

Creating a Lasting Impression every Little step  of the way.

PARENT HANDBOOK

REVISED APRIL 29, 2024



ENROLLMENT POLICIES

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TABLE OF CONTENTS

Page 1	Welcome/Mission Statement
Page 2	Anti-Bias Education
Page 3	Dear Mom and Dad
Page 4 - 4b	Tuition Rates and Policies
Page 5	Hours of Operation/Daily Schedule/Capacity
Page 6	Child Guidance Methods
Page 7	Play-Based Centers
Page 8	2024 FKO Calendar
Page 9	Admission Policies
Page 10	Let's Go! 5-2-1-0 Message
Page 11 - 11d	Enrollment Policies
Page 11e	Child immunization Standards
Page 12 - 12b	Illness Policy
Info Page	Notifiable Diseases and Conditions List
Page 13	Smoke-Free Policy
Page 14	Water Safety Policy
Page 15	Biting Policy
Page 16	Tick Removal Policy
Page 17	Animal/Pet/Fur Policy
Page 18	Driveway/Walkway Safety Policy
Page 19	Security and Safety / Social Media & Privacy Policy
Page 20	Images/Videos of Children on Social Media & Website
Page 21	State of Emergency
Page 22	Child Abuse & Neglect Policy
Page 23	Rights of Children & Parents / Reporting Child Injury or Death
	A Final Note
	INDEX

Please read through the Parent Handbook available on our website: www.forkidsonlymaine.com, print out and sign the signature page. We ask that you carefully look over the FKO closures calendar. Let us know if you have any questions or need further clarification on a certain policy.

WELCOME to FOR KIDS ONLY PRESCHOOL

Since founding For Kids Only Preschool in 1980, we have held to a very simple philosophy: exceptional service to our customers is essential, to keep our customers. We want to ensure that these relationships continue well into the future. Being able to understand who we are and meeting our expectations helps you to embody our commitment to high quality child care and represent the center in a positive way. We significantly practice the standards of the NAEYC and take pride in the caliber of services that we offer children and families. We expect all staff to adhere to a level of professionalism that enhances our ability to do this work, which includes adhering to established protocols and keeping a good work environment for all.

Thank You for becoming a part of the FKO Family!

Jerice A. Hogg, FKO Director/Owner

OUR MISSION STATEMENT is simple...

- ◆ build a community of happy children, happy parents, happy teachers. We hold ourselves to the highest standards of safety, cleanliness, organization, professionalism, and education so that we can spread happiness to every single individual.
- ◆ provide a creative, artistic, high-quality childcare that warms families hearts & senses, and speaks to their souls.
- ◆ we will provide all our families with the resources, opportunities, and encouragement to become informed thinkers and responsible citizens.

OUR VISION... is to create a culture of personal excellence where each child pursues their interests, and skills, that support solving problems that they will face once they leave us to go into the world at five.

OUR PHILOSOPHY is committed to promoting quality Montessori guided education for all children.

- ◆ To foster competent, responsible adaptive children who are lifelong learners and problem solvers
- ◆ Learning occurs in an inquiring, cooperative nurturing atmosphere, children increase their own knowledge through child and teacher directed initiated experiences
- ◆ Learning takes place through the senses, and children learn by manipulating materials and interacting with other children and adults. These experiences are precursors to the abstract understanding of ideas.
- ◆ The child is considered as a whole and the physical, emotional, social, aesthetic, spiritual, and cognitive needs and interests are inseparable and equally important.
- ◆ Respect and caring attitudes for oneself, others, the environment, and all life are necessary.

The philosophy of Dr. Montessori believed that each individual being has an innate unique talent which, when fulfilled, is the individuals essential contribution to life and the community on this planet. It is our purpose in life to discover his or her unique talent. Each child needs to be exposed to experiences pertaining to all facets of life, to this end Maria Montessori designed activities and materials for all subject areas, for children to experience sensorially and interactively in a multi-age setting; freedom within limits leads children to responsible choices; self-discipline and self-respect leads to respect for ones self. FKO is dedicated to these ideals and for which Dr. Montessori earned the Nobel Peace Prize nomination for Education For Peace.

ANTI-BIAS EDUCATION

All children belong here. This is Our Promise to you.

FOR KIDS ONLY WILL...



- build an open, safe, and mutually respectful school community in which each child and each family is an important and equal member.



- never allow differences of any kind to be an excuse to make fun of, exclude, or hurt your child.



- listen carefully and lovingly to what worries your child and give him/her thoughtful, age-appropriate information and support.



- nurture your child to feel strong & proud about themselves and their family.



- facilitate your child's skills to be friends with classmates who are alike and/or different from them.



- honor your family's importance by building respectful partnerships with your child.



- provide support to your child and family when they feel stress, anxiety, or fear because of current events or acts of prejudice or hate.



- learn about your family so that we can help you use legal & community resources to keep you safe.



- work to uproot our own personal biases as adults and will speak out against prejudice and bias wherever we encounter it.



- mobilize our courage; become active with others to resist & change any policies & practices that threaten to hurt your child or your family.

*We are in this together -
working for a world where every child is
protected and honored, exactly as they are.*

Dear Mom and Dad,



Be positive! Don't tell me that I'll have a great time at day care and then tell grandma that you feel guilty about enrolling me. I pick up on your feelings very easily! If you feel great about leaving... I'll feel great about staying.



Don't mind me if the first day I love it, and the second day I hate it! It's a new place, new kids, new adults, and a new schedule. Keep my schedule consistent and I'll be fine!



When you drop me off in the morning, give me a kiss, a hug and leave!! When you linger for a while to see how I'm doing, it makes me feel uncertain because you feel uncertain. Then I don't want to stay... I want to go with you. If I'm crying, my provider will hold me. They love me also and want the best for me.



