

HOME INC. DAYCARE

PARENT HANDBOOK



CONTACT INFORMATION

Location: 90 Schoolhouse Road, Orland, Maine 04472

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PROVIDER PHILOSOPHY

H.O.M.E. INC. DAYCARE is a non-profit organization licensed by the State of Maine as a Small Childcare Facility. We strive to provide high-quality, affordable childcare to families of all income levels, assisting low-income families to become self-sufficient. Our qualified, nurturing staff offers a developmentally appropriate and safe learning environment for children while parents/caregivers work, receive training, attend school, or have a day for themselves. We believe that **ALL** children deserve quality learning and individualized learning experiences, relationships with caring families/caregivers, and peers are key to the foundations of learning. Children learn best when they feel safe, loved, and secure.

H.O.M.E. Daycare promotes STEM learning, which is Science, Technology, Engineering, and Math education. We want to encourage the natural curiosity children have for life. This is an interdisciplinary approach to learning. STEM is found in everyday activities, teachers encourage asking questions, forming theories, and problem-solving through play. This segues smoothly into a learning experience.

H.O.M.E. Daycare also strongly supports SEL learning (Social & Emotional learning). This is a vital part of a child's development, and we help keep the process of developing self-awareness, self-control, and interpersonal skills. We encourage healthy relationships, setting positive goals, responsible decision-making, and empathy for others.

We are a Professional Licensed Childcare Provider, not a babysitter. The policies listed in this handbook are set forth by H.O.M.E. Management and follow Maine State Childcare Licensing Regulations. These policies and accompanying contracts become effective upon acceptance of the Parent/Guardian and H.O.M.E. INC. Daycare

We serve children ages 6 weeks to twelve years of age. We are licensed for 12 children daily. In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating based on race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

H.O.M.E.'S Daycare staff are all federal and state background checked and digitally fingerprint checked. New Staff must complete these checks and training before working with children. Training includes but is not limited to Safety in childcare, Health & Safety, Mandated Reporting Training with DHHS (Dept. of Health & Human Services), Food Safety, and Knowledge and understanding of Maine State Licensing Regulations. Registered as a member of MRTQ (Maine Roads to Quality), Adult/Child/Infant CPR & First Aid Certified. Additionally, all staff must complete 12 hours of training a year with Maine Roads to Quality. New staff members are evaluated after the first six months then annually.

H.O.M.E. INC. Daycare provides full, part-time, after-school, and drop-in care.

***Full-time care is 30-40 hours per week.**

***Part-time care is up to 29 hours per week**

***After-school care is normal school dismissal times until our closure at 4:30 p.m.**

***Drop-in care is when space and time are available for a child to attend.**

Children enrolled in Part-time care, After-School care, and Drop-in care are not guaranteed full-day daycare for school vacations, holidays where H.O.M.E. is open, or early release due to inclement weather. Families are responsible for reaching out to check for availability as these spots will be on a first come first served basis.

ADMISSIONS PROCESS

The persons responsible shall complete the Enrollment forms in full.

***Sign and acknowledge reading and understanding the contents of the Parent Handbook**

***Sign and acknowledge the statement of understanding for billing and payments**

***Written consent for the child to receive medical treatment.**

***Documentation regarding any allergies and medications needed.**

***Authorized list of persons allowed to pick up the child.**

Other signed permissions as deemed necessary (swimming, bug spray, sunscreen, diaper rash ointment, etc...)

Record of Immunizations - Effective 9/21/21 all children enrolling in a licensed childcare or school must submit proof of immunization. No child will be accepted without proof of immunization. *Reference 10-44 Code of Maine Rules DHHS/MCDC&P (Dept. of Health & Human Services/Me. Center for Disease Control & Prevention) Chapter 261, and Maine Dept. of Education Code 05-071 Chapter 126. *

Documentation outlining any custodial agreements, visitation schedules, restraining orders, or any specific orders in place that affect parental rights and responsibilities to child/children. H.O.M.E. INC. Daycare will not be legally liable should we not have appropriate documentation regarding the legal rights and responsibilities of a child/children. H.O.M.E. INC. will not involve ourselves in custody battles.

