



Parent Handbook

“Where care is most like home”

207-807-4207

Effective/Revised January 2024

Hours of Operation:

Monday through Friday from **7:00** am to **5:15** pm

After hour care may also be available for an additional charge.

Care for children 6 weeks through 5 years old.

Maximum number of children permitted is 12 (Depending on children's ages)

Property of Lil' Caboose Child Care

Welcome to Lil' Caboose Child Care.

The purpose of this handbook is to outline the policies and procedures under which we operate as a licensed Child care provider. We understand how important it is to find a suitable safe place for your child or children while you have to be apart. We believe that a child's best interests are very important, as well as being cared for in a safe and loving environment. We give the children in our care opportunities to learn in a family-like setting with mixed age groups, where they can feel safe. They can also grow and build a positive self image. Your child will receive quality personal and individualized care. Your child will have the opportunity to gain and practice language skills, fine & large motor skills and self help skills.

Learning here is "Play based" as well as some structured work. Projects/activities done during our days are developed around the interests and skill levels of the children participating. Kindergarten Readiness and Educational Guidelines and the MELDS Guidelines developed by the local school system and state covering infants through school age are used in the development of projects and lessons. Physical activity is an important part of our day. Your child will have the opportunity for at least 60 minutes of active play a day. Weather permitting this active play will take place outside walking, running, climbing, biking etc. If weather does not allow for outside play, it will take place inside in the form of running, dancing and many other movement games.

We are both First Aid and CPR Certified. We also have experience with certain Medical Behavioral conditions.

To facilitate greater understanding between us, this handbook covers our Child care philosophies, business policies, and expectations.

Please read this handbook carefully and feel free to discuss with us any questions that you may have. Your questions and comments are important so we can achieve the very best experiences for you, your child and myself

Lil' Caboose Child care Philosophy

As parents and child care providers we know the anxiety that comes with leaving your child in someone else's care and trusting them to provide the care you know your child deserves. As Professional Child care Providers, we feel communication is an integral part of this arrangement. The primary goal of our child care program is to provide a safe, family-like environment for your child while you are away. We feel a child's work is play. All activities are intended as an opportunity for building social skills, interacting between children, practicing self help skills in a family-like environment. As family child care providers we encourage families to become involved in the education of their child. We are here not only to educate children but also to contribute in all areas of their lives. I believe that children are active learners developing in three domains: Social/Emotional, Cognitive, and Physical, and are building knowledge through all five of their senses. Our program puts an emphasis on the interactions between the child and caregiver and the interactions between the child and peers of a mixed age group. This environment helps children learn independence, self-control and trust while still respecting others. We encourage the children to make decisions, practice listening, and explore the world around them. By teaching them words for self-expression, we are encouraging cooperation instead of competition. Children can feel comfortable growing and learning at their own pace while we foster self-esteem, positive attitudes, and pro-social behavior. We embrace the idea of building upon simple concepts to prepare the child for larger, more complex tasks and ideas.

Infants and toddlers learn from sounds, textures, tastes, smells, and colors. Cooing and babbling are the basis of communication between a child and their surroundings. The soft, loving touch of a hand and the wet, tickly feelings of grass are lessons just as important as those that can be found in any educational book. These learning processes will begin the defining personality traits of each child. Sky blue, grass green, and rose red are colors in our daily world that help children's brains develop as they learn words for what they see. Children learn from the formation of relationships with peers and adults in their lives, through social referencing. At this age children are looking toward adults as role models and forming ties with the people in their lives.

Curriculum is not just what story is read, what art project is done, or what product is made; a large part of curriculum is playtime. Activities like crawling, walking,

running, throwing, catching, jumping, climbing, and balancing will develop gross motor skills. Once gross motor skills are mastered children can gain fine motor skills. Activities such as building with blocks, stringing beads, drawing, painting, and placing pegs into holes will help with the development of children's fine motor skills, hand-eye coordination, and their sense of direction. These are the same skills that are needed for reading, writing, and math. By embracing each child's development from a very young age, we can assist in building a strong foundation for growth. Together, we can help children by recognizing that educational opportunities exist in the simplest activities.

Our philosophy is that a warm and nurturing environment is made rich by "hands-on", play-learning opportunities. Children learn about themselves and their environment through their surroundings as well as interactions with others. From birth, children are marvelous learners, immediately investigating the sights, sounds and feel of their surroundings. Long before walking and talking, they are already exploring their own abilities and what the world has to offer them. Though much of a child's play and learning is self-motivated and self-directed, it is still important for caregivers to offer opportunities for caregiver-initiated play and learning experiences throughout the day, as well.

Children of all ages in our childcare are given opportunities to learn through experiences with stories, songs/music, art, science, dramatic play, sensory materials, number and letter activities and the outdoors. Even children younger than 2 years, tend to choose to participate in the above activities so our activities are tailored to the interest, abilities and the ages of the children in our care.

