

# *City of Augusta Childcare Bureau*



## *School-Age Child Care 2017-2018 Parent Handbook*

## **Table of Contents**

	<b><u>Page</u></b>
Welcome, Mission Statement, Program Philosophy	3
General Information, School Year Enrollment	4
Office Hours, Phone Number	4
Confidentiality	5
Anti-Discriminatory Policy (Statement of Inclusion), Research Policy	6
Right to Refuse Service Policy	7
Fees, Payment/ REC1 Software	7
Financial Agreement, Withdrawing from Program, Subsidized Childcare	8
School Holiday Schedule, Workshop/ER Schedule	9
Outside Agencies	10
Before School Care, After School Care	11
ER Days, All Day Care, Snow Day Care	12
Wellness Policy (Physical Activity)	12-14
Breakfast, Lunch and Snacks	14
Checking in and out of care	15
Impairment Policy	15
Late Pick Up Fees	16
Tax Statements, Double tax credits ALL SITES ☺	16
Parent/Staff Communications	16
Parent-Teacher Conferences	16
Parent Involvement	17
Family Questionnaires	17
Parent Advisory Committee	17
Volunteers, Fire Drills, Absences and Messages	18
Site Cell Phone Numbers	18
Cell Phones for Children	19
Clothing & Attire	19
Medication, Asthma, Health Procedure	19
Lice, Ticks, Sunscreen	20
Emergency Medical Care	20
Personal Items	21
Excursions, Child Abuse	21
Behavior Procedure	22
Discipline	22
Suspension and Termination	23
Behavior Notice to Parent Summer Care,	24
Summer Care	25
Water Safety Plan	26
Code of Ethics (Rights and Responsibilities)	Handout

## WELCOME 😊

Dear Parents/Guardians:

We welcome you and your child to what we trust will be an extension of your home. By working together we will provide an environment that promotes quality care and education to the individual child. We are committed to the continuing professional development of our staff, and the involvement of parents in their children's care.

The City of Augusta through the Childcare Bureau has been servicing parents in the Augusta area since 1992. We aim to offer individual attention to parents and their children.

Each of the Before and After School Childcare Sites are licensed through the Department of Health and Human Services Childcare Licensing Unit, and are part of the state's Quality Rating System.

I encourage you to contact the Childcare office @ 626-2350 if you have any questions or comments.

Sincerely,

*Karen Hatch*

Karen Hatch  
Childcare Director  
[karen.hatch@augustamaine.gov](mailto:karen.hatch@augustamaine.gov)

### ***Mission Statement***

The mission of the City of Augusta Childcare Program is to provide a quality, valuable, community service offering a safe, flexible, affordable program for parents and guardians to place their children when they are away from home.

### ***Program Philosophy***

In each of the City of Augusta's Before and After School Childcare programs WE believe that each child is special and precious and has the right to be happy and well cared for in the absence of their parents.

WE believe that each child should have the opportunity to develop a healthy and positive self-esteem.

WE believe in providing a balanced and relaxed learning environment where children can play at their own pace and level of development.

## GENERAL INFORMATION

School age childcare is care provided during the school year for children in K-6 and in the summer for children **ENTERING** Kindergarten in the fall – 6<sup>th</sup> grades. Care is available Monday through Friday, including snow days, early release days, workshop days and school vacations. During the school year childcare is referred to as “Before and After-School Care” and in the summer it is referred to as “Day Camp”. Non-residents may enroll their children but are required to pay a non-resident fee.

The City of Augusta Childcare Bureau does not discriminate based on race, ethnicity, culture, nationality, religion, age, gender, sexual orientation, socio-economic differences, physical disabilities, or learning style.

## SCHOOL YEAR ENROLLMENT

Applications for enrollment for the School Year 2017-18 will be available beginning August 1, 2017.

To enroll your child(ren) come to the Buker Community Center located at 22 Armory Street. Augusta. NEW \*Paperwork needs to be filled out regardless if you have previously been in the program. ONCE your paperwork is completed and turned into the office, payments may be made online @ [www.augustamaine.gov](http://www.augustamaine.gov) click on the childcare link and then on the REC1 icon.

**Enrollment deadline to have your child attend the first week of care will be Monday, August 28 2017 at 4:30pm. Any application received after this date will have to start until after Labor Day on Tuesday, Sept. 5, 2017.**

\*\* Applications available at the City of Augusta website ([www.augustamaine.gov](http://www.augustamaine.gov)) to print and complete

### OFFICE HOURS

7:30 a.m. to 4:30 p.m.

Monday – Friday

### OFFICE PHONE NUMBER

626-2350

The information asked for on the enrollment form is required by the State of Maine Childcare Licensing. Information is confidential and is by NO MEANS meant to be discriminatory or offensive to parents. We have tried to put all categories that fit today’s family situations. If you feel you need to explain your situation please don’t hesitate to ask to talk to the Childcare Director when filling out or bringing in your application.

If a BEHAVIOR SPECIALIST is coming to the program with your child, the Agency supplying this person, the specialist, along with the parents, MUST meet with the Childcare Director BEFORE the child attends. Staff needs to be made aware of what the situation is and what the plan is for the child.

The information obtained is to be used to keep your child safe and to provide the best possible care. If there is a “non-custodial” parent that is NOT allowed to pick up your child due to a PROTECTION ORDER being in place, we need a copy of the order for your child’s file and to have on the childcare site. If there is NOT a PROTECTION ORDER in place and you do NOT want a non-custodial parent picking up your child, you must put that request in writing and explain the circumstances. Keep in mind, without a legal document in place, a biological parent has the right to pick up their child. In the event that were to happen, staff would try to deter the person, and contact you the custodial parent. Ultimately staff would have to release the child.

As you are enrolling your child into the program PLEASE let us know anything about your child that will help STAFF better care for them. If your child has food allergies, medical conditions, behavioral issues, special needs, likes and dislikes, it is better that staff know ahead of time so accommodations can be made.

As the parent, you must notify the school that your child is attending the AFTER SCHOOL childcare program.

Please STRESS to your child that they are NOT to take the bus home but are to go to childcare. The release of school is a confusing time and depending on which school your child attends it can take a while to realize that a child has mistakenly gotten on to a bus.

## CONFIDENTIALITY

**ALL** contents of childcare records are confidential and will be kept confidential. WE are aware of our ethical and legal responsibility to protect the privacy of individuals and families within the childcare program.

Below are some examples of how the program will protect confidential information while providing quality care.

*Notification of communicable illnesses.* When any child in care is diagnosed with a communicable illness or condition, such as chicken pox, impetigo, head lice and many others, we are required to notify program staff and the families of any children who may have been exposed. The notification will be done without mentioning of the diagnosed child.

*Children with special needs.* Enrolled children may have special needs due to disabilities or chronic health conditions. To ensure their safety at times certain policies will be made that have an effect on all of the families in the program. A common example of such a policy is one that prohibits families from bringing some types of food to the program site, to accommodate the restricted diet of another child. (i.e. peanut free policy, sugar-laden cakes and cookies) Notification of the policies would explain that there is a child in the program whose serious health condition makes the policy necessary, but the notification will NOT mention the affected child by name.

Except as provided by law, confidential information MAY NOT be released without a court order or a written release from the person about whom the confidential information has been requested. (9.14 - 9:14.4 of Rules for the Licensing of Childcare Facilities)

The childcare program will inform children, youth, and their parents or legal guardians prior to the disclosure of confidential or private information. (COA Accreditation Standard CYD-AYD 17.05)

There are some circumstances under which identifying information needs to be shared.

