

# Readfield Elementary School – RSU #38

## After School Childcare Program Parent Handbook

84 South Road, Readfield, ME 04355  
School phone (207) 685-4406 daycare ext. 1319  
Daycare Director – Nancy Moorman (home phone) 685-4151  
[www.nancy\\_moorman@maranacook.org](mailto:www.nancy_moorman@maranacook.org) or [resdaycare@gmail.com](mailto:resdaycare@gmail.com)  
(Email should not be used for urgent messages as it is not always checked after 1:00pm each day.)  
Principal Jeff Boston and school office 685-4406

To: Parents/Guardians of new and returning RES After School Childcare students

Welcome to school year 2016-2017! You have indicated interest in the RES After School Childcare Program for this school year. To help meet the needs of the Readfield Elementary parent community, we enroll students in K-5 on a full, part-time, occasional and emergency basis. Enclosed is a new application and an updated handbook. The handbook was designed to supply parents with the information they will need concerning our childcare policies and procedures. **It is important that you take the time to read this handbook.**

The daycare staff looks forward to meeting all our new students and parents, as well as returning students and parents. We are happy to serve as your childcare providers. We look forward to a wonderful school year! -- Nancy Moorman, Director RES After School Programs

### **Hours of Operation**

Childcare services are provided during the school calendar year beginning on the first day of school, **Wednesday, August 31, 2016** from the end of the school day until closing at 5:30 pm. and ending on the last full day of school. The program is not available on legal holidays, vacations or full workshop days. We will be open on the scheduled half-days/scheduled student early release days. On these days, students will be released from school at 11:40 after an early lunch. The daycare services are available on these days from 11:45 to 5:30. On unplanned early release days, due to bad weather, snowstorms or no power, the daycare will stay open for 3 hours after school closing. On unplanned early release days, daycare students will be provided with a drink and snack or lunch if it has not been served. Parents will be notified by the school system that there has been an unscheduled early release.

### **Rates and Deposit**

We make a great effort to keep the daily fee as low as possible. We do our best to keep fees low and to provide a safe, quality service for our clients. On the advice of the school accountant Brigitte Williams and Principal Jeff Boston, we request a refundable deposit of \$100 per student to be collected with registration each year. This deposit can be kept in your account for the next year, be applied to the last bill in June or refunded when you withdraw from the program or after school is over for the year at your request. (For occasional only students, we do not require a deposit, but with no deposit, the daily fee must be paid on day of use.)

### **Daycare Fees And Payments**

This year the daycare rate/day/child will continue at \$9.00. The fee for extended days, when we are open 11:45 – 5:30, will be \$15.00/child. The fee for just the “snack program” – healthy snack and drink and supervision from 2:45 – 3:00 is \$2.00/ day.

We are a non-profit, self-supporting service under the umbrella of RSU #38. We charge parents only for the days their child spends in daycare. We must be paid for services rendered or the daycare will no longer be able to provide services for RES parents.

**We have moved from a paper billing system to emailed bills – emailed to you every two weeks. This has provided us with the opportunity to send notices of importance or interest, as well as account information to our clients on a regular basis. It is important that you provide us with a current email address and notify us if it changes. Please check for the daycare messages every two weeks. If requested, a paper bill will be generated every two weeks and be given to you at daycare pick-up or mailed to you.**

**We are requesting that parents pay their bills for childcare service as soon as possible after the bills are emailed. If a client owes for 2 two-week periods (4 weeks), and has not paid by 5 school days after the bill was posted on email, we must deny childcare service until the bill is paid in full. In this case you will be called and notified by mail. For returning students, all accounts must be paid in full and the deposit paid before we can accept your enrollment for this year.**

If there is a question at any time about what you owe or about your bill, please contact the coordinator immediately.

Daycare payments may be made on a weekly or bi-weekly basis. Checks may be mailed to the school or checks and/or cash may be given to any child care staff any afternoon. A receipt will be issued. Please take it and keep it for your records.

A \$25.00 fee will be charged if the bank returns a check for insufficient funds. After two bounced checks a parent will be asked to make payments in cash.

Our Taxpayer Identification Number (TIN) is 26 4346587. In January, for tax purposes, you will be mailed a receipt of the total payments received for the previous year.