Lil' Caboose- General Schedule

This is a general schedule during the school year, knowing that there will be times that we need to be totally flexible and highly affected by the age group we have. Infants rest and eat as required/individual needs. Minimum of 60 minutes, more if possible, of active play outdoors if weather permits.

7:00 AM ~ Doors Open

- Doors open, children start arriving
- Breakfast
- Open-ended play
- Play based learning

8:00 AM

- Children still arriving
- Open ended play continues
- Play based learning continues

9:00 AM

- Children still arriving
- Open-ended play
- Play based learning
- Outside play (weather permitting)

10:00 AM

- Snack

10:00 AM

- Cut off time for drop off (Unless the child has an appointment)

10:15 AM

- Open ended play (inside/outside)
- Play based learning (inside/outside)

1200-12:30 PM

- Lunch

12:30 PM

- Nap/rest time begins

2:30 PM

- Children get up from nap/rest
- Open-ended play (Inside/outside)
- Play based learning

3:45 PM

- Snack
- Open ended play (inside/outside)

5:15 PM

- Daycare closes for the day
- All children are picked up

- Infants rest and eat as required/individual needs, they may not yet follow a schedule
- Weather permitting, children will have regular time for outdoor play. Indoor space also allows for active play throughout the day.

To Parents

We ask that you please respect our profession, our home, and us. The respect that you show us, our home, furnishings, equipment, yard, and other children/adults will communicate itself to your child and will make for a better working relationship. There are certain house rules that all children will be taught and expected to follow.

Acceptance Criteria: It will be decided after we do an initial meeting if your child will be accepted.

Children may be accepted into the Child care program after an initial interview between the child/ren, parent(s), and us. This allows us all to become familiar with each other, the setting and to determine if we feel it would be a good fit here. Also, it may help make the transition more comfortable. Please be aware that child care can not begin until all the State required paperwork and/or documentation is completed and returned to us. This is very important, so please be sure to have these completed **before** the first day of care is scheduled. If they are not completed, care cannot begin. Forms are located on my web page www.lilcaboose.wordpress.com

Hours of Operation:

Monday through Friday from 7:00 am to 5:15 pm

** A scheduled time for drop off and pick up will need to be established**

Parents/Drop off limit:

No drop offs after **10:00AM** unless the child has an appointment. It is disruptive to the schedule, the other children and Teachers.

Communication

To provide the best possible care, please feel free to communicate any needs, wants and or concerns regarding your child. It is only through parents and guardian interaction that a goal of quality nurturing care can be achieved.

Required Enrollment Forms

The following forms are required by the state of Maine and are needed to be completed prior to placement. All forms are located on my website

www.lilcaboose.wordpress.com

**** Additional forms may be required as needed**

1. Registration forms signed by parent or guardian, which includes the date of the last physical examination.
2. Complete record of immunization. For Children not yet in school.

******* (The Department of Health and Human Services strongly advises that children be immunized, I understand the ultimate decision to immunize or not is that of the parent or guardian. Law allows (a) parents/guardians to claim exemptions to immunization requirements based on the child's health and require a physician's letter of medical exemptions to immunization.)

To participate in the program provided at Lil' Caboose Child Care, it is required that children be on the recommended immunization record schedule.

In addition, health information that must be reported to me, when appropriate, will include:

- A. description of any disability, sensory impairment, developmental

variation, seizure disorder, or emotional or behavioral disturbance that may affect adaptation to child care

B. A description of health problems or findings from an examination or screening that need follow-up

C. Results of screenings–vision, hearing, dental, nutrition, developmental, tuberculosis, hemoglobin, urine, lead, etc.

D. Dates of significant communicable diseases (e.g., chickenpox)

E. Prescribed medication(s), including information on recognizing, documenting and reporting potential side effects

F. A description of current acute or chronic health problems under or needing treatment

G. A description of past serious injuries that required medical attention or hospitalization

H. Special instructions for me regarding health care of a child while in our care) ***

I. Permission for “High risk” activities (Bike, wading pool, etc)

REQUIRED FORMS CONTINUED

- Signed consent for child to receive medical treatment.
- Medical History form (If your child has a medical condition)
- Signed Contract.
- Pick up Authorization form.
- Transportation form.
- Financial agreement form
- Disclaimer form stating you **have read and agree** to abide by the Handbook and policies set forth by Nancy Crockett/Lil Caboose child care owner.
- Photo/BLOG release/decline form
- ** Additional forms may be required as needed

Note: All forms must be updated at least every year or sooner according to need. A slot may not be held if the above requirements are not met.

Child Care Agreement/Payment

Payment is due in full each week **by Friday at 5:15** for the following week. You are paying for your child's slot in Daycare, not the number of hours/days that they attend during any given period. Payments are to be made 52 weeks a year.

**** We may have an annual rate increase that aligns with the cost of living. ****

Trial Period and Termination

A period of two weeks trial is given for adjustment. During this time period the parents or the provider may decide to terminate care.