*Program staff and the "need to know".* To ensure the health and safety of children with special needs, teachers, caregivers, and other program staff who interact with the children should be informed of the identities of children with special health concerns on a "need to know" basis.

For example, staff that prepare and serve food should be fully aware of which children have food allergies and what each affected child is allergic to. Staff members who monitor the children on the playground should be aware if any children are allergic to bee stings, or if any children have a chronic condition which warrants especially close monitoring during play (such as poorly controlled epilepsy, or diabetes treated by insulin injection).

Primary staff and substitute staff need to know if any children in care have been prescribed medications, for what reasons, and what the possible side effects are, since they are likely to be administering the medications and monitoring the reaction.

If a family is working with an outside agency, and a worker is coming into the childcare program, the family will be asked to sign a Confidentiality Release form for the childcare staff to communicate with the outside agency staff in regards to the care of the child.

The childcare program is legally or ethically permitted or required to **release information without parent consent** in the **case of being court ordered, outbreaks of reportable illnesses** to the Maine Center for Disease control (17.4.2.3 Rules for the Licensing of Childcare Facilities) , which during such reporting, identifying information about the affected child, including name, age and how to contact the family has to be provided to Maine Center for Disease Control **or reporting child abuse or neglect**. In calling Child Protective Services to make the report, the intake process requires disclosure of the child's name, address, parents or guardian's name and possible additional details. In this situation the child's safety and welfare come before the family's right to confidentiality.

### **ANTI-DISCRIMINATORY POLICY (Statement of Inclusion)**

It is our policy to serve all children to the best of our ability. We will work within reasonable accommodations to include all children with special needs in the program. However, if your child(ren) needs a one-on-one specialized support person, we are not trained, nor do we have the staff to cover this need. Childcare Licensing requires we maintain a certain child to staff ratio.

*The child's start date may be delayed* so that Childcare Director can obtain additional information and assist the family in obtaining outside services.

We work with agencies such as DHHS, KVCAP, Maine Parent Federation, Maine Foster Care and Child Care Options Resource Development Center to help foster children's success in the program. We also work closely with school personnel to make the program more accessible for children with special needs. We respect diversity in families and adhere to our non-discriminatory policy. Enrollment is open to any child when there are available slots, but keep in mind that this type of programming might not fit all children's needs. A determination will need to be made by the parents, Childcare Director and Childcare Site Supervisor of the site the child would be attending or Summer Camp Director, before enrollment is advised.

Information regarding your child is not automatically shared between the Childcare Bureau and the Augusta School Department or other agencies. If you would like to have this information shared with us, you will need to sign a consent form for all parties involved

### **RESEARCH**

The City of Augusta childcare program does not participate in or permit research involving children and youth or their families. (COA accreditation standard CYD-AM 4, Research Protections)



## RIGHT TO REFUSE SERVICE POLICY

The Childcare Bureau reserves the right to refuse service for the following reasons:

- \* Failure of parent or child to follow the Childcare policies and procedures.
- \* Parents or child(ren) are physically or verbally abusive to staff and/or other children.
- \* Failure to pay fees as scheduled.
- \* Failure to provide updated information and records.
- \* Parents are consistently late in picking up their child.
- \* If a child has needs that require services that are beyond reasonable accommodations.
- \* When the Childcare Director, at her discretion, believes that the continued service is not in the best interest of the child and/or agency.

### FEES

Early Release Day	\$25.00/day		
All Day Care	\$25.00/day		
<b>Vacation Care</b>	<b>\$150 (Christmas)</b>	<b>\$100.00 (February)</b>	<b>\$100.00 (April)</b>
Summer Care	\$125/wk.	\$135.00/ wk. Non-Res	

### Resident Rates (RR)& Non-Resident Fees (NR)

The **BLENDED** rate of all the care is calculated by adding all of the hours together for the total year and divided by the amount of days of care. Holidays, vacation days or the day after Thanksgiving when childcare is closed is **NOT** part of the count. **SO** when there is a 3 day week the fee is still the same.

**This year Vacation care is NOT part of the blend and needs to be signed up for separately.**

Before School	*\$30.00/wk. RR	*\$40.00/wk. NR	*does NOT include extended care
After School	\$60/wk. RR	\$70.00/wk. NR	Includes Workshop Days, ER Days, Snow Days
Before and After School	\$85.00/wk. RR	\$95.00/wk. NR	Includes Workshop Days, ER Days, Snow Days

### PAYMENT

When you enroll your child you **MUST** pay for the first week of childcare. Once care has started, weekly payments are due the **Friday prior to** the week attending. Payments can be made in person or put in our drop slot if after hours, at Buker Community Center, 22 Armory Street or sent in by mail.

Whatever program options you choose, you are obligated to pay for those days regardless of whether your child attends or not.

**REC1 software** is now available to make childcare payments online using credit cards. Please visit [www.augustamaine.gov/childcare](http://www.augustamaine.gov/childcare) for more information on how to sign up for the Rec1 payments on line. The software has many helpful components, one of which it will allow for mass emails improving parent communications.

In order to participate in REC1 your account needs to be current and you have **had to complete the written enrollment form**. Our goal was to do away with the written form but childcare requires too much information and the software could not handle it.

We **DO NOT** intercede with separated or divorced parents for payments. The parent who enrolls the child in childcare is expected to pay for care. If parents alternate custody and the child is in childcare each week, **BOTH PARENTS MUST** fill out enrollment forms. Financial responsibility for the care of a minor child outlined in separation or divorce agreements is ***independent of office policy and management***.

### **FINANCIAL AGREEMENT**

You are required to pay by the Friday prior to week attending. You have contracted for the total school year/ specific summer weeks and are obligated to pay each week. A reminder notice or phone call will be made if payments are not received in a timely manner. After this point if payments are not made you will not be able to continue in the childcare program. . **ACCOUNTS 2 WEEKS IN ARREARS WILL BE TERMINATED.**

### **WITHDRAWING FROM THE PROGRAM:**

Withdrawing from the program requires a **two (2) week notice** in writing, in order for us to stop charging you for the rest of the year. It is your responsibility to notify us in the Childcare Office.

### **SUBSIDIZED CHILDCARE**

For assistance, Individuals need to contact the State of Maine Department of Health and Human Services, Office of Childcare Subsidy Program. (Formally known as the Voucher Program) It is your responsibility to complete all the necessary paperwork before the Childcare program begins. Their offices are located at 2 Anthony Ave. in Augusta or call them at 1-877-680-5866.

ASPIRE and TRANSITIONAL parents must bring in their childcare packet(s) from the DHHS and complete the payment authorization release form allowing the payments to be directly deposited into the City of Augusta's account. TRANSITIONAL parents **must** supply the amount of their parent co pay to the childcare office staff. ASPIRE parents must bring with them a **childcare packet** from Aspire to us and we will confirm eligibility. **Until verification of these benefits, Parents are responsible for paying the full weekly child care fees or Parents will have to wait to start the program until eligibility has been determined.**

CHILDREN IN FOSTER CARE- DHHS caseworker must sign the enrollment paperwork. Must supply the child's Medicaid (A number) so we can create an invoice to bill DHHS for care.

