



George J. Mitchell Childcare Program

58 Drummond Ave * Waterville, Maine 04901

PARENT HANDBOOK



Serving Grades K-6

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The George J. Mitchell School Age Childcare Program is an independent, non-profit organization. The program is not sponsored by, operated or financially supported by the AOS#92 School Department. All communications concerning the program should be directed to the program's Director or staff.

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Mission Statement

The George J. Mitchell Before and After School Program is specifically designed to provide children with quality childcare before and after school. Children involved in this program have increased opportunities for positive adult-children interactions, which support children's socialization and academic skills. Our program provides accessible, affordable options for those parents seeking quality childcare services.

Purpose and Philosophy

The George J. Mitchell Before and After School Program provides a safe, creative environment for children and youth, K-6th grade. Through a diverse program, provided by trained staff, our program seeks to help each child achieve his/her potential in terms of emotional development, physical well being, social and emotional growth. Our intent is to provide a fun-filled experience. We believe that children learn best when they are involved and having fun. To this end, the program provides many fun, varied experiences that are developmentally appropriate.

Council on Accreditation

The Council on Accreditation (COA) accredits the George J. Mitchell Before and After School program. We were the **FIRST SCHOOL-AGE** program to be accredited in the state of Maine. In order to become accredited we met or exceeded the COA's requirements for accreditation based on Quality Standards for Quality School-Age Care. The COA standards are designed to describe the best practices in out-of-school programs for children and youth between the ages of 5 and 14. These standards address several categories related to caring for school-aged children including: Human Relationships, Indoor Environment, Outdoor Environment, Activities, Safety, Health, & Nutrition, and Administration. The self-study and improvement process required extensive work involving staff, children, families, school personnel, and community members. Accreditation is a symbol of our commitment to providing the highest quality of care to school-aged children in the Waterville community.

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HOURS OF OPERATION:

SCHOOL YEAR:

Monday – Friday 6:45 – 8:15 am and 2:30 – 5:30 pm

SUMMER:

7-8 week program – Monday – Friday – 6:45 am – 5:30 pm

Presently we also offer childcare on Delayed Starts, Early Release Days, Teacher In-service Days, Parent Teacher Conference Days, and Snow Days (including early release snow days and delayed school days). During school vacations (February and April) we are open Tuesday – Friday. **Childcare will be closed on all legal holidays and during Christmas vacation unless otherwise advised.** Please see your school calendar for this information.

WHAT WE DO:

What will the children do? PLAY!! The time that children spend in our care is intended to be FUN and flexible, allowing them to make daily choices regarding their activities while supervised by our trained and professional staff members. Our childcare program is equipped with games, puzzles, art supplies, gym equipment, dress up clothes, and lots more! Children will be offered daily opportunities for a variety of activities including outdoor play, a quiet place to read and do homework, specialty enrichment programs, and time to make new friends.

GOALS:

To offer a good start to the day, a supervised environment with many activities as well as a smooth transition from a structured school day to an afternoon of safe, fun activities with friends in a semi-structured environment. Outside play and snack time are also important parts of the day in our program.

ENROLLMENT INFORMATION

If you are interested in enrolling your child/ren in our program the following steps are required:

1. Submit a \$20.00 registration fee per family, per year. This fee is necessary to hold a slot for your child. The registration fee is non-refundable and non-transferable unless all spaces are filled and you do not wish to keep your child on a waiting list.
2. Parents must complete all forms required before a child may enter the program. These forms include registration, child information, child's record, emergency procedure, and registration agreement.
3. Childcare slots are filled on a first come, first serve basis with full time slots given priority.
4. The Director will confirm all registrations.

FAMILY ORIENTATION

A formal orientation is not required for a child's enrollment yet is always an option for families who request it. Families are always welcome to visit our program or set up a time to meet with the director. New children attending the program will receive an orientation to familiarize them with program routines, procedures, location of restroom, etc.