- After the trial period, care can be terminated with a 2 week written notice. Payments for the two weeks will be accepted in lieu of notice. All final payments are to be paid at the time of notice. In case of non-payment, legal actions may be taken and the parents or guardian will pay all legal fees that will be incurred.
- I will also give a two week notice if the child is to be terminated from care. However, any abuse or violation of the rules/policies of the contract/handbook may be just cause for immediate termination.

Discontinuation Of Child Care Services

- We, as the Child Care Providers, do not need to give a 2 week notice, but we will do our best not to let that happen. Reasons that 2 weeks notice may not be given may include, but are not limited to:
 - **Behavioral problems**
 - **Dangerous parental situations.**
 - **Parental/Provider issues or differences**
 - **Failure to pay for child care services on the agreed upon day**
 - **Repeatedly disregarding the policy of this contract**
 - **Repeated failure to pick up your child(ren) at the agreed upon time.**

- **Repeat absences without notice, or repeat late drop off**
- **There are no refunds of payments.**

Termination/Warning Policy:

Lil' Caboose Child care cares for multiple children simultaneously and we work to meet all their needs. In cases when a child's behavior or needs exceed what can be provided while still meeting the group needs, we will need to discuss next steps with family that may include:

- Before the implementation of the termination of a child due to challenging behavior, the staff will take the following steps if parents consent and actively participate in coordinating services for their child:
 1. Communicate with parents to discuss other options and create a collaborative plan with timelines for identified goals and assessment of progress;
 2. Communicate and work with Child Development Services (CDS) or other developmental specialists.
 3. Allow outside agencies into our Child care for the purpose of working on the child's behavioral, therapeutic, developmental or accommodations that would benefit the child's development.
- Terminating the enrollment of a child, when a child's needs cannot be met and the safety/care of other children is in jeopardy and/or accommodations for the child cause undue burden to the staff. Lil' Caboose is not a 1:1 program.
- Parents will be notified of the termination in writing. A minimum of two (2) weeks prior to the termination date. However, if the reason for termination is serious (ex: serious, isolated aggressive or chronically aggressive behaviors), termination can be immediate.

Lil' Caboose Child care reserves the right to terminate services to children and families for the following reasons, but not limited to these specific reasons:

- If tuition payment is not received on or before Friday at 5:15 for the following week.
- If a child's individual developmental needs cannot be met by the staff, parents or CDS and it causes jeopardy to others in the program, adults or children.
- In the Child care setting, or within the daily program, this would include conditions or behaviors which cannot be managed effectively by the staff or which pose a potential threat to the safety and wellbeing of his/her self, the other children or staff.
- If a parent or family member displays inappropriate behavior, either physically, verbally or sexually, toward any staff member, child or parent, then termination will be immediate.
- Depending on the situations/events, a child/Family "May" receive 2 warnings/incident reports then be terminated on the 3rd.

Subsidized Care Fees

I will consider taking on families who receive help from DHHS/ASPIRE for child care costs. Subsidized families are required to pay a co-pay each week, and are responsible to pay this no matter how much it amounts to. Payments must be made on the Friday before the week of care, unless other arrangements are made. Parents are also responsible for knowing how much their co-payment is, and providing all the documentation that DHHS/ASPIRE requires in a timely manner. **If DHHS/ASPIRE does not pay for the weekly fee, the parent will be responsible for payment for services rendered. This includes their two week notice period. All payments will be required to be paid to Nancy Crockett directly.**

Vacations and Absences (All slots)

Lil' Caboose may take 15 days paid vacation per year. Lil' Caboose also may take 5 paid personal days and 5 paid sick days per calendar year.

Vacations may be split up into days, or entire weeks at a time. Parents pay their normal weekly fee during mine and their vacations. I ask for, and will try my best to give at least 2 weeks notice prior to any closed days, with the exception of emergencies, appointments or illness (these are normal days that parents will pay for). In the event that I will be away for a period of time for appointments, and sick days, back-up care is the responsibility of individual parents to make arrangements for.

Note: Weekly fees are for holding a slot not for the hours your child attends.

- Parents are responsible for finding backup care during provider absences.
- There are a limited number of spaces available therefore: weekly payments are not based on child's attendance. No refunds are given for late arrivals or early departures, parental vacations, exclusions due to illness or if you choose not to bring your child to daycare on a given day(s). Payments are required 52 weeks a year.
- I am open "Most" snow days, unless I feel the need to remain closed for part or all of the day. (No power, no heat, excessive snow are just examples). You can see the "Closure" notice in News Center Maine/WCSH6 and will also receive a group text from me.
- My Vacations: If your child is in my care for 6 months or more you will be required to pay for our Vacation. We work year round to earn my Vacations.

Parent(s) Pays for coverage

In the event that I am asked/required to attend an event (School IEP, Court,

etc) and I **AM** able to get coverage, for the convenience of other parents, the requesting parent(s) is responsible for payment to my coverage/back up person that same day.