Please take the time to look at my artwork that I created. I work long and hard on it all day while you are at work. If you ignore my art, I won't be enthusiastic about creating another one. Please hang it up on the refrigerator because if I see it in the trash, I will lose my creativity.



Spend time with me when we get home at night. I know that you're tired but I'm full of energy. Let's go for a walk after dinner. I need time with my Mom and Dad, too.



Sometimes I would like it if you would talk to me and explain what is going to happen before it happens. Tell me what day I am going to start day care, what I'm going to do there all day long. It would help lessen my fears. Point it out to me as we ride by, so I can be excited about starting!



Give me the chance to do things by myself even though I'm smaller and slower than you are. I can get dressed by myself and pick out what I would like for breakfast. Making decisions makes me feel very important.



Sometimes I may not want to go to day care. Sometimes you may not want to go to work! But once we get there, we are just fine.



Don't be mad at me after I pass the "adjustment period" where I don't want to go home with you when you come to pick me up. Be glad that my care givers are wonderful people to make me feel that way.



Please don't feel guilty about leaving me! I know that you love me and wouldn't do anything bad for me. I also know that when I start kindergarten I will be well adjusted socially and mentally. I will be asking questions way ahead of the other children. Why? Because you had the insight to put me with other children at a young age that learning new things with my new friends was very exciting for me!

Thanks for understanding, Mom and Dad!

Love,
Your Child

TUITION RATES

EFFECTIVE APRIL 29, 2024

TUITION RATES are based on the program your child is enrolled in and the amount of days they will attend. Rates are subject to an annual increase and parents will be notified beforehand.

MONDAY - FRIDAY	PART TIME/PER DAY	FULL TIME/PER WK	NON-REFUNDABLE REGISTRATION FEE
Toddlers (2 years and Up)	\$ 75.00	\$250.00	NEW/RE-REGISTRATION - \$85

- TUITIONS ARE BASED ON DAYS ENROLLED AND NOT ON DAYS ATTENDED.
- THERE ARE NO ACCOMMODATIONS FOR SCHOOL VACATIONS AND SUMMER BREAK.
- PLEASE BE AWARE THAT PAYMENT IS EXPECTED REGARDLESS OF EMERGENCY CLOSINGS.
- ADDITIONAL FEES MAY APPLY FOR FIELD TRIPS AND SPECIAL PROJECTS.

TUITION POLICY

NEW REGISTRATION FEE + SECURITY DEPOSIT or RE-REGISTRATION FEE

ALL children must be re-registered each year on their anniversary. This is state and nationally mandated.

***NEW REGISTRATIONS** - A NON-REFUNDABLE TWO WEEK TUITION AND A NON-REFUNDABLE NEW REGISTRATION FEE OF \$85 IS DUE AT THE TIME OF ENROLLMENT TO ENSURE A PLACE IN THE PROGRAM. THE REGISTRATION FEE COVERS ADMINISTRATION COSTS AND AN FKO BACKPACK. THIS PAYMENT MUST BE PAID BY MONEY ORDER. WE WILL ACCEPT CHECKS FOR TUITION PAYMENTS AFTER THE INITIAL PAYMENT.

***RE-REGISTRATIONS** - A NON-REFUNDABLE RE-REGISTRATION FEE OF \$85 IS DUE AT THE TIME OF ENROLLMENT TO ENSURE A PLACE IN THE PROGRAM. THE REGISTRATION FEE COVERS ADMINISTRATION COSTS. THIS PAYMENT AND TUITION PAYMENTS CAN BE MADE BY CHECK.

*A CHILD IS CONSIDERED ENROLLED UPON RECEIPT OF THE COMPLETED ENROLLMENT CONTRACT, THE NON-REFUNDABLE TWO WEEK TUITION AND THE NON-REFUNDABLE NEW REGISTRATION OR THE NON-REFUNDABLE RE-REGISTRATION FEE. ONCE RECEIVED, FKO AGREES TO HOLD THE OPENING WHICH THEREFORE GIVES UP THE RIGHT TO FILL THAT POSITION WITH ANOTHER CHILD. THIS IS THE REASON A NON-REFUNDABLE TWO WEEK TUITION ALONG WITH THE NON-REFUNDABLE NEW REGISTRATION FEE IS REQUIRED. THE RE-REGISTRATION FEE FOR RE-REGISTRATIONS IS ALSO NON-REFUNDABLE.

TUITION IS DUE WEEKLY ON THURSDAY MORNING PRIOR TO THE WEEK OF CARE. (THERE ARE NO EXCEPTIONS). SHOULD DAY CARE BE CLOSED ON THE PAY-DATE, YOU ARE STILL REQUIRED TO MAKE YOUR PAYMENT THE DAY BEFORE BY 5:00 PM. (PAYMENT WILL NOT BE ACCEPTED ON SATURDAY OR SUNDAY AS WE ARE CLOSED). A LATE FEE OF \$15.00 WILL BE ADDED PER ENROLLMENT DAY IF NOT PAID BY THURSDAY MORNING. IT IS NOT THE RESPONSIBILITY OF THE PROVIDER TO REMIND THE PARENTS WHEN PAYMENT IS DUE. TWO CONSECUTIVE WEEKS OF UNPAID OR OVERDUE TUITION MAY RESULT IN SUSPENSION OF CHILD CARE UNTIL FULL PAYMENT IS RECEIVED.

THERE WILL BE NO REFUNDS FOR DAYS MISSED WHILE THE CHILD IS ENROLLED, PAYMENT IS TO RESERVE A SPACE FOR YOUR CHILD, WHETHER YOU USE IT OR NOT.

PLEASE READ THE TUITION POLICY, PRINT, SIGN, AND RETURN TO THE DIRECTOR.

NON-TRANSFERABILITY OF TUITION AND FEES THE ANNUAL TWO WEEK TUITION AND FEES ARE NOT TRANSFERABLE AND CANNOT BE APPLIED TO ANOTHER CHILD'S TUITION OR REGISTRATION.