### **Registration/ Enrollment Procedure**

To enroll your child(ren) in the program, you need to fill out an enrollment form. To insure the best possible care and safety of your child, we ask that you supply us with all the information that is requested.

**Keep in mind all information given is confidential!**

The form asks for parents/guardian names, addresses, and work information. Even if the child is not in contact with one of the parents, please supply us with the information about the absent parent. We especially need to know if there are any restraining or protective orders against one of the parents or if one of the parents is not allowed to pick up the child (ren). If you have additional information that you feel would be helpful for us to know, please attach a note to the enrollment form.

Once the completed enrollment form is received and the deposit paid, a slot will be reserved from the first day of attendance until the last day of school in June unless we are informed in writing of an enrollment change. Please indicate clearly how you will be using the service: full time, part-time (examples: every Tuesday and Thursday, Monday only, or M, W and F) or occasionally when needed with notification of attendance with a dated note, email or call. If your scheduled need for the daycare changes, we would appreciate notification. We need to know how many students will be staying each day in order to have the staff to cover the numbers. There will always be two staff working at all times. For student numbers over 24 (or fewer depending upon the group) a third person will be working to help ensure the safety of all children.

**To insure that we have all the correct information, we must have a new application each year for each student enrolled in the program. Please fill out both sides of the application.** Please be sure to list all allergies or sensitivities. If your child needs an epi-pen or inhaler, a fresh one will need to be brought in to the school nurse. We must have an application on file for a child to stay after school for childcare.

**Emergency Childcare** In an emergency situation, your child (not registered in the program) may stay one afternoon. You will be expected to pay the day rate of \$9.00 at pick-up and will be given a handbook and application.

If your child is scheduled to attend daycare on a particular day, but will not be attending, PLEASE send a note or call the school secretary at 685-4406. Unfortunately, when your child goes home with a friend, leaves early for an appointment or does not come to school, we are not always informed - this results in extra work tracking them down through the office, their teacher, or calling parents at home or work, to make sure your child is safe. Notifying the school as to your plans also helps insure that we have the correct number of staff working to provide safe coverage of all children staying for daycare on any given day.

**Early Release Days Due To Weather:** All parents will be notified of early release school cancellations thru the school system using emails and phone calls. On early release days due to poor weather, the daycare will be open for 3 hours beyond school closing. Students scheduled to attend daycare that day will be kept unless a parent notified the school of a change in the plan.

**Pick up:** Parents are responsible for the transportation of their children. If your child is to be picked up by someone else, PLEASE make sure we are notified in writing. Your child will not be released unless we have written permission to do so. There is a place on the application to indicate those authorized to pick-up your child. (We would still appreciate a dated note or a call when one of these people will be picking up your child.)

When picking up your child, please come into the school. Take a few minutes to greet the daycare staff and find out what kind of a day your child has had in childcare. Be aware that your child may need a minute or two to clean-up an activity, say good-bye to a friend, and get ready to go home.

### **Daycare Daily Schedule**

Our major goal is to provide a warm and nurturing environment where children can grow and be happy. It is our desire to promote the social, emotional, intellectual and physical development of each child while respecting each child's individual needs and abilities. The staff works to respect differences in rates of maturation, interest, and personality of students in our care.

Basic outline of a childcare day:

**2:45** School last bell - call to cafeteria for daycare.

**2:45 - 3:00** Choice of healthy snack and drink time, check-in and social time.

**3:00 - 4:00** "Free play" either on playground or in gym. On Thursday homework club is available for those in grades 3-5. If students have homework, they are encouraged to attend. Students enrolled in daycare that go to homework club may rejoin the group when they have finished their homework anytime from 3:05 to 4:00. If the student is enrolled in an after school activity (for example girl scouts) or an enrichment program, they may join daycare after the activity (i.e. girl scouts) or leave for the activity at 3:00 and return to daycare when the activity is over.

**4:00 - 5:00** Short break (for bathroom and drinks) followed by a variety of activities such as cooperative sports, group games, board games, arts and crafts, seasonal or holiday projects, coloring, drawing, painting, dramatics, outdoor play, homework or reading, computer lab and free play. All activities are elective. The children have the choice to participate or not in any activity. The children have a part in planning the activities.

