



FirstKids Children's Learning Center

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SOME THINGS PARENTS SHOULD KNOW

Welcome to FirstKids Children's Learning Center. It is our desire to be partners with you in caring for your child. This handout contains some of FirstKids' important policies and procedures. We welcome your feedback and encourage you to speak with staff about any of these policies, and any concerns or questions you may have throughout the year.

FirstKids Is Open *(Chap. 1.section 15.1.2)*

Monday thru Friday 7:30 AM – 5:30 PM. We are closed on certain holidays, including New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving (and the day after), and Christmas Day. We are not governed by the School District snow closing policies but our decision to close or stay open will be made based on safety concerns for our staff and students.

FirstKids Is Full of Fun and Active Learning

FirstKids offers 2-day, 3-day and 5-day programs for children ages 1½ – 5 years old, *(Chap.1, section 15.1.1)* including pre-school and pre-kindergarten programs. Daily activities include Reading Readiness, Math, Circle Time, Social Skills Building, Movement, Art, Science, Dramatic Play, Sensory Activities, and Outdoor Play. We go outside every day and take walking field trips each week, except in extreme weather conditions, so please be sure your child is dressed for the outdoors. *(Chap.1, sections 15.1.4.1 & 15.1.4.2).*

Dress for Play Every Day: *(Chap. 1 section 15.2)*

Your children will be playing every day, both indoors and outdoors. They will be going up and down stairs, playing on the playground, running, and taking walking field trips. It is important for your children to be safe and comfortable in all activities. Please be sure that your children are dressed for the weather, and wear sneakers or closed toe shoes every day. Flip-flops should never be worn at school. Please also leave an extra set of clothes for your child in case their clothes become wet or soiled.

FirstKids Loves Parent Involvement *(Chap. 1, section 15.1.5)*

We encourage parent participation in all aspects of the program. Parents are welcome to visit at any time, and volunteer as often as they are able. Please let us know if you have any special skills or interests you would like to share with the children. Parents are needed for chaperoning field trips periodically scheduled throughout the year. Volunteers the age of 16 and over are also encouraged to participate in our program. *(Chap. 1 section 11.2.2)*

Qualified and Trained Staff *(Chap. 2, section 25.2.2)*

FirstKids is pleased to have qualified and trained staff. Teachers are CPR, AED and First aid trained according to the American Heart Association. *(Chap. 1 section 12.1.3)* Our staff members demonstrate the ability and willingness to comply with all applicable laws and rules and the ability to provide safe and compassionate services. Teachers also participate in continuing education trainings totaling over 12 hours per year. Staff is also required to report any licensing violations to the Maine DHHS licensing program. *(Chap. 1 section 9.2.2.11)*

Licensed as a Small Childcare Facility established in the spring of 2014, FirstKids will only care for children ages 0 to 12 and only 12 or less children at any given time during the day. FirstKids license requires one qualified teacher to eight children,

and two qualified teachers to 12 children. Many times FirstKids has two qualified staff members on the property allowing staff supervision. (*Chap.1 section 9.2.2.10*)

FirstKids Teaches Responsibility, Respect and Safety (*Chap. 1, section 13 thru 16*)

FirstKids' purpose is to teach, guide, nurture, and encourage all children to be responsible, respectful, and safe. The child guidance strategies are designed to encourage self-control, self-direction, self-esteem and cooperation. To that end, we use the most current, age appropriate child guidance strategies. These strategies include constant adult interaction, supervision, and direction, conflict resolution, and use of language skills, praise, positive reinforcement, re-direction, and "Personal Reflection" times as needed and appropriate. Our daily communication with parents will include reporting any behaviors that required intervention. We welcome and encourage parents to give us feedback about their children and our program. There may be rare occasions when FirstKids feels that a child's needs cannot be served by the school, or when a child's behaviors are so disruptive to the school routine that a decision may be made to dismiss the child. This is an extreme measure and FirstKids will first notify and work with parents to address the problems in an effort to avoid dismissing a child from the program. However, the decision to dismiss a child from the program is entirely within the discretion of FirstKids.

Rights for Children in Child Care Facilities (*Chap.1, section 10*)

The teachers of FirstKids will assure that your child is free from mental, verbal, physical and/or sexual abuse, neglect and exploitation. Teachers will also keep your child's confidentiality pertaining to Chapter 1, section 9.14 of the Rules of Child Care Facilities.

Children have the right to be free from discrimination and will not be treated unjust or have prejudicial treatment of different categories of people or things, especially on the grounds of race, age, disability, or sex. (*chap. 1 section 10.5*)

Fire Evacuation and Drills (*Chap.1 section 18.6*)

Staff members will conduct monthly Fire evacuation and drills.