CONTRACT SERVICES WE CANNOT ACCOMODATE FAMILIES WHO LATER WISH TO CHANGE THEIR CONTRACT FROM A FULL TIME SPOT TO LESS THAN FIVE DAYS DUE TO SCHEDULING.

TUITION NSF FEE FKO NEEDS TO MAINTAIN AN ADEQUATE CASH FLOW IN ORDER TO CONTINUE, THEREFORE A FEE OF \$40.00 WILL BE CHARGED FOR ANY CHECK RETURNED DUE TO NON-SUFFICIENT FUNDS (NSF). IN ADDITION TO THE NSF FEE, PARENTS ARE RESPONSIBLE FOR ALL CHARGES ASSESSED DUE TO NSF CHECKS. NSF CHECKS WILL BE RE-DEPOSITED ONCE AND IF RETURNED A SECOND TIME CASH OR MONEY ORDER PAYMENT IS REQUIRED FOR REPLACEMENT OF THE CHECK. BECAUSE SUBSEQUENT CHECKS FROM THE SAME ACCOUNT MAY BE HELD BY THE BANK, TUITION PAYMENTS MUST BE PAID IN CASH OR MONEY ORDER FOR SIX WEEKS FOLLOWING A NSF CHECK. IF THREE SEPARATE CHECKS ARE RETURNED DUE TO NSF ALL SUBSEQUENT TUITIONS PAYMENTS MUST BE MADE IN CASH OR MONEY ORDER.

Child Care fees support high quality services, materials, supplies, and well-trained, educated teachers and caregivers. Our program is carefully designed to provide everything your child needs to thrive at every stage of development.

TRIAL PERIOD/DISMISSAL/TERMINATION OF CONTRACT

TRIAL PERIOD All new children will be cared for on a three-week trial period beginning on your child's first actual day of care. During that time the parent may terminate the childcare agreement with a minimum of a two-week written notice. The provider may terminate the childcare agreement at will without a two week notice.

DISMISSAL We reserve the right to dismiss a child if it is in the best interest of the child and/or the program upon reasonable notice to parent(s). Cause for dismissal includes aggressive behavior, physical or emotional harm to self or others. The provider may terminate the childcare agreement at will without a two week notice.

TERMINATION Should the contract be terminated, a minimum of a one month notice in writing is to be given to the director by the parent. Upon the one month notice, the security deposit paid at the time of enrollment will be refunded; otherwise, it will not be. Termination notice will not be accepted while provider or parents are on vacation. Termination will not release you from any responsibility for the contract balance due, including a reasonable cost, which may be incurred in collection of any unpaid balance.

HOURS OF OPERATION

IT IS STRONGLY ADVISED THAT CHILDREN SHOULDN'T SPEND MORE THAN 9.5 HOURS PER DAY AT A CHILD CARE.

WE OPEN AT 7:30 AM and CLOSE AT 5:00 PM. Delayed opening is 8:30 am. Please DO NOT disturb the residence by knocking on the front door if you arrive before we open. The only entrance to the facility is in the back. Please do not enter the facility by entering the code before we open because the alarm is still activated and it will go off. If there are NO lights on in the facility, we are not open yet. Thank you for being respectful of the residents' privacy during opening and closing hours.

AGES: 2 YEARS AND UP. FKO'S CHILD CARE CAPACITY: 12

All Children 2 to 5 years old	1 Provider: 8 Children	2 Providers: 12 Children	Not applicable
All Children over 5 years old	1 Provider: 12 Children	Not applicable	Not applicable

ARRIVAL AND PICK-UP

For your child's safety, you and your child must greet the staff on duty together and must sign the Sign In/Out Form. Please wait until the staff acknowledges your presence. The staff could be preoccupied with another child. Our responsibility begins when we have made parent and child contact. We cannot stress this enough for your child's safety. When the staff members routinely greet you and your child, it adds to the child's sense of security. The staff will also be assessing the wellness of your child while you are still present. If at the time the staff observes that the child is not well, you will be there to take your child home. In the event that someone other than yourself or your designated emergency contact is to pick up your child, you must notify us by writing a note, by contacting us by phone or providing details (person's full name printed, address, telephone number). Must be over the age of 18.

DAILY SCHEDULE

7:45 - 8:20	Arrival/Free Play/Centers
8:20 - 8:30	Clean-up
8:30 - 9:00	5210 Healthy Breakfast
9:00 - 9:20	Morning Circle Time
9:20 - 10:00	Bathroom Breaks
10:00 - 11:00	Outside Play (weather permitting)
11:00 - 12:00	Story Time/Activity Time
12:00 - 1:00	5210 Healthy Lunch/Bathroom Breaks
1:00 - 2:30	Rest Time
2:30 - 3:00	5210 Healthy PM Snack/Bathroom Breaks
3:00 - 5:00	Free Play/Pick-up Time

A LATE PICK-UP FEE OF \$1.00 PER MINUTE is charged after 5:00 PM and payable at the time of pickup. FKO closes promptly at 5:00 p.m. Parents are asked to plan sufficient time to dress their child, take their artwork, speak to a staff MEMBER (if necessary) and leave the center by 5:00 p.m. If the parent/guardian is aware that they are going to be late, they should call FKO to speak to the staff and advise them of their plan to pick up their child/ren. Due to the operational and staffing costs incurred when a parent/guardian is late, a late fee will be charged. Our staff members have commitments, work-related or personal.

ABSENCES Payments are based on days enrolled, not on days attended. Fees will not be pro-rated for sick, vacation, or non-attended days. If your child will not be in attendance for the day please call FKO by 8:30 AM.

HOLIDAYS Please refer to the FKO yearly calendar for a listing of holiday and vacation closures that we. If a holiday falls during the weekend we will observe that holiday on either Monday or Friday.

