parent group coordinator or Priscilla.

### GRADUATION

In June of each year we hold a celebration and recognition event for children leaving Coastal Kids Preschool and going on to kindergarten. Children will share songs and receive diplomas in recognition of their growth and accomplishments. Although the celebration is in June, children are welcome to stay at Coastal Kids for summer camp until they enter kindergarten in the fall.

### FIELD TRIPS

Field trip consent forms are signed by parents at enrollment and placed in the child's file. Further written consent for a fieldtrip is not required, but all parents will be notified in advance of any trip. A first aid kit and each child's emergency information are taken on all fieldtrips. Annual field trips during the school year generally include Biscay Orchards, Pinkham's Plantation to see giant pumpkins, Fort William Henry, and the Boothbay Aquarium. All staff who drive on field trips have had DMV record checks and have completed the Bureau of Highway Safety's Child Care Provider Transporter Training. Parent helpers are welcome to attend and help drive on field trips. Parents who transport children other than their own will need to have DMV record checks.

## **IN-HOUSE PRESENTATIONS**

Coastal Kids has several in-house presentations during the school year to enhance our curriculum. Some of the in-house presentations from our community include storytellers, lobstering families, fire fighters, police officers, dental assistants, Chewonki's animal programs, therapy dogs, artists and musicians. Also, families are always welcome to share their talents, skills and professions. Please see your child's teacher if you are interested in visiting.

## **SWIMMING AND WADING**

During the summer camp program, we offer water play in wading pools, sprinklers, and water tables. You will be required to sign a water play release form in order for your child to participate. Please provide bathing suit and towel (labeled) for your child.

## **PETS**

Coastal Kids Preschool classrooms may have fish as pets. Our insurance restricts dogs from visiting the program unless they are certified therapy or guide dogs. Animals should only be brought to the center after permission has been granted from the classroom teachers and the Education Director.

There are certain regulations that must be followed when animals are brought to the program. Documentation is required from a veterinarian or an animal shelter to show full immunization of the animal, and animals must appear to be in good health. Staff members and teachers will closely supervise all interactions between children and animal visitation and instruct children on safe behavior when in close proximity to animals. Staff members will also make sure children within the classroom have no allergic reaction/symptoms to animals.

Insects may be brought into the classroom if they are contained in an insect cage, plastic insect keeper, or plastic jar with a lid. Reptiles of any type are not allowed as classroom pets because of the risk for salmonella infection.

## **MEDIA**

Our website, [www.coastalkidsme.org](http://www.coastalkidsme.org) is a valuable resource for school information. The site also has links to child-related community resources and a calendar. We also have a Facebook business page, where you can "like" us for the latest updates and photos. Each class also has a Facebook page, where photos of the children engaging in program activities are posted along with class news (names will not be used). You will need to sign a media release form for your child's photograph to appear on our website or Facebook pages.

# PARENTAL INVOLVEMENT

## PARENT PARTICIPATION PROGRAM

Parents are encouraged and welcome to get involved at Coastal Kids Preschool. There will be various opportunities for parents to participate in school activities over the course of the year. We encourage parents to visit their child's classroom and share areas of expertise with the children. Please let your child's Teacher know about your special talents, interests, and hobbies. Parents are also invited to help in classrooms as special guest readers, parent helpers on field trips, and to help wash toys.

As part of your child(ren)'s participation at Coastal Kids Preschool, **each family is strongly encouraged to contribute 12 hours per school year in support of the school program.** There will be many opportunities to share your time and talents throughout the year. These may include driving on field trips, building or yard maintenance, attending Parent Group meetings, serving on the Board of Directors, helping at Spring or Fall Clean Up Day, sharing a hobby or profession with your child's class, helping with fundraising events, donating snacks or supplies, etc.

Because Coastal Kids is a non-profit, your volunteer time assists the school in providing a full program and helps keep our building maintenance costs low.

## PARENT GROUP

Coastal Kids has a parent group that meets several times each year. This is an opportunity to become acquainted with other parents, share any questions or concerns you might have, and brainstorm ideas to help support our program. Our Parent Group Coordinator contacts families in the fall with a welcome newsletter. The Parent Group Coordinator also serves on the Board of Directors. She or he represents all Coastal Kids families, and you are encouraged to bring their concerns, questions, and ideas to him or her for consideration by the Board. Families also are encouraged to keep in regular contact with the Parent Group Coordinator through emails and informal conversations. Among the fundraisers, activities and events our Parent Group supports are Saturday Play Dates, Fall and Spring Flower Bulb Fundraisers, and our Annual Spaghetti Dinner and Raffle. **Parents interested in being a Room Parent should speak with their child's Head Teacher or to the Educational Director.**

## COMMUNICATION

Coastal Kids Preschool strongly supports frequent and effective parent-teacher communication. You are always welcome to visit at any time. When you have concerns or questions, we encourage you to communicate them to us in a timely manner so that we can find a mutually satisfying solution. Only in this way may we hope and expect to be responsive to your needs.