****I may have rate increases that align with the cost of living ****

“Scheduled” Paid Holidays/Vacations 2024

(If a Holiday falls on Saturday I will be closed Friday. If the Holiday falls in Sunday I will be closed Monday)

New Years Day- January 1

Presidents Day- February 19

Patriots Day- April 15

MAY 16TH CLOSED

Memorial Day- May 27

Juneteenth- June 19

Independence Day & SUMMER VACATION DATES July 1st through July 8th returning July 9th

Labor Day- September 2

Indigenous people's Day- October 14

Veteran's Day- November 11

Thanksgiving Day November 28

Day after Thanksgiving November 29

WINTER VACATION DATES: CRUISE- December 9 through December 16th, returning on December 17th

Close at noon December 24th Christmas Eve

Christmas December 25

New Years January 1st 2025

*** Other Vacation/Personal days may be split into days or a week, nothing additional planned at this time². I will try my best to give at least a two week notice if I am to change my Vacations.

Late Pick-up Fee

\$25.00 for **ANY** portion of the first 15 minutes then \$2.00 per minute after that. Lil' Caboose Child Care hours are Monday thru Friday **7:00am to 5:15pm, please respect our closing time. We have other obligations after work.**

Late Payment Fee

\$25.00 per day that payment is not received on **Friday, before the week of care**. If fee isn't paid by the following Monday for that week's care then your child will not be able to attend until the outstanding balance is paid in full. Continued late payments may result in termination of our contract.

NSF CHECKS

Payments may be made by check, but please be aware that if a check is returned to me for non-sufficient funds, you will be required to pay all fees that I incur as a result of the returned check, plus a \$35.00 fee. If two checks bounce, cash may then be required.

**** Electronic Payments ****

I now have the ability to take electronic payments via Venmo, Cashapp or Paypal.

MATERNITY/EXTENDED LEAVE

In cases of your potential absence due to maternity or extended leave from your job, I still require full childcare rate payments for the entire time of your absence if you want me to hold your child's slot. In cases of maternity leave where you will be placing your new baby into my care, you will be required to fill out all necessary enrollment forms no less than two weeks prior to the baby's starting date. A slot holding deposit is also required at the time you inform me that you will be taking a slot, in the amount of two week's rate for that child. That payment will be applied to the first & last dates of care.

Registration Fee

There is no annual Fee.

Arrival and Departure

Please make all attempts to be in control of your child during pickup and drop off times. While the parents or guardian are on the premises they are responsible for their child.

Authorized people to pick-up

No one other than the parents or designated persons (People listed on the Pick-up authorization form) will be allowed to pick up your child without prior arrangements. I must be notified in advance by a parent only. They must also have a picture ID with them. If they do not, then the child will not go with that person. I want to make sure that everyone is safe. EVERY child must have at least ONE Emergency pick-up listed who can be here within an hour of my call/Text.

Court order

If there is a court order keeping one parent away from the child, I must have a written note from the custodial parent and a copy of the court order in my file to the effect. Otherwise, I cannot prevent the non-custodial parent from picking up the child. If the situation becomes a problem for myself, my family or the other children in my care, services will be immediately terminated.

Nap/Rest time

Nap/Rest time will be every day after lunch to let the children rest for a period of time. The children that are not requiring a nap will be required to have a quiet rest period between 12:30 PM - 2:30 PM. They have the option to read a book or maybe watch a movie, but it must be "Quiet" activities. Due to State requirements, I MUST put your infant child on his/her back during naps with no other objects in the crib. If there is a Medical reason they must sleep in any other position, I will need written documentation and instructions from the child's Physician.

House Rules

The following rules are enforced for the safety and well being of everyone. Please support me in the enforcement of these rules.

- There will be no running or throwing permitted in the Daycare (slow run allowed)
- Hitting, pushing, biting, grabbing, kicking, spitting, or pinching other children/infants/adults will NOT be allowed.
- No standing, bouncing or climbing on chairs, tables, or furniture.
- There will be no use of obscene, derogatory or disrespectful language.
- Children are not permitted to lift and/or carry other children while in my home or on my property.
- ** Respectful treatment of other people and all property, toys, and furniture is expected. Destruction of property will be charged to the parent at the cost to replace the item. Toys are meant to be played with, and if they break it is most likely from wear and tear. Unless a child deliberately takes an item and breaks it, you or your child will not be held accountable.

Rights for Children in Care

Children receiving child care from Providers have the following rights.

1. Children must be free from emotional, physical, sexual abuse, neglect and exploitation.
2. Each Child has the right to freedom from harmful actions or practices that are detrimental to the Child's welfare, and to practices that are potentially harmful to the Child.
3. Each Child has a right to an environment that meets the health and safety standards in this rule.
4. Each Child must be provided childcare services without regard to race, age, national origin, religion, disability, sex or family composition.
5. Children must be treated with dignity, consideration and respect in full recognition of their individuality. This includes the use of Developmentally Appropriate practices by the Provider and Staff Members.
6. Each Child has the right to the implementation of any plan of service that

has been developed for that Child in conjunction with community or state agencies by the Provider.