CHILD GUIDANCE METHODS

OUR VISION... is to create a culture of personal excellence where each child pursues their interests, and skills, that support solving problems that they will face once they leave us to go into the world at the age of 5. FKO is committed to promoting quality Montessori guided education for all children 6 weeks to 5 years.

Learning works best when children are engaged! A purposeful play based curriculum with nurturing teachers is the key to Engaged Learning for developing minds, this is derived from research based on early education.

Early educators, as well as what we have learned through the years, have shown through research that if you engage a child to a new skill when they are really ready; it opens them up to the ability to accomplish the task, instead of being frustrated by it. Once this is achieved you then continue to build on to the next level of this and it is what I refer to as the Engaged Play-based Learning.

MONTESORI is based on a model of human development. It has two basic principles. First, children and developing adults engage in psychological self-construction by means of interaction with their environments. Second, children (especially under the age of six) have an innate path of psychological development. Montessori believed that children who are at liberty to choose and act freely within an environment prepared would act spontaneously for optimal development. Montessori education involves free activity within a "prepared environment", meaning an educational environment tailored to basic human characteristics, to the specific characteristics of children at different ages, and to the individual personalities of each child.

THE ENVIRONMENTS Both Montessori and play-based preschools can have supportive, carefully designed environments. Montessori preschools are typically organized into five curriculum areas: language, math, practical life, sensorial and culture. Play-based centers may also be arranged into areas or stations based on activities or themes

THE BENEFITS Children in Montessori based programs also tend to become highly self-regulated. That's a major advantage, because it's considered, at this time, a huge criterion for success in school—not intelligence but the capacity to self-regulate. both Montessori and play-based centers help kids prepare for kindergarten and develop a love for learning, and both must meet regulations set by your provincial or territorial government.

These programs are child-directed, emphasizing active, self-paced, individualized learning. Children choose activities based on their interests and “work” for uninterrupted blocks of time. We observe and track their progress, and facilitate their use of materials. Through this approach, it's thought that children become more confident, independent, self-regulated and self-disciplined.

Parents are viewed as partners, collaborators, and advocates for their children. Teachers respect parents as each child's first teacher and involve parents in every aspect of the curriculum. This philosophy Parents are expected to take part in discussions about school policy, child development concerns, and curriculum planning and evaluation.

PLAY-BASED CENTERS

Play-based centers are based on the belief that kids learn best through play. Children take part in a wide range of play-based activities, including pretend play, and teachers respond with educational lessons. Kids also develop their problem-solving, cooperation, conflict resolution and social skills.

BOOK CENTER As children explore books on their own or with an interested adult, they begin to notice that print goes from left to right and top to bottom, that pictures often tell a story, and that the story stays the same as it is read over and over. Listening, paying attention, sequencing, and thinking skills are all being used as children enjoy a story. Children become acquainted with new vocabulary words and the style of formal written English as they listen to stories. Children can practice book-handling skills, retell stories by "reading" the pictures, and develop a love of reading by having the chance to interact with books regularly.

PUZZLES/GAMES/TABLE-TOP TOYS Children enjoy playing with small toys at tables or on the floor. Controlled movements of the fingers and hands enable children to master the muscles necessary for writing. As children work with colors and patterns, they develop visual discrimination and memory. When children pretend about things that they built, they are taking their first steps in the use of symbols, which are important as they begin to read and write.

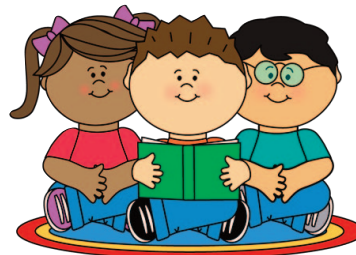
BLOCK CENTER As a child builds with blocks, she/he is developing control of the small muscles of fingers and hands as blocks are added to a structure. Perceptions of size, weight, and shape are developing; language skills growing as children discuss what they are building. Cooperation and planning among children develops as they work together toward a common goal.

HOUSEKEEPING AREA The Housekeeping area allows boys and girls the opportunity to use their imaginations and "try on" various roles from the adult world. Through play, children try to make sense of the events happening around them and deal with the emotions surrounding them. Social skills grow as children choose definite roles in the "play" of the day whether it be playing house, school, doctor, at a restaurant environment, etc.

SCIENCE/MATH INTEREST CENTERS Children can interact with materials on their own or in small groups as they explore items at these interest centers. Counting shells, sorting leaves by size or shape, classifying rocks by type are examples of activities young children can do here. Adults provide names of items and ask questions such as: "How are these alike?" "Different?" "Is this bigger?" "Smaller?" Children's interest grows as they think about everyday items in new ways.

ART CENTER Art materials that are freely accessible to children allow them to make choices, interact with a variety of materials, and learn to think creatively. The process of working with the materials is more important than what is actually made. Choices are made as children select paper, particular colors of paint, and experiment with the way they are applied. The children develop a vocabulary of describing words such as: soft, hard, squishy, smooth, rough, striped, and checkered.

CIRCLE TIME We have Circle Time every day where we discuss the date and numbers on the calendar. Say the Pledge of Allegiance Anthem. We also talk about holidays, announce any special birthdays, point out any anniversaries, and other items important to that day. The weekly theme is introduced along with the numbers, letters, colors, shapes and seasons. The themes have activities associated with them such as story-telling and meals will also correspond with themes. Music is played too so the children can sing songs, dance, and have finger plays.



HEALTHY EATING AND PHYSICAL ACTIVITY AT FOR KIDS ONLY

Message to Families

For Kids Only Preschool believes that all children deserve the opportunity to be healthy and successful. Healthy eating and physical activity are crucial for proper development and improve concentration, memory, and mood; helping children become better learners. This helps us make our program a healthier place.