CHILDREN'S SCHEDULE

1. Original schedule is set up with the childcare director when a child is registered for the program. At this time the childcare staff notifies the child's classroom teacher of their enrollment. Parents must also notify the classroom teacher and the school office.
2. Schedule changes – Parents are responsible to notify both childcare staff, school office and the classroom teacher of any changes in a child's regular schedule (Example: Child out sick, leaving early, not attending at all).
3. Any changes in schedule, temporary or permanent, must be in writing. There are no exceptions to this rule when a child is not in attendance that day due to illness or appointments. In that case, please call and leave a message and we will make a note of it and put a note in our attendance book.
4. Written notices are required to initiate a permanent change and to reduce weekly tuition in relation to a schedule change. Two-week written notices are required for reduction of tuition due to a schedule change and to waive weekly tuition during a family vacation with conformation from the director.
5. We understand that there may be times that a family does not need our services anymore. We do require a two week notice by the families that they will be responsible to pay for.

PLEASE NOTE: It is critical that you understand this procedure. The safety of the children in our care is our primary concern. To do this, we must be kept informed of children's schedules. Schedule changes are kept in our attendance book so that we can always have them on hand.

ARRIVAL

Children may not arrive before **6:45am**. When you drop your child off in the morning, you **MUST** walk him or her into the childcare area and sign in the child. Our childcare program is not responsible for any child dropped off outside of the building.

MORNING PROGRAM

Children attending the morning program must be accompanied to the Childcare area by a parent or guardian, sign in their child and check in with a staff member upon arrival. We do not accept responsibility for a child dropped off at the door. **CHILDREN MAY NOT ARRIVE EARLIER THAN 6:45 AM.** Children will have the opportunity to participate in a variety of activities including gym, arts and crafts, games, computer lab, and outdoor play. Children are dismissed at 8:15 am. At this time, they will go to their classrooms.

- Children that attend the Hall School and the Junior High School will be bussed to their respective schools.
- All children need to be dropped off by a parent or guardian over the age of 18 years old.

AFTERNOON PROGRAM

Children in grades 1-3 will be dismissed to childcare and report to the Mitchell School gym for check in with the childcare staff. Kindergarten students are dismissed to childcare staff in the Kindergarten wing and will be escorted to the gym to check in once again (to practice for next year). Hall and Junior High School students will arrive to the Mitchell School by bus and be checked in upon arrival. Once all children are checked in they will be able to do homework, play outdoors and have a snack. Special activities will begin between 3:15pm and 3:45pm.

ALL CHILDREN ARE EXPECTED TO GO OUTDOORS, WEATHER PERMITTING.

This is in accordance with school policy and greatly assists the children in making the transition in time between school and play. Exceptions are made only in the following instances:

1. The child has a note from a doctor stating that he/she is recovering from illness.
2. The child is obviously sick, at which point a call will be made to the parent to pick up the child.

DEPARTURE

Parents must sign their children out from the program. It is essential that you enter the building call or text the childcare cell when you arrive to pick up your child. Your child will never, on any occasion, be allowed to leave the building with someone who is not listed on his or her record unless other arrangements have been made with the parent/legal guardian. If different arrangements have been made, the staff members need to know before the child's pick-up time. A signed, dated note or a personal phone call from you must accompany your child if he/she will be leaving the program with someone other than those stated. Minors under the age of 18 are not allowed to pick up children from the program. Identification will be required from those who are not known to staff members.

Childcare closes promptly at 5:30pm everyday. **A \$10.00 late charge will be assessed for every 15 minutes past 5:30pm.**

SNACKS AND BEVERAGES

Light, healthy snacks are provided for the children in the afternoon. Children are allowed to have a snack from home; however, we do limit them to having just two snack items during snack time. Some options for snack include; crackers, fruit, vegetables, yogurt, pretzels, etc. **The childcare program provides milk or sugar free juice. Water is always available.**

- If your child/ren have allergies/dietary needs please provide a snack for them daily.

Healthy Eating and Physical Activity Policy

Our program is committed to helping raise a healthier generation of children. We limit unhealthy choices for snacks and celebrations, sugary drinks, and screen time. We prohibit the use of food as a reward and provide opportunities for physical activity every day.