If a parent is enrolling siblings, they will need to complete an additional enrollment packet in full for each additional child.

****The parent agreeing to the terms of the daycare contract is the parent who takes full responsibility for all fees****

ARRIVALS AND DEPARTURES

H.O.M.E. INC. Daycare opens at 7:30 a.m. We cannot accept children before this time. If staff are present, it's because they are preparing for the day. When you bring your child in, please put any items for the day in your child's cubby. Give staff any necessary information they may need, give your child love then please depart. Lingering good bye's can cause more stress on a child transitioning in. Make sure to let staff know of any changes for pick-up. If someone other than a parent will be picking up a child, please make sure that daycare has written permission, and that individual will need to produce a photo ID at pick up. Phone permission for a pick-up will not be granted for the safety of your child. A staff member will sign your child in and out, showing the time of arrival, and time of departure.

H.O.M.E. INC. Daycare closes at 4:30 p.m. Please ensure you are here to pick up your child by then. Children will only be released to a parent or legal guardian or to persons whose names are listed as authorized to pick up their child. Parents must fill out an authorized pick-up form to add an individual to their child's authorized pickup.

When families are late, it causes stress on a child and staff issues. We understand that things happen, so if you know you are going to be late, please let the daycare know ASAP. If daycare is not notified there will be \$1.00 per minute charge. The parents will also receive a written warning. Families receiving 3 written warnings in 30 days become open to immediate dismissal.

When parents arrive for children and appear under the influence of alcohol or other drugs, staff will request the local police to evaluate the parent to determine fitness to drive. If the parent removes the child before the police can evaluate, staff will immediately notify the police.

We discourage drop-offs between 12:00 - 2:00. This is our rest time, and drop-offs can be disruptive, and cause children to wake up.

CHILD ABUSE AND NEGLECT POLICY

The Director of H.O.M.E. INC. Daycare and all daycare staff members are Mandated Reporters and are required by law to report any suspected abuse or neglect of a child to the appropriate authorities. The Director or staff member will immediately report any suspected abuse or neglect to DHHS (Department of Health and Human Services)

Their number is #1-800-452-1999. This number is available 24 hours a day 7 days a week If you suspect child abuse or neglect.

Concerns may include, but are not limited to physical, sexual, verbal, mental, or emotional abuse, as well as not meeting basic needs for the health, safety, or welfare of a child's well-being. Any staff working at H.O.M.E. INC. Daycare must also immediately alert the Director of any concerns regarding abuse or neglect.

The individual making the report will complete the required information for reporting and put the form in the appropriate file.

The Director will notify all relevant parties that suspected Child Abuse or Neglect has been reported to DHHS.

BEHAVIORAL MANAGEMENT

H.O.M.E. Staff primarily use the method of positive re-direction, positive self-esteem, and personal responsibility. We enforce positive behaviors through praise, respect, problem-solving, and positive reinforcement. If a child needs to "take a

break”, this means separating from a group. This is only done when a child is having tantrum-type behaviors, hurting others, self, or property. When a child shows they are ready to show acceptable behavior, they can rejoin the group. This time will not exceed the child's age in minutes. If a child is unable to exhibit appropriate behaviors, we may move that child to a different area for a brief “cool down”. This will help the child think about their behavior, relax, and get a fresh start. If that child is unable to re-focus and is continuing to cause harm to others, self, or property we reserve the right to call for a parent to pick up their child.

If a child has persistent or seriously challenging behaviors, staff will work with the parents to draw up a behavior plan to support that child. The parent/teacher relationship is crucial to children who are experiencing behavior issues. If parent/parents decide against receiving support from H.O.M.E. Inc. or other outside agencies and the behaviors threaten the health or safety of the other children or staff, we reserve the right to terminate enrollment from our program.