The 5-2-1-0 Every Day Message



To further support healthy children, staff, & families, our program follows the Let's Go! five healthy strategies below:

- We limit unhealthy choices for snacks & celebrations and promote healthy choices.
- We limit or eliminate sugary drinks and provide water instead.
- We do not reward children with food.
- We provide opportunities for children to get physical activity every day.
- We limit recreational screen time.

These strategies and the 5-2-1-0 message are promoted at other Let's Go! child care programs, schools, out-of-school programs, and health care practices in our community and throughout Maine. Together, we can help ensure a healthy environment for children throughout the day.

If you have any questions please don't hesitate to contact us. If you would like further information, please visit [www.https://www.mainehealth.org/lets-go](https://www.mainehealth.org/lets-go).

- 5** or more fruits & vegetables
- 2** hours or less recreational screen time*
- 1** hour or more of physical activity
- 0** sugary drinks, more water

*Keep TV/Computer out of the bedroom. No screen time under the age of 2.

**THANK YOU FOR YOUR SUPPORT IN HELPING US
CREATE A HEALTHIER PLACE FOR OUR CHILDREN TO GROW.**

ADMISSION POLICIES

Non-DISCRIMINATION POLICY We admit children of any race, color, national or ethnic origin to all of our programs and activities made available to children at the day care. We do not discriminate on the basis of race, color, national or ethnic origin in the administration of its education, admissions policies, and programs.

ABUSE and NEGLECT If FKO has a strong reason to suspect child abuse or neglect, the situation will be reported to the State of Maine Department of Protective Services without prior parental notification, as required by the State of Maine Law. All personnel are mandated reporters by law and failing to report is a crime punishable by a \$500.00 fine and possible loss of licensing. (See Child Abuse and Neglect Policy on page 10).

CHILD MANAGEMENT The children will take part in making the day care rules. Children will be praised for appropriate behavior. Children will have the reason why some behavior is unacceptable explained to them. Children will be redirected to an appropriate activity when they lose control of their emotions. When they are calm, we can discuss the problem and find a solution, together. For example, they could pound play dough when angry; we will talk with parents if excessive inappropriate behavior occurs, so we can develop a plan to help the child correct it.

VISITING YOUR CHILD(REN) We encourage parents, if they wish, to visit their child during the day. We only ask that if you are just visiting, please do so during the hours of 7:30 to 11:00 AM and 3:00 to 5:00 PM. From 1:00 to 2:30 PM, the children are settling down for a nap. It can be very disturbing to the children having people stepping over them to reach their child. Many times when one child wakes, they all wake up. If you need to pick up your child during this time please notify us and we will place your child where it will be easy for you to get them and their belongings.

CLEANING POLICY We take pride in our clean facility. Cleanliness keeps germs at bay, sanitized and makes for an enjoyable environment. To do this we use a bleach solution that we make up fresh daily. Our all purpose cleaner consists of white vinegar, borax, antibacterial essential oil, dish soap and hot water. We also purchase and use Eco-friendly disinfectants.

PARKING POLICY We ask parents to limit your stay to 10 minutes during drop off and pick up. If you need to speak with us about a concern, please make an appointment. Please do not sit in your car and talk on your cell phone. There are other daycare parents waiting to use that parking space. (Please see Driveway/Walkway policy on page 18).

In the event of a STATE OF EMERGENCY You can drop off / pick up at doorways or in entry ways only. Limiting or eliminating visits at the program will be necessary to keep everyone safe and healthy.

IMAGES / VIDEO RECORDINGS In order for a child to have their image recorded, FKO must have a signed Parental Consent and Release form on file. If you do NOT want your child(ren) photographed or recorded, please don't hesitate to indicate this on the form, but we still must have a signed consent form on file. (Please see this policy on page 14).

COMMUNICATING WITH NON-ENGLISH SPEAKING PARENTS/GUARDIANS Parent/Guardian are encouraged to have an interpreter (their cost) to help with communications. This is not an exhaustive list.

The listing does not suggest Maine Department of Education endorsement of any service provider listed on the following website: www.maine.gov/doe/learning/englishlearners/translatorresources

2024
28 CENTRAL STREET / SACO, MAINE / 04072

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CALENDAR
RED, APRIL 2024

	JANUARY	FEBRUARY	MARCH	APRIL
DEC	29 +Jan 1 (F+M) 2023 New Year's			
JAN	11+12 (TH+F) CLOSED 15 (M) Martin L. King Day			
FEB	16 (F) Teacher Workshop 19 (M) President's Day			
APR	15 (M) Parent/Teacher Conference			
MAY	24 (F) Teacher Workshop 27 (M) Memorial Day			
JUNE	14 (F) CLOSED for Graduation Ceremony			
JUL	4+5 (TH+F) Independence Day 8-12 (M-F) FKO Vacation #1			
SEPT	2 (F+M) Labor Day			
OCT	14-18 (M-F) FKO Vacation #2 31 (TH) Closing at 3 pm Halloween			
NOV	11 (M) Veteran's Day 11 (M) (PM) Parent/Teacher Conf. 27-29 (W-F) Thanksgiving Break			
DEC	24-26 (M-W) Christmas Break 31 + Jan 1 (TU+W) 2024 New Year's			

	MAY	JUNE	JULY	AUGUST
MAY	27 (F) Labor Day			
JUNE				
JULY				
AUGUST				

	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
SEPTEMBER				
OCTOBER				
NOVEMBER				
DECEMBER				

MONDAY HOLIDAYS & TEACHER WORKSHOPS ARE USED FOR TRAINING STAFF, PLANNING UPCOMING EVENTS, ORGANIZING THE FACILITY.