CHILDREN'S BELONGINGS

PLEASE BE SURE TO LABEL ALL OF YOUR CHILD'S BELONGINGS. We have over 150 children registered at any given time, and it can be very difficult to try to keep track of personal items. With this in mind, we strongly encourage children to be responsible for their own belongings. The time of year when this becomes most difficult is winter when there are many clothing items to keep together. The best way for all of us to stay on top of this is:

1. Label your children's belongings.
2. Make sure that what you take home actually belongs to YOUR child (Example: lots of snow pants are black but they come in different styles and sizes)
3. Help us encourage and teach children the fine art of organizing their "stuff."

CHILDREN'S RESPONSIBILITIES

To ensure a positive atmosphere, children will be asked to show respect and courtesy for others and their belongings. Children will be responsible for cleaning up after themselves while attending the program. Children will also be responsible for conducting themselves in a manner that is appropriate and safe for the other children around them. We use four basic guidelines:

1. Respect yourself.
2. Respect each other.
3. Respect property
4. Respect your environment.

When these guidelines are encouraged, supported, and followed an environment is created that is safe and nurturing socially, physically, emotionally, and intellectually. The staff will support children through positive reinforcement, encouraging individual responsibility, and preserving dignity and self-esteem through communication, setting boundaries, and clear expectations.

TOYS

Absolutely no guns, knives, or weapons of any sort. Toys from home are to be kept in child's backpack during childcare hours. Please do not send toys that have great value or lots of small parts. Our program will not take responsibility for replacing these items.

Note: The George J. Mitchell Before and After School Program will provide a variety of activities, toys and games for your child to use. Bringing any toys or games from home is discouraged.

PHILOSOPHY OF GUIDANCE

At times children have difficulty following rules that are respectful of the people and environment in which they play. When problems occur, the intent of staff is to teach children in positive behaviors, social interactions with others, and respect for their environment and the property of others. We see our role as one in which we can assist in the process of increasing a child's awareness for them to understand the connection between the choices they make and the results of their actions.

The staff uses the "Teach, Guide, and Support" method to teach the children about proper etiquette and respecting others and their property. We use conflict resolutions to help solve problems orally. When consequences are necessary, we try to assure they are logical, related, and as short as possible.

There are times when a child's behavior is interfering with the safety, integrity, and the peaceful operation of the childcare environment. In this case a parent may be called to remove the child from the program. (Example: biting, physical aggression toward staff/children, swearing, etc.) Ongoing behaviors of this nature will warrant a meeting between the parent/guardian, child, and childcare director. A plan of action will be developed to outline steps needed to correct the problem. The child may be dismissed if problems continue.

At times staff members may have to release confidential information without the authorization of the parent/guardian. This is only in extreme circumstances which would involve medical emergencies, DHHS, court subpoenas, mandated reporting, etc.

PLEASE NOTE: It is the policy of this program to make every effort to help the children make the necessary adjustments so that they can be happy, have fun, and contribute to a safe and comfortable environment for everyone.

ACCIDENTS/EMERGENCIES

The health and safety of children in our care is our primary responsibility. Childcare staff members are required by DHS to be trained in CPR and First Aid. If a child has an accident during childcare hours, we will take immediate action based on the situation. Band-aids and ice packs take care of most cuts, scratches, and bruises. Parents will be notified upon pick up of these types of injuries. In the unlikely event that your child needs emergency medical care we will:

1. Quickly assess the child's health
2. Call 911 or other appropriate emergency help as needed.
3. Give first aid or CPR, if necessary
4. Contact parent/guardian as listed on the child's emergency form.

EMERGENCY CLOSING

Childcare staffs are prepared to respond to several emergency situations that may arise (Example: fire, power failure, strangers/intruders, natural disasters, etc.). In such cases childcare will do a lock down and call all families.

BATHROOM POLICY

Children will be allowed to use the bathroom in the childcare at any time; they simply need prior OK from the staff that is supervising them. At snack time the child must ask a staff at their table for oral permission. That staff will bring the whole group to the bathroom hourly and offer the children to use the bathroom. This policy is enforced as a safety measure.