Children will never be punished by corporal means or humiliation. Our goal is to coach children in compromises, brainstorming, negotiation, and working things out together.

SAFETY

We offer a supervised, clean, spacious, and well-lit environment for your child to play and learn in. The outside playground is checked each day to make sure it is safe for children to play outside. Staff also make sure that “clutter” is limited to prevent trips and falls. All staff are Adult/Child/Infant CPR and First-Aid certified. Staff documents all accidents, injuries, or emergencies at the time of occurrence. We have First-Aid Boxes that are easily accessible. For any trips off the H.O.M.E. INC. Campus, a First-Aid box is included. All Staff have received training on health and safety in a childcare setting. Outlets not used are covered. All chemicals, cleaning products, medicines, etc. are stored out of reach of children for safety. Fire Drills are practiced each month. The children are made aware of fire safety and the reason for fire drills. Evacuation routes are posted by each exit. Fire drills are also documented for State Fire Inspections. Families are also provided with copies of our EMERGENCY Policies as well.

If there is a non-emergency, parents will be notified of any accident/injury at the time of pick-up. An “Incident Report” will be prepared for parents to sign. This is a form outlining the date, name, and age of the child. There will be a description

of events, actions taken, and any follow-up recommendations. Parents will receive the original and a copy will go in the child's file. Families are welcome to speak with the director regarding any questions or concerns they may have.

SNOW CANCELLATIONS

The safety of your children is number one. The daycare will remain open unless the director deems conditions unsafe due to bad weather. Also, the daycare will be closed when RSU 25 school district is closed for snow days. If we close due to storms, we will make every effort to contact all parents by 7:00 am, so please make sure we have an updated number to reach families at. If you do not hear from us by that time, it is safe to assume we will be open. If you are uncertain, please call the Director of Daycare before departing home. If there is an early release from school, unless roads are hazardous, we will remain open. Children enrolled in our after-school program, part-time or drop-in status are not guaranteed space when early releases happen. It is the parents' responsibility to contact staff to check if there is any availability. This is on a first come first serve basis. Please make sure you have alternate arrangements.

COMMUNICATION

Communication between providers and families is essential in creating a cohesive learning environment for children. The more information and communication providers and families share with each other the better able we are to create an optimal learning environment for a child.

We have an open-door policy. If at any time you need to speak to us, please feel free. Our door is always open to families. Be assured that "Open Door" does not mean that we keep our doors unlocked. We encourage you to drop in and check on your child at any time, however, we appreciate respectfulness during "Rest Time" This is between the hours of 12:00 - 2:00.

Upon request, families may receive written daily reports, otherwise communication regarding the day will be given verbally. Families should make sure to check their assigned hanging folder for any billing, letters, notices, etc... daily. We will not discuss a child's day with anyone but the parents unless we receive written verification of what people we may communicate with.

Please, understand that little ears and minds hear and understand more than we are aware. We are not comfortable discussing sensitive topics in front of a child.

The Director may ask that you use the daycare office to speak privately. Staff will continue to watch your child so that you may have that privacy.

PERSONAL ITEMS

Each child is assigned a “Cubby” to put their personal belongings in. Please make sure to pack extra clothing appropriate for the season/weather that is labeled with your child's name. We ask that children do not bring toys from home. Your child may bring a special stuffed toy, blanket, or pillow to use at rest time. Please make sure to keep your child's cubby neat by taking home items at the end of the day. This is also where your child will place any projects, they have worked on to bring home. Please make sure to pack clothing, and footwear appropriate for the season and weather.

NAP TIME/REST TIME

Maine State Licensing requires that children ages 5 years and younger must have a “rest time”. Children will be required to lie down for a nap/rest time each day. We will not force your child to sleep but they must rest and lie down quietly. If they have a special nap time blanket or toy, please bring this with them or keep a spare in his/her cubby.