ENROLLMENT POLICIES

FKO IS REQUIRED BY THE STATE OF MAINE to have parents read their Contract Agreement. Please print out all necessary Enrollment Forms, read, fill them out, sign, and return all necessary forms to the director along with the non-refundable 2 week tuition security deposit along with non-refundable NEW registration fee of \$85. If you are re-registering: send forms in along with the non-refundable re-registration fee of \$85. It is very important that you make sure you have given us ALL OF THE NECESSARY FORMS before your child's first day. The forms and a checklist can be found on our website. If you have any changes before the year is up, please let us know so that we can make the necessary changes on the appropriate form in their file. There are no fees for revising the forms during the year.

If your marital/relationship status changes e.g. from married to separated or divorced, please inform us as you deem necessary. Please note that the we cannot refuse to release a child to a parent or guardian unless we have received a certified copy of a Court Agreement or a certified copy of a Custody Arrangement indicating that a change in custody has taken place.

AMENDMENTS FKO reserves the right to amend these policies under special circumstances with reasonable notice to parents.

REVISIONS TO HANDBOOK & CONTRACT There will be a yearly revision to the Parent Handbook & Contract. All families must sign a new contract each year. We reserve the right to make changes in rates & policies as we deem necessary. You will be notified, in writing of any changes that may occur. Every attempt will be made to give at least two weeks notice of changes.

YEARLY NEW OR RE-REGISTRATIONS

***NEW REGISTRATION A NON-REFUNDABLE TWO WEEK TUITION SECURITY DEPOSIT and A NON-REFUNDABLE NEW REGISTRATION FEE OF \$85** is due at time of enrollment to ensure a place in the program. Registration fee covers administration costs & an FKO backpack. Payment must be paid by money order. We'll accept checks for Tuition payments going forward.

***RE-REGISTRATION FEE** All children must be re-registered each year on their anniversary. This is state and nationally mandated. **A NON-REFUNDABLE RE-REGISTRATION FEE OF \$85** is due at the time of enrollment to ensure a place in the program. The registration fee covers administration costs.

NON-TRANSFERABILITY OF TUITION & FEES The annual non-refundable two week tuition & non-refundable new registration/re-registration fees are not transferable & can't be applied to another child's Tuition/Registration.

TUITION NSF FEE FKO needs to maintain an adequate cash flow in order to continue, therefore a fee of \$40.00 will be charged for any check returned due to non-sufficient funds (NSF). In addition to the NSF fee, parents are responsible for all charges assessed due to NSF checks. NSF checks will be re-deposited once and if returned a second time cash or money order payment is required for replacement of the check. Because subsequent checks from the same account may be held by the bank, tuition payments must be paid in cash or money order for six weeks following a NSF check. If three separate checks are returned due to NSF all subsequent tuition payments must be made in cash or money order.

***A CHILD IS CONSIDERED ENROLLED UPON RECEIPT OF THE COMPLETED ENROLLMENT CONTRACT, THE NON-REFUNDABLE TWO WEEK TUITION AND THE NON-REFUNDABLE NEW REGISTRATION OR THE NON-REFUNDABLE RE-REGISTRATION FEE. ONCE RECEIVED, FKO AGREES TO HOLD THE OPENING WHICH THEREFORE GIVES UP THE RIGHT TO FILL THAT POSITION WITH ANOTHER CHILD. THIS IS THE REASON A NON-REFUNDABLE TWO WEEK TUITION ALONG WITH THE NON-REFUNDABLE NEW REGISTRATION FEE IS REQUIRED. THE RE-REGISTRATION FEE FOR RE-REGISTRATIONS IS ALSO NON-REFUNDABLE.**

TUITION PAYMENTS All payments are due **THURSDAY morning for the following week**. There are no exceptions. A late fee of \$15.00 will be added per child care day if not paid by **THURSDAY MORNING**. It is not the responsibility of the provider to remind the parents when payment is due. If tuition & fees are not received when due, it will be cause for suspension of services until full payment is made. Should daycare be closed for a holiday on the pay-date, all payments must be received the day before by 5:00 pm. If your child is absent on your pay-date, you are still required to make your payment. (payment will NOT be accepted on Saturday or Sunday as we are closed).

PLEASE NOTE THAT PAYMENT IS STILL EXPECTED IN ANY EMERGENCY CLOSINGS.

THERE WILL BE NO REFUNDS FOR DAYS MISSED WHILE THE CHILD IS ENROLLED, PAYMENT IS TO RESERVE A SPACE FOR YOUR CHILD, WHETHER YOU USE IT OR NOT.

FLEXIBLE SPENDING ACCOUNTS If your employer offers tuition reimbursement (PRE-TAX to help pay for out-of-pocket day care expenses) you must indicate it on the Contract Agreement Form. You must provide a form for the director to sign.

IMMUNIZATIONS Any child attending FKO must have their mandatory immunizations such as Diphtheria, Tetanus, Polio, Measles, Rubella (German measles) Mumps up to date or have an exemption letter on file prior to being accepted. Children who have not been immunized and children who are too young to receive an immunization will be excluded from FKO during any outbreak of contagious outbreak/disease at the daycare. Fees are due during the above absences. The State of Maine requires that we have updated information on childrens' immunizations. Please let us know every time your child is immunized so that we can update our records. Changes in your children's medical information must also be reported to help us better serve your children. (See Immunization Standards on page 11e).

ILLNESS Parents will need a back-up person in case your child comes down with a fever, is vomiting and/or has diarrhea that requires one-on-one care. Your child needs to stay home that day until symptoms subside. (See Illness Policy pages 12 - 12b).

SUPPLIES NEEDED Your child will be involved in a variety of indoor and outdoor activities, which include the use of a variety of hands-on materials. A child's work is his/her play and it's important that your child wear comfortable and easily washable clothing. There will be occasions where your child may need a change of clothes, so we ask that you bring in extra clothes for them to change into.

YOUR CHILD WILL NEED THE FOLLOWING: PLEASE LABEL EVERYTHING!