RETURNING TO CLASSROOMS

As they leave the classroom, the students need to bring with them all books, supplies, coats, etc. that they will need to take home. The students must come directly to the site as soon as they are dismissed and no other area of the school. All rules of the school are still permitted within our program. **STUDENTS are only permitted back in the classroom if accompanied by CHILDCARE STAFF.**

TRANSPORTATION/BUSSING

Students that attend the Albert S. Hall School and the Waterville Junior High School will be bussed to their respective schools each morning from the George J. Mitchell School. A staff member will accompany the students out to the bus each morning and see that they all get on the appropriate bus.

If our students attend a field trip, transportation will be provided via bus. Parents will be notified prior to all trips.

PHOTOS

Absolutely zero photos of any kind by students, volunteers, chaperones, and parents of students in the program because we have many children that cannot have their photos/names published in the paper, newspaper, and social media. If it is brought to our attention, you will be asked to delete it so that the program is not held responsible and have further actions taken upon.

ILLNESS

It is the policy of the program to be notified in the event of a child's absence from the program on a regularly scheduled day. If your child is scheduled to come and is ill, the regular rates will still apply for the missed day at childcare. We charge all slots by enrollment and not by attendance.

At times a child may complain of feeling ill during the time that they are in our care. If this happens, we will make an assessment and then decide whether to call the parent. Sometimes children are just tired and need to rest for a while in a quiet place. If a child is obviously ill, we will notify the parent immediately.

MEDICATION

If you wish us to administer medication to your child during childcare hours you must complete a medication form authorizing us to do so. All medication **MUST** be in their original containers for us to dispense them. Over the counter medications, such as Tylenol, may be dispensed if the child's name and dosage is clearly written on the outside of the original container and a medication form has been filled out. All medications are to stay locked up in the childcare medicine cabinet.

INSURANCE

The George J. Mitchell Before and After School Program does not provide accident coverage. We are unable to take responsibility for injuries that may be suffered because of participation in our program. Insurance may be offered through the school system and available to parents at the beginning of the school year.

RELEASE OF CHILDREN TO PARENTS/PERSONS WHO ARE VISIBLY IMPAIRED AS A RESULT OF POSSIBLE DRUG AND/OR ALCOHOL ABUSE

The intent of this policy is to ensure a child's safe trip home from our childcare program. Therefore, for the protection of children, the following procedures have been developed regarding the release of children to parents/persons who are visibly impaired and who may not be able to drive a child home safely.

If a parent/person arrives to pick up a child and exhibits behavior such as slurred or incoherent speech, difficulty walking, or other unusual behaviors that may indicate the use of drugs or alcohol, we will take the following actions:

1. A childcare staff member will inform and discuss with the parent/person their concerns.
2. The staff member will inquire as to the parent/person's intended means for transporting child.
3. If the parent/person intends to drive, the staff member will encourage the parent/person to consider alternative methods of transportation.
4. If the person intending to transport the child is a parent or legal guardian and this person insists on driving, the staff member will inform the parent that the police will be called with the name of the driver, passengers, and vehicle information, and our concerns for safety of the child.
5. If the person intending to transport the child is someone other than a parent or legal guardian the child will not be permitted to leave the premises with this person.
6. This incident will be reported to the Department of Human Services
7. Should a second incident of this nature occur, the child's enrollment in the program would be immediately terminated.

IF NO ONE ARRIVES TO PICK UP A CHILD AT THE END OF THE DAY

If childcare has closed for the day and a child remains in the program the following guidelines will be followed by childcare staff:

1. We will try calling parents/guardians at all numbers listed in the child's file.
2. If parent/guardian cannot be reached, we will try other contact persons on file.
3. After 6:00pm if we have not heard from anyone regarding the child/ren we will call the police to come for the child. If this occurs, we will make every effort to leave messages for the parents/guardians regarding the situation.

SUSPENSION AND DISMISSAL POLICY

The Director of the George J. Mitchell Before and After School Program reserves the right to dismiss or suspend the enrollment for the following reasons:

1. Repeated late pick-up.
2. Behavior problems that continue after they have been properly addressed.
3. Repeated non-payment for services rendered.
4. Failure to comply with the policies set forth by this program.
5. Repeated complaints regarding the program staff, activities, or just constant displeasure of the program.
6. Social Media slander of the program continuance after they have been properly addressed.