#### ***Please Note:***

- 1. It is the Parent(s)/Guardian(s) responsibility to have all the necessary paperwork completed and submitted to the proper agency. The subsidy must be approved before care can begin OR until it is approved. Parent(s)/Guardian(s) will be responsible to cover***



**100% of the weekly childcare fee. Parents are required to provide our office with written notice of approvals and weekly Parent Fees if applicable.**

**Childcare is CLOSED on State of Maine legal holidays.**

**SCHOOL HOLIDAY SCHEDULE  
2017-18 CHILD CARE IS CLOSED**

<b>Date</b>	<b>Holiday</b>
September 4	Labor Day
October 9	Columbus Day
November 10	Veterans Day
November 23 & 24	Thanksgiving Day & Friday After
N/A this year, falls on Saturday	Christmas Eve – Closing at 2:00pm
December 25	Christmas Day
January 1	New Year's Day
January 15	Martin Luther King Jr. Day
February 19	President's Day
April 16	Patriot's Day
May 28	Memorial Day
July 4	Fourth of July



**SCHEDULED WORKSHOPS, EARLY RELEASE DAYS, AND VACATIONS 2017-18**

<b>Date</b>	<b>Reason</b>
October 5	Early Release (11:45 a.m.)
October 6	Workshop Day
November 3	Early Release Day (11:45 a.m.)
November 22	Workshop Day
December 12	Early Release Day (11:45 a.m.)
December 22– January 2	Christmas Vacation Weeks
January 12	Early Release Day (11:45 a.m.)
February 16	Early Release Day (11:45 a.m.)
February 20-24	February Vacation Week
March 15	Early Release Day (11:45 a.m.)
March 16	Workshop Day
April 14	Workshop Day
April 17-20	April Vacation Week
June 5	Early Release Day (11:45 a.m.)
June 11	Scheduled Last Day of School

\*FYI- Last Day of School is June 11, 2018. For every snow day, a day is added to this date.

## OUTSIDE AGENCIES

If you are working with an outside agency to supply a BEHAVIORAL SPECIALIST or 1-1 staffing for your child, a representative from that agency, ALONG with the staff person, MUST meet with the Childcare Director and After School Supervisor before the child may be enrolled. A copy of the treatment plan needs to be provided along with the methodologies that will be used.

If you are working with a case manager, a team meeting will be necessary to determine what accommodations may be needed to help your child while in care.

The difficulty that can arise in this situation of an outside staff person coming in is they are not an employee of the childcare staff so defining a clear communication chain of command and protocols is essential.

The following protocol has been set up to define the means and methods for childcare staff to communicate with staff from other agencies providing one on one services and parents/guardians of children who are in the childcare program.

1. Childcare staff:
  - A. Small talk and general visitation with the child and or 1/1 aid is acceptable.
  - B. Staff will not take steps to suggest or tell child and or aid to change behaviors or tell them what to do or NOT to do.
  - C. When line staff observe an "incident" or other concern they will report to their site supervisor and convey what transpired.
  - D. Staff needs to have clarity as to the chain of command and their duties and responsibilities with respect to interacting with special needs children and their aids.
2. Site Supervisor:
  - A. Site supervisor shall on a regular basis communicate with parent/guardian and share the good news as well as share any concerns.
  - B. When an "incident" occurs, the Site Supervisor will be immediately contacted and the "incident" will be reviewed and properly documented.
  - C. The site supervisor will consult with the 1/1 aid to review what transpired and verify if the incident has been resolved and whether or not additional follow up is required with both the parent/guardian and 1/1 aid supervisor.
  - D. Issues pertaining to the conduct of the child shall be addressed with both the parent/guardian by the Site Supervisor and the 1/1 aid ASAP and documented.
  - E. Issues pertaining to the conduct of the 1/1 aid shall be referred to the After Care Coordinator and not addressed by the site supervisor.
3. Childcare After Care Coordinator:
  - A. Shall handle all communications with the 1/1 aid's supervisor.
  - B. Shall confer with the parent/guardian as needed and when there is an incident.
  - C. Should additional follow-up be required, the Director of Childcare will be brought into the loop.
  - D. As needed the Childcare Director will be kept apprised of all things related to children with needs. In all matters, when the 1/1 aid and or the aids supervisor is spoken with regarding a behavioral issue with the child, the parent/guardian will be contacted ASAP to review the matter.

- E. Issues pertaining specifically to the 1/1 aid shall only be reviewed with the aid's supervisor and the Childcare Director.

4. Childcare Bureau Director:

- A. Shall handle communications in concert with the After Care Coordinator when needing to meet with the Case Manager.
- B. Shall meet as needed and when requested by the After Care Coordinator with the site supervisor and/or 1/1 aid's supervisor.
- C. May ask for the removal of the 1/1 aid if the care being given is not according to what childcare policies are or what would be expected from a childcare staff person.

All outside staff must provide forms of identification when in the program. They also must have background checks on file with their agencies.

### BEFORE SCHOOL CARE

Available at \*Lincoln, Farrington, and Hussey Schools, Monday-Friday. The program opens at 6:30 a.m. and ends at 8:00 a.m. Parents need to walk their child(ren) in and must sign in with staff. Activities are kept low key to prepare the children for the start of the school day. We do not serve breakfast during before school care. Schools begin serving breakfast at 8:00 a.m. Children may bring in their own appropriate breakfast food. \*Gilbert Children attend Before School Care at Lincoln and are bussed over to Gilbert.

### AFTER SCHOOL CARE

After School Care is available at Lincoln, Farrington, Hussey and Gilbert Schools. Childcare is available Monday to Friday from September through June when school ends for the summer. The program begins at 2:45 p.m. and ends at 5:30 p.m. Our major goal is to provide a warm and nurturing environment where children can grow and be happy! It is our desire to promote the social, emotional, intellectual and physical development of each child in accordance with his/her needs and abilities. At all times, rates of maturation, interest and personality are respected. Childcare Licensing requires children have at least 30 minutes a day outside. Unless the weather is not permitting, children will be going outside each day. Please provide appropriate outside clothing as the season's change.

Typical Day's Schedule: (Each site has their own schedule posted)

2:50 p.m. - Snack Time  
3:15 p.m. - Outside Time  
4:00 p.m. - Homework Time \*\*  
Arts & Crafts, gym activities and more!  
5:30 p.m. - Go Home!

All activities are elective; the children have the choice of what they want to participate in. ALL children are required to go outside each day, per childcare licensing regulations for at least 30 minutes.

**\*\*Homework time** is provided for those children whose parents have signed them up. It is NOT up to the staff to "make them" do the homework. If this is a continual problem parents will be notified. Staff will assist the children *with their* homework but it is the child's responsibility to complete it. Please realize that we cannot provide your child with one-on-one assistance nor is this a tutorial session.

In order to have your child participate in Snow Days, Workshop Days and/or Vacation Days you **MUST** register them when you enroll your child in the program. If you sign your child up for any of these days and they do not come you will be charged for the day.

### **EARLY RELEASE DAYS**

On these days when school is released due to bad weather or for other reasons we provide childcare from the time they are released from school at 11:30 a.m. until 5:30 p.m. On the days when weather is the cause of school closing early we also reserve the right to close earlier than 5:30 p.m. if the weather becomes severe enough. In this case, if the decision to close early has been made, we will call the parents. Radio stations will also be contacted and will be announcing the cancellation.

### **ALL DAY CARE/VACATION DAYS**

On these days we are open from 6:30 a.m. to 5:30 p.m. ALL DAY care for **Workshops and Vacations** is held at Buker Community Center. **During ALL DAY CARE , lunch is NOT provided. Please make sure your CHILD BRINGS A LUNCH FROM HOME.**

If you are choosing to use JUST Vacation Care you need to confirm the Friday before care is to begin, that your child(ren) are attending and what days they will be there. Once the week begins we will not take further registrations.