- ◆ Clothing appropriate for the changing weather. We do go outside year-round.
(ie. Winter: boots, socks, mittens, snowsuits, hats. Summer - swimsuits, a sun hat, towel and sunscreen).
- ◆ A complete change of clothing including socks/underwear labeled with their name.
- ◆ Diapers/Pull-ups (potty training), wipes, lotion for diaper rash, baby powder
- ◆ A Yoga mat (Gymenist Yoga Mat with carrying strap"); sleeping bag for nap time (Blues Clues/Minnie Mouse Toddler Nap Mat).
(Both items are available at Walmart).
- ◆ A current picture of your child with their significant adults to be displayed in their cubby.
- ◆ Children are welcome to bring in toys from home as long as they don't stimulate aggressive behavior. Toy knives/guns are not allowed in the child care. Please let your child know that if he/she brings in a toy, they're going to have to be willing to share. We'll do the best we can, but can't be responsible for your child's toy, if lost, misused, broken.

OUR STAFFS' PRIMARY GOAL is to meet the needs of the children and is a valuable asset to your child's learning process. We are trained and have extensive experience in child development and are certified in pediatric, youth and adult first aid and CPR. Our staff also attends seminars and training sessions to expand their knowledge in childcare and education. We believe in continuous improvements of our processes and development to build a better environment for your children.

WEATHER CLOSINGS/DELAYS In case of severe weather (blizzard, hurricane, tornado and loss of power) while your children are at daycare, your child's safety and well being will be our primary concern. If the decision is made to close, we will notify parents immediately and ask you to pick up your child. Daycare closings will be announced on WGME 13. As a rule if the Maine Mall is closed, FKO will also be closed. Our delayed opening is at 8:30 am.

FKO VACATION WEEKS FKO is closed for straight week in July and another in August. Our yearly calendar comes out around Nov/Dec every year for the following year to inform you of which weeks we are closed for vacation. We ask that you look through the calendar, print out the signature form, sign it, and return to the director. Our staff is encouraged to take the same weeks off so that we have the appropriate coverage.

WORKSHOP DAYS With state and federal laws requiring employees to be more educated and on-going training hours increased, we use some of the holiday closures as workdays for our staff. These days also give us the opportunity to sanitize the day care, invite speakers, review CPR and first aid as well as explore updated techniques and materials in the child care field.

STAFF COMMUNICATION PROCEDURES Any staff suspecting a violation will notify the director promptly. It will be the director's responsibility to contact DHS that the report is being made. All suspicions of licensing violations must be handled immediately. All observations/disclosures of information must be recorded as soon as possible. In compliance with the Mandated Reporting Law, the staff person filing out the report will call the Licensing Bureau and write a written report within 48 hours.

PARENT INVOLVEMENT Parents are a crucial factor in our program. In fact, parents are our partners. Our teachers understand and respect that parents are their children's first teacher. Their involvement in the school gives their children a sense of security and is deeply appreciated. We recognize that stable, quality relationships during the early years are fundamental for later developmental outcomes. Collaboration between teachers, parents and the children is an integral part of the educational experience at FKO. Our goal is not simply to build a strong, warm and nurturing connection with each child, but to extend that connection to our community of parents. By working in a collaborative group setting, children learn critical life skills such as compromise, reasoning, respect for others opinions and enhancement of their sense of community.

BABYSITTING We discourage our staff from babysitting your child(ren) outside of FKO. From a legal standpoint, if anything should happen to the child while under staff care, FKO could be brought into any claims that the parents may assert against to our employee. Lastly, there may be complications of the babysitting relationship becoming problematic and spilling back on the school relationship. Or there may be accusations of favoritism made by other parents.

OUTDOOR PLAY We strongly believe that children need to go outside to play so every effort is be made for them weather permitting. Because of staffing, we can't keep 1 (one) child in with a staff member. We do not keep your child inside if they say they're under the weather; we believe a little fresh air is so good. If they are too sick to go outside for a short time, they should be home recuperating. During the winter months as a rule if the temperature is 32 degrees and above the children will go out side. If the temperature is between 30-32 degrees but the sun is shining brightly than we will go outside. The wind chill will always be taken into consideration.

RESTING Rest times vary per child and although they may not sleep, they are expected to rest and remain quiet while the other children sleep. State requirement mandates a minimum of a one hour rest period, which could include reading books on their mats. Infants are allowed to form and follow their own pattern of sleeping and waking periods.

NUTRITION We provide 2 nutritious meals a day, breakfast and lunch and an afternoon snack. All the meals adhere and/or exceed to the guidelines set by the USDA childcare food program. Our Menu is carefully selected to provide nutritional meals for your child. Arrangements can be made if your child requires special dietary needs. Meals are served family style with adults assisting the children. Mom and Dad are always welcome to join their child during meal time. With the active schedule at daycare each child is offered a time to rest.

SPECIAL CELEBRATION Your child is welcome to celebrate his/her birthday with his FKO friends. Please let the Staff know if you are bringing in fruit. Cupcakes, cakes, or any sweets is not 5210 approved so we must keep that in mind.

SOFT DRINKS/SUGARY JUICES Please refrain from bringing soft drinks in to the daycare. We do promote the 5-2-1-0 Healthy Living program. Our staff members do not bring in soft drinks or sugary drinks for themselves.

ARTICLES/FOOD FROM HOME We do ask that your chil(dren) not bring any toys from home. Occasionally, we may suggest that children bring in toys for special activities. Anything your child(ren) brings from home can get lost or damaged. We also ask that your child(ren) does not arrive with a food item (ie. toast, candy, drink) at drop off so as not to have the other children ask for the same food that we don't have at the childcare. We would rather not have food hidden due to a child dropping it out of sight and wouldn't want another child to find it and eat it. We do provide breakfast in the morning.

JEWELRY/ACCESSORIES Please refrain from having your child(ren) wear any kind of jewelry. Dangling earrings, a dangling necklace or bracelet may be pulled on by one of the younger children. Beaded bracelets may break and we do not want the children trying to put the loose beads in their mouths. The FKO staff refrains from wearing the above jewelry as well.