DIAPERING/TOILET TRAINING

Staff will wash their hands before and after changing diapers and using the bathroom. Children will wash their hands after diaper changes or using the toilet. Diapers will be disposed of properly and changing tables will be disinfected promptly. Staff will follow the potty-training routine set by parents. A child will NEVER be shamed or punished for accidents. Please make sure the child's clothes are easy for them to manage. Six changes of potty-training pants or pull ups are required (Sanitary reasons) and extra clothes. State law forbids staff from washing clothes with feces. Clothes will be bagged and put in their cubby for parents to take home. Parents are responsible for providing diapers/pull-ups, bottles, formula, etc.

MEALS/SNACKS

H.O.M.E. INC. Daycare participates in the CACFP Food Program, “Child and Adult Care Food Program”. This is a federally funded program that is administered by the States to ensure children have access to healthy, nutritious foods. You may visit their website at WWW.maine.gov. For additional information.

We provide a healthy, balanced breakfast, A.M. Snack, Lunch, and an afternoon snack. Children between the ages of 12 months to 2 are given whole milk. Children ages 2 and up are given skim or low-fat unflavored milk. Milk, Cereals, and other dairy products are all WIC-approved. A weekly menu is posted in our kitchen to be viewed and can be sent home upon request.

If your child has a special dietary restriction or requirement due to allergies, medications, and cultural, or religious beliefs, it will be the responsibility of you, the parent to provide physician documentation about your child's restrictions, side effects, treatments to food allergies, etc.. or pack a well-balanced diet for your child. Please, do not send your child in with soda, sugary snacks, or unhealthy foods.

For celebrations, parties, birthdays, etc.. that we may celebrate we will send home advanced notice, and families that may need or want to may bring in alternate food for their child. We will do our best to accommodate all children to equally participate in all celebrations.

SICK POLICY

Please, **do not** send your child sick to daycare. If your child is running a fever of 100 degrees underarm or 101 orally, please keep your child home. Your child must be fever-free without the need for fever-reducing medicine for 24 hours before returning to daycare. If your child needs to start a prescription due to illness, please keep that child home for the first 24 hours after starting the prescription. If your child will need to receive medication during their time in daycare make sure to bring the prescription in its original container with the child's name, name of medication, name of Dr., dosage, and side effects clearly visible. Staff will complete a medication log which will have the date, time, and dosage of the prescription, plus staff initials. All medications are kept out of the reach of all children for their safety.

Should your child become ill in daycare, a staff member will contact you to pick up your child. Your child will be moved from the other children, a face mask will be given to your child, (Children under the age of 2 will not be given a face mask) and a staff member will wait with your child until you arrive. Please, come straight to pick up your child.

We reserve the right to dismiss a child from daycare if the child: has vomited 2 or more times in 24 hours, had more than 3 poopy diapers that are runny, watery, or bloody, discharge from the eyes, uncontrollable runny nose, uncontrollable cough, unexplained rash, or if they have lice. Additionally, we may dismiss a child if they are unable to participate in daily activities due to extreme fussiness.

If we are unable to contact you, and your emergency contacts, we will utilize the Emergency Permission slip and call 911 or go immediately to the hospital. Parents are responsible for the costs involved in emergency medical treatment, including transportation if required.

Families that “dose and drop” meaning give medication to their child before dropping off to daycare will be subject to immediate termination from H.O.M.E. INC. Daycare. The health and well-being of all children, families, and staff are a priority.

State of Maine Licensing does not allow for staff to launder clothing with feces on it. These items will be bagged and placed in your child's cubby to take home.

FUN AND CELEBRATIONS

We will celebrate holidays that are observed by the public school system by learning activities and celebration. Birthdays will be celebrated for each child in childcare. If your child's birthday falls on a closure day, the birthday will be scheduled as close to their birthday as possible. We also have seasonal parties to celebrate Thanksgiving, Christmas, Hanukkah, Valentine's Day, Easter, and Independence Day. We will provide more information prior to our celebrations.