**5:00 - 5:30** Activities cleanup and prepare to go home. Students may draw, read, color or play a card or board game.

**5:30** Program closes. Workers clean-up and go home.

### **RES Child Care Policies, Goals, Objectives, Services**

We believe staff should show love, fairness and understanding at all times. Our philosophy is to provide a safe haven for children to thrive in. The safety of all children in daycare is most important. We want to have fun with the children and make this an enjoyable experience for all involved.

Goal: To help children develop to their fullest potential, we focus on: academic achievement, physical and mental skills, health and nutrition, self-awareness, confidence, and cultivating feelings of self-worth, and enjoyable and positive age-appropriate experiences. To deliver the program in a positive environment of safety, support and care, we focus on: providing a safe, happy atmosphere for children, allowing children the opportunity to engage in activities which are challenging and promote a sense of group unity and personal belonging, promoting the physical, social, emotional and intellectual aspects of personal growth through such program areas as recreation, arts and crafts, special workshops, nature, and adventure.

### **Childcare staff**

Our policy is to have at least two paid staff providing childcare for the entire time every day. This helps to insure safety and allows us to offer a variety of activities and choices for your child. We offer healthy snacks each day, including a choice of fruit and milk or juice. Your child's safety and welfare is of paramount concern. We would like to take this opportunity to stress the importance of open communication. If your child has a problem with another child while at daycare, please reinforce that they should speak to the staff in charge, immediately. Also, we would like you to know that if we have safety concerns or issues with your child, we will call you or talk to you at pick-up. We strive to provide a warm and nurturing environment where children can grow and be happy. It is our desire to promote the social, emotional, intellectual and physical development of each child while respecting individual needs and abilities. Please do not hesitate to call Nancy Moorman at home (685-4151) or send an email to [resdaycare@gmail.com](mailto:resdaycare@gmail.com), if you have any questions or concerns about any part of the daycare experience at any time during the school year.

The staff is trained and has experience in early childhood development. Staff members have CPR and first aid training. The daycare operation follows state licensing guidelines.

Parents are the primary people in children's lives to set values and appropriate expectations for behavior. Parents are a valuable resource to the staff in understanding their children. Each child is different and has individual needs. To best serve the child, both parents and staff need to honestly communicate their insights about the needs of their child. We believe it is in the child's best interest for parents and staff to have consistent attitudes and expectations for behavior.

Staff will look for age appropriate behavior and established expectations that are in line with family norms, but that take into account a flexible, loving, and caring approach that will help build the child's self-esteem.

Throughout the day, children can be found involved in active and quiet indoor and outdoor play, art, arts and crafts, dramatic play, games, books, block building, laughing, exploring, discovering, thinking, homework, experimenting, eating or resting.

### **Parent/Staff Communication**

We feel it is important for the parents and childcare staff to maintain open communication at all times. Please keep us informed of any changes in your child's home environment. We realize that drop off and pick up times are often rushed for you, so if you need to speak with the staff, please arrange for a mutually agreeable conference or telephone time.

Parents are welcome and encouraged to visit our childcare facility at any time to observe or to meet with their own child.

### **Nutrition**

Children are provided with a choice of healthy drinks and snacks each day. Children are expected to eat the snack provided. They may not eat their own snack unless they have brought enough for everyone. In this case, the healthy snack should be given to a staff member for serving. If your child has food or drug allergies, be sure to indicate this on the enrollment form or with a separate note. Students with food problems will be allowed to bring their own healthy snacks for their own consumption after the parent has sent in a request in writing. We serve no peanut products and ask that be honored in all cases.

### **Clothing And Attire**

Comfortable play clothes and sneakers are a must for daycare. (Paint, "playdough", and outdoor play will all be a part of your child's after school experience.) Your child should have a sweater or sweatshirt available in their backpack everyday. Please dress your children properly for the weather. We go outside almost every day, except in rain or extreme weather. In winter, mittens with yarn or safety pins will help. Hats, coats and snow pants are important for comfort. Boots are great for outside play, but sneakers or shoes must be worn inside for health and safety. Sneakers are necessary for play in the school gym. Students are not allowed to go barefoot or sock footed and no open toed shoes or flip flops are allowed in the gym or on the playground.

Please mark you child's clothing and backpack with initials or name. We encourage the children to keep their belongings in or near their backpack. We will do our best to locate lost items with your help.