7. Each Child has a right to Developmentally Appropriate activities, materials, and equipment.

8. Children with disabilities have the right to reasonable modifications to Provider policies and practices.

Behavior Management & Discipline

My philosophy is that you use discipline to teach a child. I achieve this through love, consistency and firmness. The children are explained the rules of the Daycare frequently, as well as reminded, so that they know the guidelines. Once a child understands the rules and disobeys them, hurts another or property, the following developmentally appropriate guidance techniques will be used. These techniques are as follows:

1. Positive Re-enforcement: The child will be encouraged when he/she is demonstrating acceptable behavior.
2. Redirection: The child is redirected to another activity and given an opportunity to try again at another time.
3. The child is separated from the group for a child-regulated period of time. This technique is used only when a child is exhibiting uncontrolled behavior. When the child shows that he/she is ready to demonstrate acceptable behavior, they are encouraged to join the group/activity again.
4. In certain circumstances, I will have a Child sit for a short period of time to reflect on the negative behavior they had just shown. This is immediately following the negative behavior, not later in the day.
5. Last Resort: When a child's behavior is continually upsetting or dangerous to myself or others a conference may be called with the parents or guardian or immediate termination is possible depending on the situation. If the problem can not be resolved, arrangements will have to be made for the child to go elsewhere for care.

Child's behavior when parents are present

Sometimes, if parents and providers are both in the same area (Example: Drop-Off, Pickup and parties) a child may forget the rules or test the boundaries. Please help show your child that you respect the rules of my house, Daycare and property. Remind them that all the rules still apply when you are here.

Child Abuse

I am a mandated reporter. I am required by law to report to the Social Services Office any "suspected" physical, emotional, sexual or any other suspected abuse or neglect.

Mandated reporter (Accusation against Staff)

- a. If Allegations are made against a staff member, that staff will be suspended awaiting investigation results. OR be permitted to work under direct supervision 100% of the time.
- b. If an allegation is made against Nancy, that child will not be permitted to attend pending investigation results.

Translation for English Language Learners-

- c. Google translate
- d. Pictures/images to clarify needs/information
- e. If you are in need of a translator you will be asked if you have a family friend/resource who can translate information.
- f. Prefer written or verbal communication, email or text.
- g. Record management.
- h. You have a right to view your child's file. The process will require a written request.

- i. Verbal requests will not be accepted.
- j. The timeline to produce the records once requested is two weeks. You will receive **copies** of the originals.
- k. Originals must remain on file at the child care. Record will be retained for 3 years.
- l. The facility must adopt written policy for handling all suspected instances of Child abuse or neglect in accordance with Maine statute. Written policy must include, but is not limited to, the following:
 - m. Internal notification procedure of suspected abuse or neglect;
 - n. Conditions that require internal notification of the owner, director, or designee;
 - o. The requirement that any suspicion of abuse and/or neglect must be immediately shared with the owner, director, or designee;
 - p. The requirement that suspected Child abuse and neglect must be immediately reported upon suspicion to Child Protective Intake hotline;
- q. Identification of personnel responsible for contacting the Child Protective Intake hotline;
- r. Protocol to notify all relevant parties that suspected Child abuse and neglect has been reported to Child Protective Intake;
- s. Completion of incident reports, including: the details of the allegation or suspicion, the date Child Protective Intake was called, which relevant parties were notified the report was filed, and whether or not the parent/guardian was notified of the allegation; and
- t. Parental notification, including the determination how and what information will be shared with a parent/legal guardian when Child Protective Intake has been contacted.

Crisis plan-close early/emergency plan

- In the event of an emergency evacuation, we will relocate to the large Dark gray house next door to me to the right, 20 Paige Drive or 15 Paige Dr, the smaller dark gray house to the left. Parents will be contacted with instructions.

Meals

The children will be offered Meals and Snacks, but not forced to eat. If the child does not like the meal that is being served then a sandwich or another option will be offered. Please do not send candy, gum, sweet drinks, sugary sweets etc with the children. Infants need to have formula or breast milk and baby food provided until they are able to eat table food. Please be sure I have sufficient amounts on hand at all times. The State does not allow the use of glass bottles at a Child Care. Parents may opt to provide their own food if they would like.

Special Diets

If a child has a particular dietary need, substantiated by a medical evaluation, I must be informed and Substitute meals or snacks may then be brought from home.

Clothing

Please **do not** send your child to daycare in clothes that would upset you or your child when they get dirty. Two extra sets of clothing should be brought to daycare and can be left here in the child's cubby. Clothing needs to be appropriate for the season, in case of accidents with paint, mud, sand, food, markers, potty training, ect. Please make sure your child's name is on each piece of clothing. During the summer months, we like to be outside as much as possible. Sunscreen, provided by the parent, can be kept here, labeled with your child's name. Also, a bathing suit and towel for the wading pool needs to be provided by the parents. During the winter months, outside clothes need to be provided for your child. We will be going out to play as much as we can, Weather permitting. You may leave outside

clothes (ie: snow pants, water proof mittens, hats, gloves, ect) here, labeled with your child's name, or bring them to daycare daily. Snow boots are also important and should be worn or brought daily. Please remember, if your child is not dressed for outside play, we all may not be able to go outside that day.