FAMILY COMMUNICATION

There is a great deal of communication that takes place every day within our program. We feel very strongly that communication with parents needs to be clear and timely. We make every effort to keep parents updated with information regarding children's participation in our program. These things include upcoming events, scheduling issues, special trips, account status, accident reports, etc. Some of the ways that we try to stay in touch include:

1. **FACE-TO-FACE:** We strive to touch base daily with parents if only to say hello and goodbye. It takes us a very short time to learn and know about all the children in our care and the folks who drop off and pick up. Please bear with us as we learn new faces at the start of a new school year and our hope is that parents always feel comfortable speaking with us about anything and everything involving our care of their children.
2. **EMAIL AND APP:** Reminder Emails and Alerts will be sent out to all parents that sign up for electronic announcements.
3. **BULLETINS:** If there is something important that needs immediate attention a bulletin will be distributed.

PARENT INVOLVEMENT

Our door is always open to our families! Parents can be involved in our program in many ways. Some of the ways include sharing a special skill, playing with children before going home, joining us on field trips, contributing to fundraising activities, donating snacks and other items for the children, etc.

We welcome you to voice your concerns, comments, and suggestions as we are always looking for new ways to do things and improve our existing program. Yearly evaluations are conducted to gather important feedback from our families.

We have a parent involvement committee that meets regularly during the school year. Starting in September the last Tuesday of the month starting at 6pm. Every other month they will be in person and every other month they will be on Zoom (links will be sent out through remind). They discuss the children's curriculum regarding community involvement, fundraisers, and field trips. All suggestions are welcome.

PARENT CONFERENCES

The staff of the Mitchell Before and After School Program observes and documents their findings each month throughout the school year. We offer parent/teacher conferences parallel with the school (November and March). Here we discuss the child/rens progress regarding development and/or their emotional, behavioral, social and physical needs. The childcare and schoolteachers are in constant communication as to meeting the needs of our children.

STATE LICENSING

Presently the George J. Mitchell Before and After School Program is licensed for 125 children. To be licensed by the state, our program must follow the requirements set forth by the Department of Human Services. These requirements cover many areas including yearly staff training, staff-to-child ratios, staff qualifications, snack, etc. Our license assures the safe operation of a childcare program with qualified, trained, and professional staff members.

CHILD ABUSE AND NEGLECT

Because the State Department of Human Services licenses us we are required by law to report any suspected cases of child abuse or neglect. Identity and information shared in this regard is kept strictly confidential.

NON-DISCRIMINATION POLICY

Our program does not discriminate based on race, color, religion, sex, or national origin in the employment of staff or the enrollment of children. It is the policy of the George J. Mitchell Before and After School Program to serve all children to the best of our ability while functioning within our state guided child/adult ratios. The program is open to all Mitchell, Hall and Junior High students. We will work (with reasonable accommodations) to include all children with and without special needs in our program.

CHILDCARE RATES

(Please see the last page for current childcare rates)

IT IS IMPORTANT THAT YOU UNDERSTAND THE WAY THAT CHARGES ARE MADE SO THAT YOU ARE COMFORTABLE WITH YOUR WEEKLY FEES. PLEASE NOTE THE FOLLOWING WITH REGARD TO CHILDCARE WEEKLY TUITION PAYMENTS:

1. Weekly tuition charges are determined by the number of days and times that children are initially scheduled by the parents upon registration.
2. Payment is expected on a weekly basis (unless other arrangements have been made with the director). We accept cash, money orders, or checks; card are not accepted.
3. Bi-weekly and monthly payments may be made, but they need to be paid **AHEAD** versus paying for the weeks or month that has just passed. These types of payments **MUST BE MADE WITH THE DIRECTOR**.
4. **Registration Fee** – There is a \$20 annual registration fee per family. Please be sure to have the fee accompany your registration form each fall.
5. **SPECIAL DAYS** – Additional fees may be applied for extra hours that accrue on early release, teacher in-service, snow days, vacation days, etc.
6. **LATE CHARGES** – Late charges will be added to overdue accounts. Accounts that are overdue will have **an automatic 10% late fee** added to the balance that is due at that time. We do not routinely notify parents of accounts that have late fees so please be sure that you are aware of your account status.
7. **DELINQUENT ACCOUNTS** – All persons whose accounts are still unpaid after three weeks will be dismissed from our program until the balance is paid in full. Parents will be notified prior to this occurring.
8. **LEGAL SCHOOL HOLIDAYS** – Regular weekly charges are waived on legal school holidays when school is closed, and childcare is closed.
9. **FAMILY VACATION** – a two-week written notice must be given to waive childcare fees for an absence due to a family vacation. There is a maximum allowance of two weeks family vacation waiver.
10. **WEEKLY FEE REDUCTION** – In order to reduce weekly fees due to a permanent schedule change we must receive a two-week written notice.
11. **WITHDRAWAL** – A two-week written notice is required for withdrawal from the program. At this time the remaining tuition must be paid in full. **If a notice of two weeks is not given, fees are still assessed and due until we receive a notice of withdrawal. If tuition payments are past due when a child leaves the program parents are still responsible for these fees.**
12. **LATE PICK-UP CHARGE** – We charge a \$5.00 fee per 15 minutes for late pick up of children. Late pick up means anything after our closing time of 5:30. (Example: If you come to pick up your child at 5:50, you would be charged a \$10.00 fee). This policy applies to all families.

13. **SCHOOL VACATION** – There is no charge for school vacations unless your child is scheduled to attend. Children must be signed up in advance on the parent information board. Charges will be based on days and times scheduled.
14. **DISMISSAL FOR LACK OF PAYMENT** – In the event that an account becomes delinquent the program reserves the right to dismiss families. Should the account remain delinquent, the program will forward the balance to a collection's agency for further collection efforts. The collections agency will add fees to the balance due for their services.

TAX INFORMATION

Please let childcare staffs know if your family needs your account information for tax purposes.

TAX ID # IS 36-4653682

Certificate of Quality # is 0388- this is the number that you must use if you are claiming childcare expenses on your state of Maine tax return. **It will give you a double tax credit for the Maine state taxes!!!!** See below:

MAINE DEPENDENT CARE TAX CREDIT

A Maine taxpayer who enrolls a child in a childcare center or home providing "quality" childcare services is eligible for a double childcare tax credit on their Maine individual income tax return. The Department of Human Services Office of Childcare and Head Start defines a "quality" school-aged program as meeting the standard of achieving COA accreditation. To qualify for the double tax credit, you must enter our Quality Certificate number on your Maine State Income Tax Return.

SPECIAL DAYS DURING THE SCHOOL YEAR

TEACHER IN-SERVICE DAYS–

There is no school at all on these days. On these days we will only expect children who are scheduled on signed up sheets. The deadline for sign up is one week before the In-Service.

Children are expected to bring with them a minimum of two snacks and a cold lunch along with proper clothing attire.

Minimum charges are made based on arrival and departure time noted on sign-up sheet. Should children stay longer than previously scheduled, charges will be made accordingly. Children may be deleted from the sign-up sheet before the deadline without being charged, but after the deadline payment must be made whether the child attends or not.

If your child usually attends childcare on these days, but is not signed up and does not attend, your normal weekly fee still applies for that week.

STORM DAYS –

We make every effort to offer a full day program from 6:45am to 5:30pm if school has been canceled due to bad weather. On a rare occasion we will make the decision to close early if the weather is extremely hazardous. Notifications of closure will be made via REMIND app.

****ATTENTION** IF YOU NEED CHILDCARE ON A SNOW DAY YOU MUST CALL US BY 8:30AM ON THAT DAY.**

Calling ahead assures proper staff coverage. We will not expect your child if we did not receive a call. If you call to schedule your child on a snow day and your child does not attend, you will still be charged for the time that you scheduled your child.