FIELD TRIPS AND OUTINGS

We may go on field trips throughout the year. Parent volunteers are always welcome. You will be notified when a trip is planned and have the option to attend with us. A detailed permission slip will be given for you to read over and sign. We try to keep costs at a minimum but please be aware that parents may be asked to contribute now and then.

DONATIONS/READ AND SHARE PROGRAM

Donations within the daycare are always welcome and appreciated. They help us keep costs down. Items that are always needed include: Snack foods (crackers, fruit cups etc.), magazines, books, paper, art supplies, laundry detergent, bleach, toilet paper, paper towels, tissues, etc.

We will be unable to care for your child if payment is not made on time. The director is happy to work with families to help meet needs that may affect timely payments; however, we cannot provide services without regular payments.

We charge a \$25.00 fee for any returned check and must be paid at the time of repayment.

Holidays: If a holiday is on a weekday there will be no change in the rates. We will not charge fees for holiday closing of a week or longer.

Families are allotted 3 weeks per year to be used towards sick days, vacations, appointments, etc. where their child/children are unable to attend daycare. If H.O.M.E. Daycare is closed for inclement weather or on service days, there will be no charge to families, and this will not be part of the three-week pause time. Qualifying families who have siblings enrolled will receive a 20% discount on their total weekly bill.

TERMINATION

The first 14 days of new enrollment is an adjustment period. It is our responsibility to let you know if your child is unhappy or the arrangement is unsatisfactory for any reason. We expect families to let us know about the same. The parent or Director can terminate the contract at any time during the first 14 days in writing. Fees will still be paid if families decide to withdraw the child before the first 14 days. Two-week fees may be paid instead of a two-week notice. Termination will not be accepted while the provider or parents are on vacation.

Termination of childcare arrangements will take effect immediately for any of the following reasons (but not limited to):

- Failure to comply with the policies outlined in the handbook.**
- Failure to comply with the enrollment contract.**
- Destructive or hurtful behavior by the child persists even with parental cooperation in stopping the behavior.**
- Non-payment of fees/ recurring late payments.**
- Failure to show up for 5 days in a row without communication.**
- Failure to complete required forms.**
- Inability to meet the child's needs without additional staff**
- 3 or more late pick-ups without notice.**
- Knowingly bringing a sick child to daycare.**
- Blatant disrespect to providers, staff, or children**

PARENT'S RIGHTS

Parents have the right to:

- Visit your child anytime.
- Access your child's record with appointment.
- Meet with staff.
- Direct involvement in your child's education
- Information and referral to community agencies
- Request verbal report and/or written report of your child's day.
- Have all information involving you and your child kept locked up and confidential.
- Bring any concerns to the Director of Daycare
- Call and check on and get updates on your child.
- Involvement in the operation and evaluation of the program
- Non-discriminating billing and payment arrangements

PARENT'S RESPONSIBILITIES

Parents are responsible for:

- Picking your child up on time

- Providing necessary daily needs (Diapers, wipes, extra clothes, etc.)
- Updating intake information
- Dressing your child(ren) appropriately for the weather
- Keeping your ill child home
- Leaving a number where you can be reached in case of emergency.
- Making staff aware of your child's needs
- Notifying staff if your child will be absent.

Holidays and Vacations

The daycare will be closed in recognition of the following holidays:

President's Day
Martin Luther King Jr. Day
Independence Day
Thanksgiving Day and the day after
Closed the week of Christmas Eve and Christmas
New Year's Day
Memorial Day
Labor Day
Veteran's Day
Juneteenth Day

The daycare will also close for two in-service days a year. Families will receive at least two weeks' notice in advance.

STAFF:

Rosa More – Executive Director of H.O.M.E INC.

Christina Witham – Director of Daycare

Cade Seavey – Teacher Aid

Petra Deli-Paoli – Teacher Aid