Diapers

Parents are responsible for providing plenty of diapers, wipes, diaper rash cream, ect. Diapers are checked and changed every 2 to 2 ½ hours or more frequently if required. Exception, each child will be diapered after waking up from their nap. Hand washing of myself and the child is performed after each change. You are welcome to leave a full pack of diapers, wipes, ect here, and I will notify you when your child's supply is getting low.

Toilet/Potty Training

Toilet Training must first begin at home. Toilet training will be done in a relaxed manner with the cooperation of the parents. If potty training is begun when your child is "ready", the task should go well. I will follow through and encourage your child while in my care. **Please keep in mind** that the activity level here can distract your child from responding to an urge to use the potty, more so than at your home. Therefore, I will continue to use diapers or pull-ups until your child can and will announce that he/she must use the bathroom (not just at home, but here, also) and can control his/her bladder and bowels for a few minutes beyond that announcement. When the child has reached this point, training pants, not plain terry cloth, with plastic pants may be used. When accidents are only happening once every other week, 5-ply training pants can be used without plastic pants. There are new things coming out everyday, so there may be something else. Please do not bring your child in panties or underwear until he/she has naptime and bedtime control established.

**** Toys ****

Toys should not be brought from home. I cannot take responsibility for lost, stolen or broken toys brought from home. Also, especially now, we don't need any additional germs brought in.

Child Development

All children develop skills and abilities at different times. A summary of typical ages for different skills to be evident can be found here:

https://www.cdc.gov/ncbddd/actearly/pdf/checklists/all_checklists.pdf

If your child needs support meeting milestones while in our program we work collaboratively with Child Development Services (CDS). Early interventions help children prepare for a successful and lower stress transition into the school system. CDS often comes to the child care to observe the children and identify those who would benefit from on-going developmental services that will occur in the child care setting. Additional information about Child Development Services can be found at:

<https://www.maine.gov/doe/learning/cds/families>.

My Property

Should your child deliberately destroy any of my items or other property through misuse or willfulness, the parent will be required to replace it.

Attendance

If you will not be bringing your child to Daycare due to illness or any other reason, please let me know by **7:00 AM**, or as soon as you are aware. Payment is still due for that day.

Health Matters/Sickness/Illness Policy

Sick care is not provided and does not affect your weekly fee. Most Daycare's guidelines follow those of the local public schools. A sick child may be turned away at the door if necessary.

If a child becomes sick during the day and needs to be picked up, a parent or Emergency contact **MUST** pick that child up within **30 MINUTES of being notified.** **This is not debatable.** Keeping all children in care healthy is a partnership between parents, child care providers, the children themselves and the medical provider. My goal is to keep all children in my care healthy, as well as their families and me and my family. Some illnesses require exclusion of sick children to ensure protection of other children and staff.

**** It is extremely important,** especially in instances of illness or emergency that the emergency contact information is correct. Please report any changes immediately to keep all information current.

IMPORTANT ** Please remember that germs brought into the daycare setting usually hit everyone else. And, although I totally understand that parents do not want to miss work, I also do not want illness spreading to myself, my family or other Children and their families. 2020 through 2022 were bad years for the spread of illness. If your child falls into ANY of the descriptions below, they **NEED** to be home. It is the parent's responsibility to find alternative care for sick children. ******

As a provider, I will do my best to make parents aware of illnesses that are around or going through our daycare group or my home.

If your child is sick at school, please do not send them here after school. If the school nurse calls you, it is your responsibility to go pick up your child from school, but they cannot be brought here.

PLEASE READ AND SIGN AGREEING TO ABIDE BY:

**** Some Exclusions for Illness are: ****

- The illness prevents the child from comfortably participating in daily activities.
- Constant or persistent cough.
- The illness requires more care than I am able to provide without compromising the health and safety of the other children.
- A non clear runny nose (cloudy, yellow, green).
- The symptoms also indicate a child must stay home from care to avoid the spread of illness or infection to others:
- Fever above 99.4 Degrees under the arm or 100.4 degrees orally.
- Children may not return to care until they have been fever free without Tylenol or any other medication for at **least 24 hours**. This means that they will not be allowed in care on the day following a fever.
- Diarrhea. (More than two loose stools in a 24 hour period). If a child has two or more loose stools in a day, he/she will be sent home.
- Vomiting in a 24 hour period. If a child vomits at home, please do not bring them to Daycare. If the child vomits while in care, they will need to be **Picked up within the hour** of the contact being notified and remain home the full 24 hour period.
- Pink-eye: The child will not be allowed in care or back into care until they have been seen by a physician and have had 24 hours of treatment.
- Unexplained rashes (rashes are not only pink/red) or an outbreak of dots/bumps (could “possibly” be Chicken pox or even molluscum contagiosum, a common skin problem in children)
- Impetigo, until 24 hours after treatment has been initiated.
- Tuberculosis, until a health care provider states that the child can attend child care.
- Hepatitis A, chickenpox, mumps, measles, rubella or shingles, scabies or chicken pox the child cannot return to care until after treatment has begun and the sores have crusted over. Their return must also be approved by a physician.
- **** Head lice:** Parents will be informed and the child should be treated by the parent as recommended per the following reliable website**

******<http://www.hsph.harvard.edu/headlice.html>

- After effective treatment the child can return.