### **SNOW DAY CARE**

On these days care is at **Buker Community Center** and information will be available on the local radio stations: 92 MOOSE, Channel 6, 8 and 13. Care opens at 7:00 a.m. to allow for the City Public Works Department to clear the parking lot, and possibly later depending on road conditions. If weather conditions are too extreme, we will not risk the safety of our employees to open childcare. If School closes during the day because of inclement weather, Childcare will open but may close early depending on the storm. There may also be an occasion when the Maine Weather Service will forecast a storm that is expected to hit our area the evening before Childcare is scheduled. In these events, if the decision is made not to open care, we will make the announcement during the evening News Broadcast.

Parents/Guardians may enroll their children in just the All Day care Programs without being in our School Age Childcare Programs but need to do this one (1) week in advance.

Due to staffing requirements **there is NO DROP-IN CARE or TEMPORARY CARE.**

### **WELLNESS POLICY**

The purpose of this policy is to provide City of Augusta Child Care program participants and staff with guidelines and opportunities to promote healthy lifestyles. Good health and wellness increases productivity, reduces negative behaviors, and leads to academic success and good health outcomes. The City of Augusta Child Care program utilizes the 5210 Let's Go! Program messages and guidelines to support healthy behaviors.

The 5210 Let's Go! Guidelines are:

5 or more servings of fruits and vegetables each day

2 hours or less of recreational screen time

1 hour or more of physical activity

0 sugary drinks, more water & low-fat milk

**The Before/After Programs support your child's healthy food choices by:**

- Gently encouraging children to try fruits and vegetables and giving positive reinforcement when they do.
- Role-modeling positive behaviors by eating fruits and vegetables in the presence of the children.
- Observing and supporting hunger and fullness cues.
- Providing opportunities for nutrition education for parents and staff by placing important documents in our parent area.
- During celebrations our program will offer fruits, vegetables and other healthy, low-fat foods.
- Not using food as a reward.

**Providing good nutrition for your child is a partnership. The child care program is asking for your support:**

- For packed lunches, please include fruits and/or vegetables.
- For special occasions, please send healthy foods (see the recommended food list provided by childcare.)
- Soda and sugary drinks are not allowed in the program. Water, low-fat milk or 100% juice are required.

**The Before/After Program understands that TV and other electronic media can get in the way of exploring, playing, and interacting with others, which encourages learning and healthy physical and social development. Therefore, we will restrict screen time by:**

- Limiting screen time while at child care. There are so many more things children can be doing with their time to be more constructive.
- Limit educational screen time to no more than 15 minutes per day.
- Not allowing any screen time during meal and snack time.

**The child care program understands that active play is important for healthy growth and development of young children. Because of this:**

- If weather is permissible, all children will receive at least \*30 minutes of outdoor play. When weather is not permissible, children will receive at least 30 minutes of indoor active play. Each afternoon children may receive 60 minutes of physical active play.

School age children should accumulate at least 30-60 minutes of age and developmentally appropriate physical activity on all, or most days of the week.

An accumulation of more than 60 minutes, and up to several hours per day, of age and developmentally appropriate activities is encouraged for school age children.

Given that children have demonstrated patterns of intermittent activity, accumulation of physical activity over the day seems a practical approach. Some of the child's activity each day should be in periods lasting 10-15 minutes or more that includes moderate to vigorous activity. Intermittent activity involves alternating bouts of moderate to vigorous activity with periods of rest and recovery.

School-age children need a variety of intensity levels of physical activity to meet their daily needs. Moderate levels of physical activity are at intensities faster than a slow walk, but still allow children to talk easily. Vigorous levels of physical activity are at intensities like a fast walk, jog or run that get children "breathless" or breathing deeper and faster than during typical activities. Children who are "breathless" are exercising their heart and lungs along with muscles in their arms and legs! The examples below are appropriate activities for school-age children and opportunities are provided in the childcare program for the children:

- Children play games that incorporate music, imitation and simple directions where children are the leaders
- Children play games that incorporate strength, coordination and confidence; finding hidden objects, relay races, obstacle courses, variety of “tag” games, tug-of-war. Safe objects to throw, kick and catch are available.
- Free space, toys and equipment is provided:
  - Climbers
  - Monkey bars
  - Mats
  - Balls (basketball, kick balls, soccer balls, footballs, tennis balls)
  - Hopscotch
  - Hula Hoops
  - Scooters
  - Jump ropes
  - Frisbees
- Children are encouraged to adapt and invent their own games.

The 5210 activity guidelines will be used on a regular basis. Guidelines can be reviewed at the beginning of this policy.

\*Rules for the Licensing of Child Care Facilities (15.2.3) requires that all children shall have a minimum of thirty minutes (30) minutes out of doors each morning session and each afternoon sessions of more than three and one half (3 ½) hours or more, weather permitting.

**The child care program understands the importance of providing age appropriate food and beverages and because of this:**

- We will only serve low-fat milk or water and 100% juice on occasion.
- Water will be available to children at all times.
- We will take into consideration all food allergies for the above.

**The child care program is committed to our children’s health and good nutrition. We recognize the importance of the staff as a positive role model for the children as they learn to live healthy lives. Therefore:**

- Staff will not drink hot coffee/tea, soda and sugary beverages in front of the children
- During functions or meetings at the program we will permit water, low-fat milk and 100% fruit juice. No soda or sugar-sweetened beverages will be allowed.
- All food for group snacks or nutrition projects must be purchased by Childcare, not by individual staff members, for consideration of food allergies and safety.
- With the exception of fresh fruits and vegetables, all food must be commercially packaged, fresh to date, stored and prepared per safety measures.
- All food used in nutrition projects must be prepared onsite to ensure proper food safety and to reduce liability risk of food-borne illnesses.

**BREAKFAST, LUNCH & SNACKS**

During the **After School** Program & Early Release Days snacks are provided.

On All-Day Childcare Days during the school year, **PLEASE SEND A LUNCH WITH YOUR CHILD.** Breakfast and an afternoon snack are provided! Any special dietary needs will be the parent’s responsibility. The parent should discuss this matter with the Childcare Director at the onset of the program.

In the event that parents choose to provide their child’s own snacks and lunch we ask that candy, gum, soda or what is generally classified as “junk food” is not brought in.

In the event that the Childcare Program has a child enrolled who has a severe life threatening food allergy to peanut butter, peanuts, and tree nuts, we would ask the parents of all children in the program to provide lunches/snacks that are nut free.

During the Summer Childcare Program lunches may not be available the first week of camp due to the School kitchen preparing for the summer and DEFINITELY NOT the last week as the kitchen staff are preparing for the start of school.

When sending lunches from home refrigeration is available. Microwaves are not available. Please do NOT include soda or candy in your child's lunch.

Breakfast is served from \*8:30 a.m.-9:00 a.m., lunch from 12:00 p.m. to 12:30 p.m. and an afternoon snack is served at 3:00 p.m. Children arriving after these times cannot be served because the camp program is running and staff is with their groups.

Please make staff aware of any food allergies your child has.

\*on excursion days breakfast starts being served at 8:00 a.m.

### CHECKING IN AND OUT OF CARE

When bringing your child in to the program ***PLEASE make sure you WALK with your child into the building*** and come sign your child in. **DO NOT just drop off your child at the curb or outside the door. If you continue to do this your childcare services will be terminated.**

**For BEFORE SCHOOL care, if your child is NOT attending for the morning we ask that parents call the childcare site to let staff know due to the office not being open that early in the morning.**

When picking up your child you MUST come in and sign your child out. Parents need to sign the child out and not the child themselves. This is considered a legal document and can be used in some cases to show a child was in attendance.