Upon enrollment you will be asked to complete a child information form. The intent of this is to get to know your child and your family, so that we can provide an appropriate high-quality program for your child right from the start. We can offer materials and activities that your child

is interested in and start making connections with your child if we know a bit about his/her family life and past experiences.

We will use a variety of mechanisms such as family conferences, surveys, and daily written and verbal communication to promote dialog with families. We will work to provide information in a language that the family can understand and will ask adults to translate or interpret communications as needed.

It is important that communication remains open between home and school. We communicate and involve families in the program through newsletters and emails. We will email newsletters and updates unless you would prefer a paper copy. All classrooms have white boards that list daily and weekly activities and themes. Class bulletin boards will have additional information, as well as photographs of children working in the classroom with descriptions of activities. There are parent bulletin boards located in the foyer that have Coastal Kids updates and events as well as community resources and events.

Newsletters are sent home monthly to provide school-wide news and to keep you informed of upcoming events. **Please make sure we have an up to date email address for announcements and news.** In addition, teachers will be sending home monthly class newsletters detailing activities covered during the past weeks and outlining concepts to be focused on the upcoming weeks. Teachers may also include their email address in their welcome newsletter and families are encouraged to email or call at any time with questions or concerns.

### PROGRAM IMPROVEMENT

We strive to provide the highest quality early education for your family and recognize that this is an ongoing rather than a finite goal of any program. We are continuously looking for opportunities to improve our policies and practices and welcome any comments or suggestions you may have. Additionally, we participate annually in a formal program improvement process whereby we survey both parent and staff about various aspects of our program and then develop a written plan for improvement and goals for the upcoming year. We encourage all families to participate in this process to help improve the quality of education and care for all children.

### OPEN DOOR POLICY

Although our door is locked for security reasons, parents are welcome to visit their child's classroom anytime throughout the school day.

### PARENTAL GRIEVANCE PROCEDURE

We are always available to talk to parents about pragmatic issues and policies. If a grievance arises, please discuss the issue with the teacher involved and /or the Education Director. If the problem is of a business or financial nature; the Executive Director will be happy to meet with the parents at a mutually agreeable time.

## TUITION AND PAYMENT POLICIES

### REGISTRATION

A non-refundable **Registration and Materials Fee** of \$25 (\$45 for two children) is due at the time of registration.

<p><b>2018-19 Preschool Monthly Payment*</b></p> <p><b>Morning Preschool 8:30-12:00 noon</b></p> <p>2 days-\$237                      3 days-\$334</p> <p>4 days-\$429                      5 days-\$502</p> <p><b>Full Day Program 7:00-5:00 pm*</b></p> <p>2 days-\$392                      3 days-\$547</p> <p>4 days-\$682                      5 days-\$792</p> <p><b>Weekly Rates (Full day program)*</b></p> <p>2 full days - \$98                3 full days \$136.75</p> <p>4 full days - \$170.50        5 full days - \$198</p>	<p><b>2018-19 Toddler Monthly Payment*</b></p> <p><b>Morning Preschool 8:30-12:00 noon</b></p> <p>2 days-\$244                      3 days-\$344</p> <p>4 days-\$442                      5 days-\$517</p> <p><b>Full Day Program 7:00-5:00 pm*</b></p> <p>2 days-\$403                      3 days-\$563</p> <p>4 days-\$702                      5 days-\$816</p> <p><b>Weekly Rates (Full day program)*</b></p> <p>2 full days - \$100.75        3 full days \$140.75</p> <p>4 full days - \$175.50        5 full days - \$204</p>
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**Extended day** is available on an as needed basis for \$6.25 hour or partial hour. (\$6.50 for the toddler rooms.)

If your child needs to stay until **5:30 p.m.**, he/she must be **pre-registered** and the fee would be \$3.00 for that additional half hour between 5:00 p.m. and 5:30 p.m.

**Afterschool K-3th Grade:** \$12.50 per day. Sign-up or use on as needed basis.

### PAYMENT POLICY

Please understand that Coastal Kids Preschool is a non-profit. We rely on parents paying tuition in a timely manner in order to pay our Teachers and to keep the School running. It is vital that we receive monthly tuition **before the 5<sup>th</sup> of each month**, and weekly tuition by the Wednesday of the week due.

If there are extenuating circumstances, it is important that parents speak to the Education Director or the Executive Director immediately, so that alternative plans can be made.