If your child has control problems or still has accidents, please include a change of clothes in your child's backpack each day. Children are encouraged to change without assistance. Wet clothing will be sealed in a plastic bag and placed in the backpack. The daycare staff will notify parents at pick-up that there has been an accident and made aware of the wet clothing bag.

### **Toys And Personal Items**

No electronic hand held "games" are allowed in daycare. These personal items are distracting, isolate a student from social skill building, may cause arguments, often are expensive, get misplaced or stolen. We will not take responsibility for these items, so ask that they not be brought to daycare. It is also recommended that students not bring personal toys or stuffed animals to daycare. If a student brings a personal toy to daycare, it is our policy that everyone that wishes to play with the toy must be allowed to play with the toy. The daycare owns many games and toys for all kids to play with. We accept donations of new and gently used toys, crafts, and games. We are always looking for more LEGOS to add to our collection.

### **Emergency Procedure**

**Medication Policy:** Staff will administer only doctor prescribed medication. All prescribed medicines should bear the original prescription label with the doctor's dose instruction, date of prescription and child's name. Over the counter medications such as aspirin, cough medicine, etc. will be administered by staff only with a note from the parent. Parents will be asked to sign a medication sheet that gives us permission to administer the medicine. The dose and time given will be recorded for parents to see at the end of the day. These records will be kept in each child's file.

**Illness:** A child's health is a matter of major importance to all of us. Staff members are instructed to closely observe children and will call parents if they are concerned. If a child becomes ill during daycare, the parents will be called and asked to make arrangements to pick the child up. If your child has any contagious illness, please keep them home and notify Nancy Moorman 685-4151.

If a staff member suspects an illness, they will suggest that the parent check with their doctor. Please let your doctor know that your child is in a childcare program. A doctor's statement may be required before your child returns to the program.

**Accidents:** If your child has been involved in an accident resulting in a small bump, scrape or cut, the staff will notify the parent at pick-up. You will be called immediately if your child is involved in an accident that results in first-aid greater than a band-aid or a temporary ice pack or if they bump their head during daycare.

### **Lice**

If a child is found to have head lice while at the childcare program, the staff will handle the child sensitively and tactfully. Parents of the child may be called or parents will be notified at pick-up. We ask that your child does not return to childcare until they are nit free.

### **Child Abuse And Neglect**

When an employee of school RSU 38 has reason to suspect that any child enrolled in school (and the RES daycare) may be a victim of child abuse or neglect, he/she will immediately notify the school principal. Suspected cases of child abuse will be dealt with in accordance with state law and district school policy.

### **Behavior Management**

It is our intent that each child enjoys the activities planned by understanding that they are responsible for their actions. With prior knowledge of our basic guidelines of safety and good conduct, each child is made aware of the behavior expected of them. We also let the children know that we want them to succeed and we are here to help.

As in any group activity, the inappropriate behavior of a child can spoil the experience for the entire group. Therefore, the following basic guidelines apply to each child and will be used in determining eligibility to continue as a participant in the Afterschool Daycare Program.

### **Basic Guidelines**

- A. Children must stay within the designated childcare area. At no time should a child be left unattended.
- B. Children will not be allowed to use foul language, be repeatedly rude or discourteous to staff or peers. Name-calling or verbal "put-downs" are not permitted.
- C. Children will respect their property as well as the property of others. Destruction and defacing or stealing will not be tolerated.
- D. Engaging in any type of fighting will not be permitted. Any behavior that jeopardizes the safety of others will not be tolerated. (i.e. throwing objects, pushing, hitting or biting).
- E. Children are expected to listen, respect and follow directions given them by childcare staff.

### **Setting Limits**

If you were to visit our site, you would see children given many choices of activities. They are also encouraged to participate in planned activities and large group activities. If a child does not want to participate in any of these planned activities, other areas of the room are open for that child's exploration.

If a child is having problems in a given area or activity, staff will talk to that child and offer possible redirection to another area. If a child is still having problems, you may see a staff member sitting with a child talking about site rules (inside voices, walking feet, not hurting your friend, etc.) and reminding the child of appropriate behavior. Students may be asked to take a short "time out" (sit alone) if there have been behavioral issues.

We believe that by setting limits for the purpose of safety and reminding the children of the limits, the daycare will be a healthy environment for everyone.