We ask when picking up your child you refrain from being on your cell phone. Staff may need to talk to you regarding your child or give you information.

Identification will be asked for until the staff get to know the parents. Whereas we require a child to be signed in and out, children may not walk to or home from the program unless accompanied by an adult.

**If your child is being picked up by someone other than you**, make sure you have notified the childcare staff AND the office. If staff is not aware that someone other than yourself is picking up your child and they are NOT on the authorized pick up list of persons the child ***WILL NOT*** be allowed to leave with that person. Also, please advise this person that identification is required. Persons bringing in or picking up children must be **18 years** of age.

If you are having a TAXI cab or other means of public transport bring your child to or from school the driver must come in and sign in the child or sign-out the child. After School pick up requires a special form to be filled out, stating the name of the taxi driver, name and number of Taxi Company, and an authorization stating that the childcare program is not responsible for that child once they are in the taxi driver's care.

### IMPAIRMENT POLICY

The intent of this policy is to ensure a child's safe trip home from the childcare program. A child's safety is of primary concern to City of Augusta Childcare Program. This concern extends through the release of the child to his/her parent/guardian at the end of each day. Therefore, for the protection of

the children, the following procedures have been developed regarding the release of children to parents/guardians who show signs of impairment and who may not be able to safely drive a child home. If a parent arrives to pick up a child and exhibits behavior such as slurred or incoherent speech, difficulty walking, or other unusual behaviors that may indicate substance abuse, staff will take the following action:

1. The Child Care Site Supervisor will inform and discuss concerns with the parent.
2. The staff member will inquire as to the parents intended means for transporting the child home.
3. If the parent intends to drive, the staff member will encourage the parent to consider alternatives like calling a friend or relative.
4. If the parent insists on driving in an impaired condition, the staff will inform the parent that they will call the police with the name of the driver and passengers, vehicle information, and our concern that the child is in danger. A call will also be made to the Department of Health and Human Services.
5. The Child Care Site Supervisor will telephone the parent the following day to arrange a meeting, which will include the staff to discuss the incident and to review policy.
6. Due to legal consequences, a second incident requiring staff to intervene may result in terminating services for your family.

### **LATE PICK UP FEES**

Parent/Guardian is to pick up their child by 5:30 p.m. If you are picking up your child past 5:30 p.m. you will be assessed a late pickup fee of \$10.00 per child for the first 15 minutes after 5:35 p.m. the fee increases to \$1.00 for every minute that you are late.

If it is your first time being late and it is only a couple of minutes, staff will issue you a warning. If the first time you are over 10-15 minutes late you will be charged the late fee.

Staff will issue a late pick up form at the time of pick up. The late pick is to be paid before your child attends the next day.

At 5:30 p.m. staff will begin to contact parents and at 5:35 p.m. staff may begin to try emergency contacts. If by 6:00 p.m. no one can be reached the police department along with the Department of Health and Human Services, Child Protective Dept. will be called and will be turned over to their custody. **After 3 late fees your childcare services will be terminated.**

### **TAX STATEMENTS**

Due to the number of families we serve, we do not automatically send out year end Childcare Tax Statements. Upon request you may obtain a copy of your account journal for tax purposes.

Please give 48 hours notice.

### **DOUBLE TAX CREDIT**

All 4 Childcare Sites Gilbert, Lincoln and Farrington and Hussey have received National COA Accreditation making the sites a LEVEL 4 on the Quality for ME rating system, making them programs of quality. Parents qualify for the State of Maine Double Tax Credit. Contact the childcare office for the necessary information you need for your taxes.

### **PARENT/STAFF COMMUNICATIONS**

It is important for parents and childcare staff to maintain open communication at all times. Newsletters and other notices will be sent home with your children to keep you aware of activities and other information you need to be aware of. Please keep staff informed of any changes in your child's life that may affect him/her. Please keep all contact information current.



## **PARENT-TEACHER CONFERENCES**

Parent Conferences will be held the week of October 16-20 and the week of May 14-18. Sign up sheets will be located at each site. This is an opportunity to discuss your child's progress, behavior, social and physical needs.

Parent Conferences will also be available with the Childcare Staff as requested by parent/guardian or as needed.

## **PARENT INVOLVEMENT**

We operate an OPEN DOOR POLICY, where parents and family are welcome into our programs at any time. Parent participation sends strong, positive messages to your child that you support them and are part of the child care environment.

This is NOT the same as using the Childcare Sites for non-custodial parents to come visit their children. or for COURT ORDERED SUPERVISED visits with your children. WE are UNABLE to accommodate such visits.

There are many levels of PARENT PARTICIPATION and we appreciate that time is of a premium for all parents, but we will be willing to accommodate any form of involvement you may desire to assist you and your child, which ultimately benefits the whole program.

A Parent Advisory Committee has been formed for the Quality Rating System. This is necessary in gaining input from you, to evaluate our service in accordance with the standards set by the QRS.

All parents will be advised and welcome to participate in these meetings. Parent involvement could be in the following ways:

- \* Attend special activities and functions in the program
- \* Volunteer time
- \* Suggestions for programming
- \* Feedback of service
- \* Attend Parent/Teacher Conferences
- \* Donations of games, books, arts and craft supplies
- \* Coming in and reading to a group of children
- \* Write letters of support for grant applications
- \* Serve on the Parent Committee

The childcare staff sincerely wishes for you and your child to be happy and feel welcomed at the Before and After School Childcare Sites. Be aware that a three way relationship between parents, staff and the child exists in this setting.

## **FAMILY QUESTIONNAIRES**

Questionnaires are distributed during the school year and summer. Feedback from the surveys helps us identify areas of strength and those areas needing further attention.

## **CHILDCARE ADVISORY COMMITTEE**

The Childcare Advisory Committee is a group of program parents, guardians and staff who work together to provide high quality childcare for families with school age children. The Committee will act in

an advisory capacity to the Childcare Bureau. They will provide advice to the Director of the Childcare Bureau in planning, designing and reviewing programs. They will give the Childcare Director feedback that will include identification of program strengths, recommendations for program enhancement and a plan for implementing recommendations, and technical assistance to support the implementations. The Committee meets 4 times a year and if need be a special meeting may be set up. If you are interested in serving on the Committee please contact your site supervisor.

### **VOLUNTEERS**

Volunteers are used to enrich our programs by allowing us to expand our services and activities. Anyone interested in volunteering should contact the Childcare Director or staff to discuss the opportunities. Volunteers must be at least 17 years old, otherwise they are considered to be part of the program and staff ratios are affected. **All** volunteers **must** out a volunteer application and have a state background check completed.

### **FIRE DRILLS**

Licensing rules of Children's Day Care Facilities require Fire Drills to be conducted at least once a month for all children and adults present using at least two (2) means of exit.

### **ABSENCES AND MESSAGES**

Please call the Childcare Bureau at 626-2350 as soon as possible if your child will be absent from the program for any reason, even if you remove the child from school. This is VERY important so we do not spend valuable time trying to locate any children who are expected to attend but who do not show up on days they are registered. If no message is received about an absence, and the child does not attend on a regular scheduled day, we will make every reasonable effort to locate the child and will contact the parents.

### **SITE CELL PHONE NUMBERS**

Each childcare site has a cell phone for emergency usage during the childcare program.