**** Lice Policy extended:** Children are not permitted to be in my care if they have signs, symptoms or visual Lice or nits. This is mine and my family's home, not just my work, and that is one way I can ensure that we, as well as other children that attend Daycare here, have limited exposure. It is the PARENT'S responsibility to check their own child(ren) before bringing them here for care. And to be up front and honest if their child does have them, so others can be informed.

Temporary Dismissal due to Lice

When a case of head lice/nits is found:

Parents will be notified that lice/Nits have been found on their child(ren). Parent's are expected to pick-up their child(ren) immediately. Parents should take proper steps to check their children as soon as possible. Parents should check all their children carefully each day for the next few weeks and to continue checking as part of their routine hygiene.

That child(ren) may return as soon as she or he is free of lice and nits.

Parents should understand the importance of screening often, detecting head lice and nits as early as possible and removing them safely and effectively. It is helpful to have effective lice combs on hand to ensure the child is treated safely and successfully and able to return as quickly as possible. The comb can also be used for parents to screen themselves.

****** Parents should also understand the risks of using pesticidal lice products and be informed of non-chemical treatment alternatives. It has been suggested, by the American Academy of Pediatrics and the National Association of School Nurses, that parents make lice inspection part of the child's personal hygiene care routine at home. Screenings are most easily done as part of the child's normal routine – after bathing or showering when their hair would be combed anyway. ******

Please note: If the issue continues to occur with the same child/family, it may be cause for termination of care.

What to Do If a Child Requires Exclusion

Illnesses that occur during the day will be handled in the daycare by isolation and the parent contacted to pick up immediately. I will separate the child from the other children in such a way that the child can be seen and supervised, and does not feel punished in any way.

Parents will be contacted to have the child picked up **within 30 MINUTES** to prevent the spread of infection to other children and staff, and to allow the child time to rest, recover, and be treated for the illness.

I will continue to observe the child for other symptoms until picked up.

Note: This sickness policy applies to my family and myself as well. If I will be CLOSED due to illness, you will be notified by 6:00 am or sooner, Via group Text message. I try very hard not to CLOSE, and if I or my child/husband is not feeling well, but I will be open, I will let you know and it is your decision whether to bring your child or not.

COVID-19 ADDENDUM TO CONTRACT (As required by the State of Maine, DHHS and CDC)

This addendum is in addition to my current contract and does not forgo policies in place at time of enrollment.

For health and wellness protection there is a ZERO SYMPTOM POLICY in effect. This is NOT because I think every symptom is related to COVID-19, yet somewhat limits exposure to bodily fluids in our environment. I want all immune systems to be as healthy as possible. If your child is sent home with symptoms it is strongly recommended that they be Tested for COVID. Their absence will be required for anywhere from 2-14 days depending on

symptom evaluation after the first sign of illness. This is to protect everyone in the child care as well as their families.

Exposure to someone who has COVID:

If your child has been exposed to another person who HAS COVID they will be required to be isolated from care for 10 days and negative test results.

COVID- some symptoms

- Fever
- Nasal congestion/runny nose
- Cough
- Sore throat
- Shortness of breath
- Fatigue
- Headache
- Muscle aches
- Nausea/Vomiting
- Diarrhea
- Poor feeding or poor appetite

NO ONE can guarantee there will be no unknown or unintentional exposure during care and families that choose to attend release liability and accept any and all responsibility for medical expenses for treatment and/or transportation.

Things to consider before bringing your child:

- NO Tylenol, Motrin and any other fever reducing medicine is to be given before the child/children are brought to childcare.
- If a child has a fever of 99.4 under the arm or 100.4 or higher by other means or any other symptoms that could be related to COVID will be sent home and need PROMPT pick-up.
- If pick-up is required the COVID precautions will go into effect and the child/children will be required to quarantine from childcare for 10 days unless a different diagnosis, from a Physician, has been determined. A Physician's note with the diagnosis on it is required before the child/children will be allowed to return. Even if there is an alternative diagnosis the child must be fever free, without medication for 24 hours before returning to childcare. I have the final say as to whether a child can return to care.
- At any time, it may be required that parents stay at the door during drop off and pick-up in order to reduce exposure within the childcare.
- No outside items will be permitted within the child care. ONLY items that should be brought to child care are items that are to stay here like diapers and extra clothing (Please refrain from allowing your child/children to bring personal items. More **specifically, TOYS** from home need to remain at home. Germs travel in many forms.
-

*** Medication ***

I can administer Prescription and non-prescription Medications, supplied by the parent, as long as written instructions with the child's name, dose and times accompany the medication and signed consent form. All medications must be in the original container with the child's name clearly written on it.