Children are expected to bring with them a minimum of two snacks and a cold lunch along with proper clothing attire. **PLEASE REMEMBER TO WALK YOUR CHILD INTO CHILDCARE TO CHECK IN WITH A STAFF MEMBER.**

Snow day early release - If school closes early due to inclement weather, children who are scheduled for childcare that day may come directly to us when school lets out.

NOTE: If your child has not been scheduled, you may call us to request care for that day. You must leave a message with your child and his/her teacher.

Fees will be assessed as if it were a regular early release day.

EARLY RELEASE -

School lets out at 12:30 on Early Release Days. You do not have to schedule your child for an Early Release Day if they are already scheduled to attend on that day. We will automatically expect them. The extra two hours will be added to your weekly fee whether your child is in attendance or not.

DELAYED MORNING –

On a delayed school day childcare is extended in the morning based on the start time of school. Additional fees are added to your weekly fee if your child normally attends on that day whether your child is in attendance or not.

SCHOOL VACATIONS –

The George J. Mitchell Before and After School Program will be open during February and April vacations. Vacation sign-up begins at least one-month prior to vacation with a deadline 10 days before vacation starts. This deadline allows time for the scheduling of staff and activity planning. **(Note: The number of days we are closed during Christmas vacation varies yearly and is based on the current school calendar – parents will be notified at the beginning of the school year.)**

Children who attend the program during school vacations will need to bring a cold lunch, 2 snacks, proper outdoor attire and extra clothes.

NOTE: Staffing is scheduled based on enrollment. Therefore, payment charges are made based on the number of days and times for which children have been scheduled. **If your child does not attend on a vacation day for which they have been scheduled, you are still responsible for payment of that day.** If you have not scheduled your child during vacation days, you will not be charged your regular weekly fee.

HOLIDAYS –

Our program is closed on all legal school holidays. Notification will be given yearly on the School Calendar as to those dates. Please locate those dates in your School Parent Handbook or contact the childcare staff for this information. Childcare fees are waived on days when childcare is closed.

ASK ABOUT EVERYTHING CARE – AUTOMATICALLY SIGNS YOUR CHILD UP FOR ALL SPECIAL DAYS AND PRORATES YOUR WEEKLY FEE.

SUMMER CHILDCARE –

During the summer we offer a 7-week childcare program. Hours of operation are 6:45am-5:30pm. Daily Rates for Summer are \$30/day for one child, \$40/day for two children, \$55/day for three children. Weekly discounts are available for children scheduled Monday-Friday.

Children spend mornings at the Mitchell School and afternoons at the Playground. Free lunch is offered to all students. Mitchell staffs always oversee the children.

The summer program includes themed weeks, field trips all over the state, daily reading, etc. Registration information for summer childcare comes out in February.

DROP-IN SERVICE

Drop-in service is defined as a childcare service that is not needed on a regular basis. Drop-in service should be arranged as much in advance as possible to allow for proper staff coverage. The rates remain the same, but space is not always guaranteed. If a child arrives at the program without prior notification the parent will be called and may be asked to pick up the child.

PARENT INVOLVEMENT COMMITTEE BOARD

The George J. Mitchell Before and After School Program is assisted and supported by a board consisting of administrative staff of the Waterville School District, community members, parents and the director of the George J. Mitchell Before and After School Program. Parents who are interested in being involved with this board are encouraged to contact the director.

Note: Please see childcare director with any questions you may have regarding fees. Scholarships may be available to families who meet the financial aid application criteria. Please see childcare director for more information.

Childcare Rates: - School Year

		1 child	2 children	3 children
Morning		\$7.50/day	\$10/day	\$12.50/day
		\$30/week	\$45/week	\$60/week
Afternoon		\$15/day	\$22.50/day	\$30.00/day
		\$60/week	\$90/week	\$120/week
AM/PM		\$20/day	\$30/day	\$40/day
		\$75/week	\$112.50/week	\$150/week
Add Everything Care				
AM	\$10/wk			
PM	\$5/wk			
AM/PM	\$5/wk			

All Day Childcare

	Per Day	Weekly
1 child	\$35.00	\$150.00
2 children	\$50.00	\$225.00
3 children	\$65.00	\$275.00