Gilbert Cell Phone: 458-7947  
Farrington Cell Phone: 458-7946  
Lincoln Cell Phone: 242-1903  
Hussey Cell Phone: 458-7927  
Buker Community Center: 626-2350

You may contact the Childcare Staff for an emergency situation. The phone will be on during the hours of the program.

If you are going to be late picking up your child it **is your responsibility** to contact your emergency person(s) to pick up your child. In the event that you cannot reach an emergency pick up person, you can telephone the Childcare Site Supervisor stating that you will be late. You will be charged a late pick up fee.

You need to keep calling until you speak to a childcare staff person. There are times when a cell phone will not make a connection and therefore your voice mail will be delayed for a long period of time. As a result, the childcare staff person will not have received your message.

Do NOT call the Site cell phone to notify the staff that your child will not be attending the program for the afternoon or morning. Call the Childcare office at 626-2350. Office staff will notify the site.

During the summer you may call directly to the Camp to let them know that your child is not attending for the day. This is extremely helpful on excursion days

**YOUR CHILD'S SAFETY IS OF THE UTMOST IMPORTANCE TO US DURING THIS PROGRAM.** We have established this line of communication for you in the event of an emergency, however, please reserve this usage for emergencies only.

### **CELL PHONES FOR CHILDREN DURING CHILDCARE**

We will not permit the childcare children to use their personal cell phone during the childcare programs. All personal cell phones must be off and kept in a backpack or purse during the childcare program. If a parent needs to contact their child and/or childcare staff they must use the Childcare cell phone. Children will be permitted to use the site cell phone if they need to make an **emergency call** to their parent/guardian.

### **CLOTHING AND ATTIRE**

Children should be dressed in casual, comfortable clothing that allows them to explore and play without fear of getting dirty. Clothing that is appropriate for the weather should be kept at the childcare site. We recommend a warm jacket, snow pants, hat, mittens, and boots in winter; sun hat and long sleeved cotton shirt in summer; an extra sweater or jacket for spring and fall.

When boots are worn, please make sure that your child has shoes at childcare. In the summer when the children like to wear sandals or "flip-flops" they still need to have sneakers to participate in sport activities. If a child does not have the appropriate foot wear they **will NOT** be allowed to participate in any gymnasium or outside sports activities.

Accidents can happen, so we like to keep an extra set of clothing at the child care site. To help keep everything organized and to minimize losses, please label bags containing your child's possessions. **Note:** It is your Child's responsibility to keep track of their own personal property, so please remind them, what they take to Childcare should come home with them.

### **MEDICATION**

If your child has medication that must be taken during childcare hours the parent/guardian must sign a release form which gives consent for staff to administer.

Staff which administer medications are trained using the guidelines developed by the Maine Department of Education and the School Health Advisory Council. ALL staff are trained on administering EpiPens.

Medication brought in **MUST** be in the original, child resistant container with the child's name clearly on the label, medication name, dosage, and prescribing physician. All medications need to be current, any outdated medication will be returned to the parent/guardian.

All medication is to be signed in by parents and logged in by a childcare staff. The child's name, kind of prescription, and if applicable, how many pills are in the container. At the end of the week the parent signs any left-over medication back out or just takes the empty medication bottles.

A medication log is kept for each child, with their name on it, the dosage to be taken, the time it needs to be administered, initials of the staff administering it.

If a child refuses to take their medicine, it is documented and parents are notified.

In the event that staff believes something is out of the ordinary once they have administered the medication, when they have concerns that something just isn't right, they will contact the Supervisor and the Supervisor will call the parent. If staff feels it is life threatening 911 will be called.

In the event that a medication error has occurred (*wrong medication, wrong time, wrong child, wrong route of administration or wrong dose*) parents will be contacted immediately. The error will then be

documented.

Children will not be permitted to carry or self administer any medication at childcare. This includes both prescribed and over the counter medications. If your child has an inhaler for asthma staff still needs to oversee the use of it.

It is important that if a child has a prescribed medication that it is administered properly to. If it is a continual issue that a child is not receiving their prescribed medication for behavioral issues before they are brought to care or medication is not brought for them while in childcare the situation will be addressed and if not corrected a report will be made to Child Protective Services for neglect.

### **ASTHMA**

To help us provide the best asthma care for your child, please complete an Asthma Treatment Plan. This form should be completed in consultation with your family doctor and returned immediately. To keep our records up to date please send us written advice of any changes to your child's asthma management plan. At the time you return the completed Asthma Record Card, please demonstrate how to administer your child's medication.

### **HEALTH PROCEDURE**

The following health policy must be strictly adhered to in order to ensure that all children are in a healthy environment. Children may not attend the program if:

- \* The child has strep throat which has not yet been treated with an antibiotic for 24 hours.
- \* The child has any rash associated with fever or symptoms of illness
- \* The child has an oral temperature of 100 degrees or greater
- \* Persistent vomiting and/or diarrhea exists in the 12 hours before the child comes to childcare
- \* The child has impetigo with less than 24 hours of treatment with an antibiotic
- \* The child has not attended school that day due to illness
- \* The child has head lice
- \* The child has pink eye treated by a physician.

***If your child is sick or not attending childcare, please call the  
Childcare Office (626-2350), NOT THE SCHOOL***

Parents will be contacted and required to pick up the child from childcare if the child has:

- \* An oral temperature
- \* Vomited once
- \* Liquid stools
- \* Uncontrollable and persistent cough
- \* Appearance of acute illness or complaint of pain
- \* Any other apparent symptom of illness

Until the parent or authorized pick up person arrives, the child will be excluded from activities with the other children. The child will rest in the "quiet area" secluded from the main program area. The parents or authorized persons are to pick up the child as soon as possible.

### **EMERGENCY MEDICAL CARE**

The emergency medical forms completed by the parent or guardian at the time of registration will be utilized in handling the emergency medical care of children. **It is the parent's responsibility to update these forms with any changes desired or deemed necessary.**

When necessary the Childcare Staff will perform immediate first aid treatments. Parents will be

informed of injuries NOT of a serious nature at the time the child is picked up and will be asked to sign an injury report. The report will be kept in your child's file.

For accidents in need of emergency care, 911 will be called and the parent/guardian will be contacted immediately after. If parent/guardian cannot be reached, childcare staff will refer to the emergency names and numbers supplied on the application.

Parents/guardians are responsible for providing medical insurance covering injuries for the participation in the City of Augusta Childcare Programs. The City of Augusta Childcare Bureau is NOT responsible for doctor, emergency medical or other bills incurred as a result of an accident during Before, After School or summer hours.

**REMINDER: Please keep your authorized pick up list and emergency contact information current and up- to-date with the Childcare Bureau Office @ 626-2350 and on the childcare site.**

Also, keep the office informed if you make any changes regarding your personal contact information (i.e. home, work or cell number, current mailing address, and email address).

### **LICE**

Periodic "lice" checks will be done in the childcare program. If a child is found to be infected with lice, childcare staff will handle the child sensitively and tactfully. Parents of a child with lice will be called and asked to remove their child from the childcare setting. We ask that the child not return to childcare until they are "nit" free.

Notification will be given to all parents if lice have been found on site.

### **TICKS**

Staff will remove ticks and follow proper first aide measures as long as the tick head is NOT already embedded. Parents will be called and notified of the situation and will be given the option to come remove the tick themselves, authorize childcare staff to remove it and/or seek medical attention.