In planning activities we schedule blocks of uninterrupted time to allow the children to make choices from the available activities. There is also time for teacher-directed group activities. Here children learn to become participating members of a group and to develop a sense of community.

The activities planned for students depend upon individual and group interests, the weather and the season. We welcome parent and student ideas for activities.

### **Philosophy On Discipline**

We believe that discipline should be a learning experience for children. By providing discipline, children understand what we expect and what behavior is appropriate. As childcare workers and parents, we need to consider the individual needs, strengths, and temperaments of each child and set goals that are achievable by the child. We believe disciplining with love, acceptance and consistency preserves the child's self-esteem and helps the child gain internal controls. We believe only constructive means of discipline should be used. Corporal punishment, including spanking or shaking, as well as shaming or humiliating and unusual containment of a child is prohibited in RES daycare. (We do use the "time-out method", where a child may be asked to sit on a chair or bench for a brief period.)

We believe the important aspects of good discipline are:

1. It helps the child become socially acceptable.
2. It teaches the child limits and consequences.
3. It helps to maintain a safe and healthy learning environment.
4. It allows the child to be involved in rule making.

We believe the childcare staff's role in discipline is to be consistent, positive, fair and firm. The staff members teach self-control in problem solving and safe ways to release anger and other feelings. The staff should be aware of how parents discipline and have open communication and follow-up with parents about all behavior problems. The staff should be role models and show positive reinforcement. In addition, they should set rules and limits for a safe learning environment. The staff strives to prevent misbehavior and when offering guidance, focus on the behavior rather than the child to promote self-esteem.

### **Suspension**

If a child's behavior is consistently a problem, staff members will work in every way possible to enable a child to remain in daycare. To assist in the process we utilize the following steps:

#### 1) Parent Conference/Behavior Sheet:

A conference for staff, child and parents will be scheduled on the day of the problem behavior to discuss possible ways to improve the child's behavior. We will define the problem behavior and together develop a solution. A behavior sheet will be completed and a copy will be given to the parents within 24 hours after the conference.

#### 2.) Suspension From The Program:

If the child continues in the unacceptable behavior, a 1 to 3 day suspension will be given. Before the child is allowed back into the program, the child, parent and daycare director (and possibly the principal) will have a conference.

Note: Should a child's behavior be determined to be physically dangerous to him/herself or others, the child will be suspended immediately and a parent/guardian conference will be scheduled.

3.) Termination From The Program:

We realize some children do not adjust to the childcare setting or do not seem to be able to have their needs met. If we have to make this decision, a parent conference would be scheduled to inform you and a letter will be provided to confirm termination.

**No Pick-Up**

If a child remains in our care longer than one hour after closing time and we have not heard from the parent, the staff will do everything possible to try to contact either the parents or a person on the emergency list.

If a parent cannot be reached, the staff will then call the Police Department. Staff will inform the police that we have used all means available to us to contact either parent or emergency contact person. Staff will then release the child over to the Police Department and the Department of Health and Human Services will contact the parents.

We realize that on occasion parents may run into unforeseen problems when picking up their child (ren) from day care and we are willing to allow for these circumstances. If you know that you may be running late, please call and let us know.

For no pick-up, the late pick-up fees will be added to your monthly bill.

**Late Pickup Policy And Fee**

Please inform us if you expect or anticipate you will be late picking up your child so we can plan for this event.

Many problems arise when parents are late. There are added costs for staffing and it may be difficult for the staff member to stay past their schedule time.

The children are also affected. By 5:30 p.m. children are tired and want to be in their own home. They know when their parents usually pick them up and they begin to worry that something has happened to their parents.

A few parents are often late with no formal notification. With repeated pick-up after 5:30 p.m. a late fee of \$5.00 will be charged for each child left from one to fifteen minutes after closing time and for each 15-minute block beyond that. The daycare staff will note and notify the parent that they will be expected to pay a late fee.

If any parent receives three late fee charges, they risk being terminated from the program.

Please return signed note below with your application. Thank you..

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**Readfield Elementary School – RSU #38**

**After School Childcare Program Parent Handbook**

I \_\_\_\_\_ have read, understand and agree to abide by the RES After School Childcare Parent Handbook.

\_\_\_\_\_

Parent/Guardian Signature

Date