**\*PLEASE NOTE:** Tuition fees are determined on an annual basis. The tuition for the 10-month school year is divided into 10 equal payments. Because of this, there may be days when the school is closed, but the tuition amount will remain the same. **Tuition is based on enrollment** (a reserved space), not attendance. To maintain a reserved space, tuition must be paid during the absence of a child due to illness, vacations, holidays, or other reasons.

Please note:

1. Tuition for the month must be received by the 5th of each month. A late fee of \$40.00 will be assessed after the 15<sup>th</sup> of the month.
2. Tuition for the week must be received by Wednesday of the week due. A late fee of \$10 will be assessed after Friday.
3. Payments not received by the end of the month may result in immediate termination of service. Payments not received within 45 days of the due date will be referred to a Collections Agent and all associated costs will be the responsibility of the parent/guardian unless other arrangements are made with Coastal Kids Preschool.
4. Readmission to the School will be contingent upon the availability of space and the payment of a \$25.00 Readmission Fee.
5. A \$35.00 fee will be assessed for any check returned for insufficient funds.
6. Late pick-up fee: \$5.00 when 5-15 minutes late; \$10.00 when 16-30 minutes late.
7. A 10% discount will be applied to a second child's tuition.
8. We will send an invoice for your convenience once a month and will note an additional hours or fees.
9. Tuition checks are deposited once a week.
10. Credit cards may be used to pay tuition. Please contact our bookkeeper at [bookkeeper@coastalkidsme.org](mailto:bookkeeper@coastalkidsme.org). A 4% fee is charged for this service.
11. A 5% discount will be applied to the payment of 10 month's tuition if paid in full in September. If the child should leave the School during that year, a rebate will be given.
12. Automatic withdrawal from your checking or savings account is a payment option.
13. In situation of withdrawal from school, we require a two-week notice.

Coastal Kids Preschool has a special education program funded by Child Development Services or Maine Care. These services are documented in the child's Individual Education Plan (IEP).

## TUITION ASSISTANCE

Coastal Kids Preschool has a scholarship fund for those who may need it. The granting of assistance is based on need and availability of funds. Our scholarship is a 20% reduction in tuition. We also have funds for emergency scholarships should financial hardship arise during the school year. Children currently enrolled in the program and their siblings will have priority until July 30<sup>th</sup> for the upcoming school year. An application is available online or in the office. A current tax return is required. Please contact the Education Director or Education Office Assistant if you are interested.

In addition, the State of Maine has several ways to help families pay for childcare. The state website <http://www.maine.gov/dhhs/> has information on these programs. Coastal Kids accepts subsidies including ASPIRE, Transitional Child Care, and State of Maine Child Care subsidies. Some employers in Maine also offer childcare benefits to their employees.

# **POLICIES AND EMERGENCY PLANS**

## **CHILD ABUSE AND NEGLECT POLICY**

Maine law provides for the reporting to the Department of Health and Human Services (DHHS) when there is a reasonable cause to suspect abuse or neglect. Child care personnel are mandated reporters (Maine Law: 22 MRSA Chapter 1071 §§4011-4015) Coastal Kids Preschool takes very seriously the trust that families place in us when enrolling their children. Essential to that trust must be a parents'/guardians' belief that Coastal Kids Preschool considers physical, sexual, or emotional abuse intolerable and that immediate action will be taken. Any observation/incident that results in the suspicion of abuse or neglect will be reported immediately to the Education Director. If it is determined that a report is warranted, the accusation, suspicion, or risk of harm will be reported immediately to the DHHS Licensing Specialist.

## **NO SMOKING POLICY**

Coastal Kids is a smoke-free facility. Smoking is not permitted anywhere on school property.

## **NO FIREARMS/WEAPONS POLICY**

No firearms/weapons are allowed on the school premises. This does not pertain to law enforcement personnel.

## **EMERGENCY RESPONSE and EVACUATION PLAN**

In the event of an emergency, teachers gather and count the children, take the daily attendance sheet and classroom backpack, and evacuate the building to a safe place. All staff with cell phones will carry them when evacuating to the designated location to use for contacting parents, if necessary.

Coastal Kids Preschool has agreements with two businesses near the school to use their facilities for walk-to emergency evacuation sites. The Periwinkles, Minnows, Puffins, and Starfish classes will walk to Floor Magic, and the Dolphin classes will go to McCormack and Bouchard Eyecare.

Once in the safe designated location, teachers take attendance and account for all children. Teachers are responsible to verify that all children are accounted for and present. (During monthly fire drills, children practice walking out of the building, taking attendance, and remaining in a safe location.)

The Education Director or Teachers ensure that all children are evacuated from the building or otherwise are in a safe place. After the children are safe and accounted for, someone is named to contact the Fire Department and Police Department.

The Education Office Assistant and Education Director are responsible for checking each of the classrooms and bathrooms for any child or adult that was left or unable to hear/see the alarms.

A complete disaster and evacuation plan will be available in the office.