A Fun-Filled Day of Activities

- 7:30-9:00 Arrival, structured free play
- 9:00-9:30 Circle Time
- 9:30-10:00 Special
- 10:00-10:30 Snack
- 10:30-11:30 Outside play
- 11:30-2:00 Lunch, read-a-loud and rest time
- 2:00 – 3:00 Wake up and Snack
- 3:00-4:00 Centers 4:00-5:00
- Outside play 5:00-5:30 Clean up and Pack up

Get Well Soon

Please do not send your child to school if he/she has been vomiting or had a fever above 99° in the previous 24 hours. If your child becomes ill at school, we will contact you. You will need to arrange to pick up your child if he or she is vomiting or has a fever above 99°. If we cannot reach you, we will contact your alternative/emergency contact(s) to arrange for your child to be picked up.

We are required to notify the Maine Center for Disease Control and Prevention when we become aware of certain conditions.

Emergencies

We will notify you in the event of an emergency with your child or at the school. If we cannot reach you, we will contact your alternative emergency contact(s). Please be sure to have a plan in place in the event we need to send your child home during the school day. In the event your child is injured, or becomes ill, we will document the incident and contact you as necessary. Records of injuries, serious behavior incidents and illness will be maintained in your child's file and copies will be provided to you.

Administration of Medications

FirstKids staff cannot administer prescription or over-the-counter medication to your child without your express written consent. Please make every effort to administer any needed medication to your child before or after school. If your child needs to take medication during the school day, please complete a Medication form with the specific medication, dosage, and days and times to be administered. All medication must be delivered by the parent/guardian to FirstKids staff and must be in the original container. Please do not send medications into school with your child.

We will ask for your permission to apply sunscreen and bug repellent. Please be sure to let us know if your child has any allergies or sensitivities to these products. It is best if you leave your preferred sunscreen and bug repellent at school for us to apply as needed. We also have these products at school. In either case, we need your permission to apply it to your child.

Snacks and Meals

FirstKids provides morning and afternoon snack and drink for every child. Please let us know if your child has any food allergies we should be aware of. Each child should bring his or her own lunch and lunch drink. FirstKids has a refrigerator and microwave oven available for storage and heating of lunches. We will also provide a time in the morning for eating breakfast if your child brings breakfast to school.

Nap/Rest Time

Naptime FirstKids' daily schedule includes a two hour nap/rest time during which children are required to nap or rest quietly on their cots. FirstKids provides a cot and sheet for each child. The sheets will be laundered regularly every week and overnight if the sheet becomes soiled during the day. Children may bring in their own blankets, which should be taken home at least once a week for laundering. Children may bring in a stuffed companion for naptime only, but it must remain in their cubby at all other times.

Toys from Home

Children should not bring in any other toys or items from home as this often leads to conflict with other children, and we cannot guarantee the safety of items from home. There will be exceptions made during the year when children may bring in a special item from home for special occasions, and you will be notified in advance of those dates.

Drop off and Pick up

Drop Off – Please let us know if your child has any separation anxiety. We have found it best if you are able to simply drop your child off at the door where our teachers will be waiting to greet them, and escort them to their classroom. Prolonged good-byes often prevent the child from becoming comfortable with the temporary separation from parents that is normal as children enter school. As children, get ready to enter kindergarten it is important that they learn how to say good-bye to parents in the morning, knowing that they will be reunited after school. If you have any concerns about how your child is adjusting, you are welcome to observe from outside the classroom, or call us during the day to check in.

Pick Up – We will only release your child to those people you have designated in writing. We will check identification if we do not know the person picking up your child. If your pick-up plans change, please notify us as soon as possible. It is a good idea to let your child know ahead of time, so they will not be confused or distressed.

Security

FirstKids takes your children's safety and security seriously. The outside doors to the school will be locked during the school day, and access can only be gained by being admitted by a staff- member. Parents/legal guardians are welcome to visit the school at any time without advanced notice. FirstKids requires advance notice from all other visitors, and may, in its discretion, limit visits by individuals who are not parents or legal guardians of currently enrolled children. Licensing and

Reporting

FirstKids is a Childcare Center licensed by the Maine Department of Health and Human Services. FirstKids is a mandated reporter under the Child Protection laws of the State of Maine.

Tuition Policies

Tuition is due in advance. If paying by the week, tuition is due the Friday before. If paying by the month, tuition is due before the first of the month. Tuition is not credited for days that the student absent.

Tuition credit will be issued for days school is closed.

Reference:

Rules for the Licensing of Child Care Facilities, 10-148 CMR Chapter 32, August 27, 2008

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