ALLERGIES: Please supply anything that may be needed during your child's time in care with me. Inhalers, EpiPens, etc with written instruction and signed consent form.

Medical Emergencies

These rules also apply in the case of myself becoming ill/injured or someone in my family.

In case of a serious accident or sudden illness requiring medical attention, the following procedures are followed:

1. A phone call is made to 911.
2. Child's parents or emergency contacts are called and must be here **ASAP**, if child is not being transported by Ambulance
3. Child and health records are taken to emergency services by myself or by ambulance.
4. In all cases, an emergency report is completed and a copy is given to parents.

**** Parents are required, each year, to check their child(rens) paperwork to be sure everything is current, up to date and accurate. You may be required to complete new forms.****

*It is extremely important, especially in instances of illness or emergency that the **Emergency contact** information is correct. Please report any changes immediately to keep all my information current.

* For minor injuries like bumps or bruises, I will provide first aid care at my home. If the injury is more serious (Example: needs stitches, broken bones or dislocation, etc) the parents will be notified, 911 will be called. Parents will be responsible for all costs involved in emergency medical treatment, including emergency transportation if required.

Parent Involvement Philosophy: The Lil' Caboose Child Care Program believes that parent involvement is essential to their child's development. Children need to be treated with respect and warmth in an accepting and positive environment where the needs of the whole child are met.

I expect the child to learn and grow while following individual interests with a hands on manner, for PLAY IS CHILDREN'S WORK.

- * We are friendly, open, and flexible.
- * We want to create strong relationships with families and Children.
- * We depend on parents to help identify children's strengths, needs, and interests.
- * We listen to parent's suggestions.
- * Together, we can help children succeed.
- * We will provide written daily notes about infants.
- * We offer parent conferences whenever you would like. This is a chance for us to communicate about your child.
- * When needed, we will give you a written report of incidents, such as, accidents/injuries.
- * We want to know if you are satisfied with my services. I ask for your suggestions anytime.
- * Every year, I ask all families to complete a satisfaction survey.
- * All of our policies are written in the Parent/Family Handbook that you have access to at www.lilcaboose.wordpress.com.
- * The Handbook spells out our responsibilities and the expectations that we have of you.
- * Parent's are also invited to Volunteer and share in some of our activities. Come read to the children, have lunch with us etc. Also participating in celebrations, contributing supplies, food etc. Saving recyclable materials for us to use here.

Payment

Payment is expected in full on Friday for the following week's care. If your child does not attend daycare on Friday payment is still expected that day, unless other arrangements have been made with me prior. Payments are made 52 weeks a year.

RULES

- NO shoes allowed in the new Daycare area.
- **PARENTS** must come in to sign your child in & out daily.
- **No** drop offs after 10:00 AM unless due to an appointment.
- Treat **EVERYONE** with **RESPECT** while on the premises and any communication sent out. (If you choose to violate this, you and your child will be suspended for one week. Second violation you will be terminated.)
- I am not responsible for picking up or dropping off your child.
- Please do not send your child with personal items (Toys/Books etc)
- **PARKING:** Be respectful of other parents when you park. Do not block the entire driveway, not allowing others to pull in. IF possible, do not block others in so they cannot leave. The street is always available to park in.
- Do not drive on the grass to turn around.
- Parents may be contacted during the day to come pick up their child if the child's behavior is affecting myself and other children or if they are sick you are expected to pick up within 30 MINUTES.
- If you or your child receive three warnings/strikes, that will result in immediate termination.
- Please be mindful of your language while on the property as there are children around that can hear it.
- Lastly my working hours are **7:00AM** to **5:15PM**, I expect you to be here **before** I close. There will be late fees applied. It isn't about the late fee it is about respecting my hours, me and my home and my family.

Both parents please sign and date this notification as acknowledgement that you agree to abide by these rules.

DISCLAIMER/AGREEMENT FOR YOU TO READ AND SIGN IS BELOW.

By signing this disclaimer you are agreeing to abide by all rules and policies mentioned in this Handbook.

Disclaimer

I/we hereby agree to comply with the rules and regulations of Lil' Caboose Child care regarding fees, Rates/New rates, attendance, health, clothing, sickness policies and other items specified in the Parents Handbook issued by Lil' Caboose Child Care. I am aware of the scheduled child care holidays/Vacations. The information contained in the Parent Handbook as well as the rates are subject to change. You will be notified in writing of any changes before they go into effect. By signing this agreement, I/we agree to honor all terms of this contract, and the written policies of Lil' Caboose Child care, now and in the future. Breach of the contract in any way from the parents, may result in immediate termination of all services.

We, _____/_____, acknowledge that we have access to the Lil' Caboose Handbook. Also, that we have read and agree to abide by the rules of Lil' Caboose Child Care and the Handbook.

_____/_____

Parent or Guardian Signature

_____/_____

Date

Contract is located at: www.lilcaboose.wordpress.com