### **BED BUG POLICY**

In an effort to be proactive regarding bedbugs, the City of Augusta has hired an outside firm that brings in a specialty dog to inspect City buildings. Buker Community Center is inspected once per month. While the specialty dog is working we ask that neither staff nor children touch or talk to the dog.

In the event the dog detects bedbugs, the dog sits down. The dog is not aggressive and does not make a scene. The dog handler and city hall staff would then put the protocol into action.

There are several scenarios that can occur upon an inspection:

1. No bedbugs found 😊
2. Bedbugs found within a room- room would be closed and professionally treated. Children would not be allowed in the room until a retest is performed and no bed bugs are detected.
3. Bedbugs found in a child's backpack- backpack would be put in plastic bag and removed from premises. Parents will be called to come get the back pack.
4. Bedbugs found on a child-If the child has a change of clothes they would be asked to do so. Clothing would be put in a plastic bag. Once changed the dog would recheck. As

long as the child is clear, the child could stay. If the dog responds again, parents will be called and the child will be removed from the premise.

To date, there have been NO bedbug findings in the childcare wing at Buker Community Center ☺

### SUNSCREEN

Please send sunscreen with your child, especially if your child has sensitive skin. The staff will make sure children have sunscreen on when they are outside. If you **do not want** sunscreen on your child, please let us know, in writing.

The first excursion for the summer, when the children have not yet been exposed to the summer sun, it is extremely difficult to keep the children from getting sunburned. Staff takes every precaution in keeping your child from receiving sunburn. If your child(ren) has severely sensitive skin, PLEASE make staff aware of it. We recommend...SPF 30 or above for sunscreen along with zinc products for the children's nose and cheek areas.

On excursion days, please send an extra shirt and hat/visor for your child to wear when they are not swimming.

### PERSONAL ITEMS

Please label all of your child's clothing. Your child is responsible for keeping track of his/her own belongings. We have a lost and found table in the lobby of the each childcare site.

We ask that children do NOT bring toys or special items from home unless they have permission.

### TOYS FROM HOME POLICY

"Toys from home" is a privilege allowed at Child Care as directed and supervised by staff. Child Care is **NOT responsible** for lost or damaged toys from home and therefore children/families are taking the risk by sending any valuable items to child care. Any personal items must be labeled in permanent marker with child's name. Child Care staff reserves the right to limit or take away approved "toys from home" play time based upon child care schedule or children's behavior. Please note that absolutely **NO trading** of toys from home will be allowed! We will not discourage children from sharing toys from home, but please understand child care staff is not responsible for any damage to personal toys as a result of sharing. For further information please see Directors.

Please review the list below of toys from home **NOT** allowed at Child Care:

- \*ALL ELECTRONIC DEVICES/TOYS
- \*WIDGETS
- \*ALL types of trading cards (Yu-Gi-oh, Pokémon, etc)
- \*Bakugan balls or cards
- \*BEYBLADES
- \*Any form of pretend weapons
- \*Make up, nail polish or hair products

### EXCURSIONS (FIELD TRIPS)

Excursions are planned during vacation weeks and summer care. Permission slips are filled out every time the children leave the childcare site. We try to consolidate the slips so you do not have to sign too many of them. During the summer, please have your **child wear his/her camp shirt** on any day they are scheduled to go on an excursion.

Every Wednesday, an out-of-town excursion is planned. All children attend. If for some reason you do

not want or they can not attend, you will have to make other childcare arrangements for that day. Guidelines state we must maintain a 10:1 ratio; this requires that all staff members attend the out of town excursions.

During the summer the busses leave by 9:00 a.m. We ask that you have your child to care NO later than 8:45 a.m. if they have already eaten breakfast. IF they need to eat breakfast children need to be to care by 8:00 a.m. **Once the busses leave ALL staff are gone from the childcare site** and there is no one left behind to take care of your child.

**PLEASE pack a backpack** with your child's swim suit, towel, change of clothing, hat, cotton shirt, sunscreen, water bottle and life jacket if your child is a non-swimmer. On beach days children are allowed to wear sandals or other summer footwear.

Some of the trips are free but some require an admission fee. When providing the money for the fee, we ask that you pay in cash.

### CHILD ABUSE

***Protection of the child, not punishment of the parents, is the goal of the law.*** In the vast majority of cases, the best way to help the child is to help the family. Supportive social services for the parents and the child can usually keep the family together. Troubled families may need help in coping and a report can be the first step in rehabilitative services to preserve families.

If there is a strong reason to suspect that a child has been abused or neglected, **All staff are mandated by law** to contact D.H.H.S., Child Protective Services, a specialized social service to protect children when their families cannot.

***Our concern is the safety of the children. It is not our intent to falsely accuse any person of abuse or neglect.***

### BEHAVIOR PROCEDURE

All Childcare Programs follow the children's behavior procedure in order to provide for the safety of each child and the Childcare staff in attendance.

A serious disciplinary problem is defined as one in which a child is hampering the smooth operation of the Childcare Program by:

- \* Requiring constant one-to-one attention
- \* Inflicting or threatening physical or emotional harm to a child or children
- \* Physically or verbally abusing a child or children and/or the staff
- \* Destroying program material and/or facilities
- \* Leaving the program without permission or without an authorized pick up person
- \* Using profanity
- \* Suspension from the regular school program
- \* Not conforming to the rules and guidelines of the program
- \* Requiring physical restraints to keep them safe or from hurting other children/staff

It is the Childcare Bureau's goal to resolve behavioral problems by working with the child(ren), parent and childcare staff through effective communication and correct behavioral management techniques. When a discipline problem occurs a behavioral sheet is filled out by the staff and parents are asked to sign it. Continued difficulties will result in a conference between parents, staff, and the Childcare Director. If the problem is not resolved or is of a severe nature, a child may be suspended or terminated from the Childcare Program. The City of Augusta Childcare Bureau follows the zero tolerance procedures set forth by the public school district for children and parents.

**Parents will be financially responsible for any destruction/defacing to a facility or its equipment by their child(ren). IF a child is suspended for any period of time, parents are responsible for paying for the time period the child is suspended for.**

## **DISCIPLINE**

Discipline should be a learning experience for children that contribute to their understanding of what we expect of them and what behavior is appropriate. Childcare staff, with parental involvement, needs to consider the individual needs, strengths and temperament of each child and set goals that are achievable for the child. The best way to serve each child is for the parent to communicate their insights into the causes of behavior problems, the effects of current discipline methods, and their feelings about what is happening.

Childcare staff employs discipline that is consistent, positive, fair and firm. Staff teaches self-control in problem-solving and safe ways to release anger and other feelings. Staff sets rules and limits for a safe learning-play environment and strives to prevent misbehavior. When offering guidance, staff focuses on the behavior rather than the child to promote self esteem.

The City of Augusta's Childcare Bureau prohibits negative approaches to behavior management, including, but not limited to:

- a. Corporal punishment
- b. Aversive stimuli
- c. Withholding nutrition or hydration
- d. Inflicting physical or psychological pain
- e. Demeaning, shaming, or degrading language or activities.
- f. Unnecessarily punitive restrictions.
- g. Forced physical exercise to eliminate behaviors
- h. Punitive work assignments
- i. Punishment by peers
- j. Group punishment or discipline for individual behavior

For specific discipline problems a plan will be set up between the Childcare Director, Site Director, parents and the child to enable success at childcare. When developing the plan, it is in the child's best interest for parents and staff to have consistent attitudes and expectations for behavior.

If your child already has a behavior plan in place throughout the school day we recommend extending the plan to include ALL childcare programs they are enrolled in. Please inform staff if there is already a plan in place and supply us with a copy.

## **SUSPENSION AND TERMINATION**

Staff will work in every way possible to enable a child to remain in child care. However, when a child's behavior is consistently a problem, the following steps are taken:

**Parent conference/Behavior sheet:** A parent conference will occur on the day of the problematic behavior where staff and parents will develop a solution together to improve the child's behavior. A behavior incident sheet will be completed and a copy kept in the child's file.

**Short Term Suspension from program:** If a child continues to exhibit unacceptable behavior, a one - Three (3) day paid suspension will be given.

**Termination from the program:** In the case of continual behavior problems, when the child's behavior has not improved and doesn't seem like it is going to, termination from the program may be the only option left.

**Immediate Termination:** Will result if a child threatens to KILL, physically attack a staff person or another child or there is serious destruction of property - NO EXCEPTIONS!



**NOTE:** Should a child's behavior be determined to be physically dangerous to him/her or others, the child will be suspended immediately and depending on the nature of the behavior a parent conference may be required before the child can return to the program. *\*The decision for reinstatement into the program is solely decided by the Childcare Director.\* Parents are responsible for paying for the time the child is suspended for.*

Our goal is for all children to attend childcare and have a positive experience. We realize that some children do not adjust to our program structure and we cannot meet their needs. If we have to make the decision to terminate a child from childcare, a parent conference will be scheduled and we will make a recommendation that you place your child(ren) in a different childcare setting.



## BEHAVIOR DISCIPLINE NOTICE TO PARENT

Your child is entitled to an environment that fosters good feelings and sound judgment from staff as well as other children. When disruptive behavior is chronic and requires constant attention from staff, dismissal may occur. It is program policy to notify the parent/guardian that your child has had some difficulties while at child care.

Child's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Your child chose to:

- |  |   |
|--|---|
| <input type="checkbox"/> Not following directions                  | <input type="checkbox"/> Inappropriate language |
| <input type="checkbox"/> Disruptive Behavior                       | <input type="checkbox"/> Harassment/Bullying    |
| <input type="checkbox"/> Defiant Behavior                          | <input type="checkbox"/> Teasing                |
| <input type="checkbox"/> Aggressive Behavior toward staff or child | <input type="checkbox"/> Theft                  |
| <input type="checkbox"/> Rough play                                | <input type="checkbox"/> Vandalism              |
| <input type="checkbox"/> Fighting                                  | <input type="checkbox"/> Bite another child     |

Briefly describe the incident and where it took place: \_\_\_\_\_

\_\_\_\_\_

Briefly describe any injury other than mentioned above to other children/staff:

\_\_\_\_\_

-----

Corrective action needed to prevent reoccurrence:

\_\_\_\_\_

\_\_\_\_\_

Consequences:

- Verbal and or written apology
- Sent to Site Supervisor
- Lost privilege(s) \_\_\_\_\_
- Suspension from the  B/S Program,  A/S Program  Both B/A;  Summer  
For the following dates: \_\_\_\_\_

Suspension from the Childcare Program

Due to the nature of this incident, it will be documented and placed in the child's file. If this behavior should continue, your child may be dismissed from the program. The Childcare Director, along with staff, are willing to work with parents to help children go through any transitions/adjustments that may arise. Please keep in mind that this type of program may not meet the individual needs of every child. Thank you for working with the childcare staff.

Child's Signature \_\_\_\_\_ Parent Signature \_\_\_\_\_

Staff Signature \_\_\_\_\_ Site Supervisor \_\_\_\_\_

Date: \_\_\_\_\_



## SUMMER CARE

### **\*\*KINDERCAMP\*\* AND “DAY CAMP” SUMMER ENROLLMENT**

**TIME 7:00AM – 5:30PM MONDAY – FRIDAY**

**COST \$125.00 PER WEEK - PER CHILD - \$135.00 NON- RESIDENT PER WEEK**

**LOCATION: Buker Community Center**

Enrollment for summer day camp starts **Monday**, April 12, 2018. Online reservations are on the Childcare web site at [www.augustamaine.gov](http://www.augustamaine.gov). Due to licensing restrictions space is limited during Summer Care. Placement is on a first come first served basis. In order to allow time to get all the paperwork processed for the first week of camp, enrollment are taken up until **NOON, THURSDAY, JUNE 14, 2018** prior to the week summer care begins. Once the week starts enrollment is for the following week.

We understand schedules may change, but if after your enrollment form is turned into the office you find you need a week of care that was not originally selected, the office needs to know by Friday at **Noon**. If there is space available, we will accommodate your request.

**NEW registration** forms must be filled out for summer care programs even if your child is currently enrolled in our school age program.

Parents may sign up their child for one week at a time. If you sign your child up and your child does not attend you are still responsible for paying for the week.

**Payment MUST** be made for the first session of camp the Friday prior to camp starting. If payment is not made before Camp begins your child will not be allowed in Camp. The attendance roster only includes those children whose accounts need to be paid and staff will ask for payment. After camp has started payments are due every Friday before the upcoming session.

**Jr. KinderCamp** is offered for children going into Kindergarten in the fall of 2018. They must be 5 by October 15, 2018. Enrollment is 18 children.

**KinderCamp** Is offered for who have been in Kindergarten 2017-18. An 8:1 Child/Staff ratio is maintained. Enrollment is 22 children.

### **\*\*SUMMER DAY CAMP\*\***

Is offered for children who have completed grades 1 - 5. Children in both camps will participate in a variety of activities, including sport-of-the-week, games, science activities, arts and crafts, swimming at the city pools, movies, performing arts, and an out-of-town excursion on Wednesdays. A 10:1 Child/Staff ratio is maintained.

Children are divided into groups by age. The schedule is such that there is a morning rotation of activities and afternoon elective activities are available for the children to choose from.

## WATER SAFETY PLAN

Excursions and field trips involving water activities, including swimming at state parks, occur weekly during the summer child care program. The following safety measures are part of City of Augusta Child Care water safety policy.

- \* Child/Counselor ratio lowers to 7:1 while on field trips.
- \* Staff is CPR/First Aide & Water Safety certified.
- \* Certified Lifeguard on staff in attendance for every water event.
- \* Counselors supervise children in water & on beach. Each counselor is assigned a specific group of children and is responsible to watch them at ALL times.
- \* Counselors walk with children to playground, restrooms & picnic areas.
- \* All counselors that are supervising the children while in the water are over 18 years of age.
- \* 3 counselors are in the water with the children and 6-8 are on the beach line watching the children in the water, while other staff is assisting children in the bathroom and playground area.
- \* Parents are asked on the enrollment form to list their child's level of swimming ability.
- \* The first week of camp all children are tested by a certified life guard to see what level of swimmer they are.
- \* All non-swimmers are visually marked with bracelet.
- \* All non-swimmers are only allowed in water up to their belly-buttons.
- \* All non-swimmers are required to wear a Coast Guard approved flotation device, provided by their parents, properly fitted for age and weight, in the water at all times unless the child has taken swimming lessons and can demonstrate the ability to swim.
- \* No children are allowed in water past their chest.
- \* All children are contained within a buoy/rope and coned swim area.
- \* All children must wear colored camp shirts whenever out of water.
- \* Water safety rules are discussed with the children on the bus before arriving at the designated State Park and once again before they enter the water.
- \* Written parental permission is obtained before a child is allowed to participate in swimming activities at lakes and ponds.

*We want to thank all of our Parents for your continued support of the City of Augusta Childcare Program.*