POTTY TRAINING For children who are potty training, you need to provide a supply of disposable diapers -"Pull Ups", disposable wipes as well as diaper cream, if used. We ask that you send a couple of changes of clothes, including socks, for those little accidents. Also please be considerate when dressing your child so that it's easier for them and staff while potty training ie., belts, overalls, buttons and mark all items with your child's name.

TOILET LEARNING Is discussed with individual parents/guardians as the need arises. We do not believe in pushing a child, but in letting each go at their own pace. Before learning to make use of the toilet can even begin, a child must be able to communicate their needs verbally and able to undress themselves, in regards to their pants. Toilet learning is not about the adult taking responsibility, but the child accepting and enjoying this very grown-up responsibility. Pull-ups or diapers will be required until two weeks without an accident.

BEHAVIOR MANAGEMENT We believe that many problems can be avoided with proper guidance. We believe in redirection rather than discipline. However, there are problems that do need to be addressed on the spot. Our goal in handling behavior issues is to help children become aware of their actions, and how those actions affect other people and their surroundings, how making right choices can help resolve these issues. We believe in positive reinforcement as the children make the right choices. Occasionally the child may need to be separated for a short time from the other children until the child, with the help of the care provider, is ready to join the rest of the children.

ACCIDENTS AND EMERGENCY PROCEDURES Our staff are certified in Red Cross Pediatric emergencies, infant and child CPR. Our staff will report any accident that requires first aid on an accident form. Parents will get a copy and a copy will be filed in the child's folder. Minor cuts and scrapes will be cleaned with soap and water and covered with a bandage. Bruises and bumps will be treated with ice packs. Parents will be notified if accidents require a doctor's attention. If an accident requires immediate medical attention, the child will be taken to the requested hospital or the closest hospital if not specified by the parent, accompanied by a staff member. All parents will be asked to file an authorization form in an extreme emergency for your child to be treated at a hospital. Every effort will be made to contact a parent or guardian in such emergencies.

FIRE & DISASTER DRILLS We conduct monthly fire drills, in accordance with state regulations. Children are trained to proceed to a specified meeting place in the same manner as if they were evacuating their home. We have daily attendance sheets which makes it easier to do head counts of children when conducting fire drills. Disaster Drills are done and logged every 3 months.

EMERGENCY MANAGEMENT PLAN In the event of a state emergency, we are equipped for an extended stay at the day care. We will alert parents via phone. A cell phone is available should land service be interrupted. All pertinent information for each child is kept with us. (Our emergency evacuation location is the Saco Fire Department and the Young School). **PLEASE BE AWARE THAT PAYMENT IS EXPECTED REGARDLESS OF EMERGENCY CLOSINGS, IE. STATE OF EMERGENCY.**

MEDICATIONS FKO DOES NOT ADMINISTER ANY PRESCRIPTION MEDICINES OR OVER THE COUNTER MEDICINES.

REPORTING CHILD INJURY OR DEATH

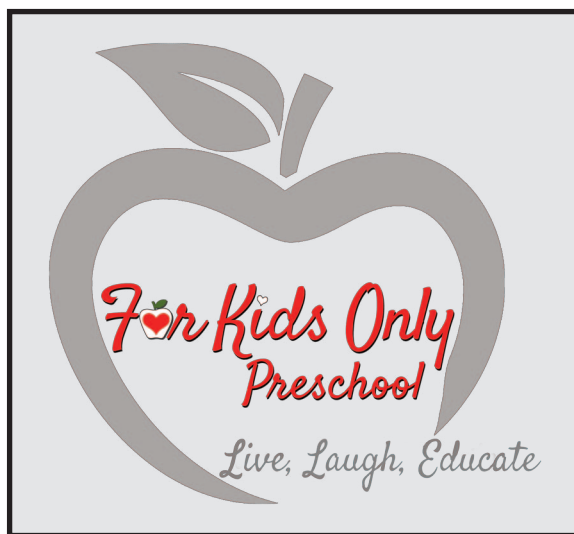
1. An FKO Staff Member must immediately notify the Child's Parent or Legal Guardian of any illness, serious injury, or Incident involving their Child. An Adult designated by the Parent or Legal Guardian must be notified immediately should the Parent or Legal Guardian be unavailable.

2. An FKO Staff Member must document all Accidents, injuries, Incidents, or emergencies in the Child's record on the day of the occurrence and the Parent or Legal Guardian must review and sign the document within two business days.

RESOURCES AVAILABLE FOR DEVELOPMENTAL SCREENINGS Information can be found at www.maine.gov (Child Development Services -CDS). CDS sites provide case management and direct instruction for families with children from birth through age five who have developmental delays or disabilities. Further information can be located at www.fccmaine.com (Family Child Care Association of Maine).

CONFIDENTIALITY and SECURITY OF CHILDREN'S RECORDS All of the children's records are kept in a fireproof filing cabinet. Only the FKO staff have access to the files. All Child Abuse/Neglect reports are kept in a separate file.

LICENSING VIOLATIONS POLICY Administrators, staff, volunteers or parents are required to report all cases of suspected licensing violations to the DHHS Offices, 1-800-821-5821 (child abuse hotline #).



Janet T. Mills
Governor

Jeanne M. Lambrew, Ph.D.
Commissioner



Maine Department of Health and Human Services
Maine Center for Disease Control and Prevention
11 State House Station
286 Water Street
Augusta, Maine 04333-0011
Tel; (207) 287-8016; Fax (207) 287-9058
TTY: Dial 711 (Maine Relay)

Childcare Immunization Standards

Age at which child must have vaccines to be in compliance:	Minimum Number of Doses Required of Each Vaccine							
	DTaP	Polio	HepB	Hib	PCV	MMR	Varicella	HepA
0 through 2 months	None	None	None	None	None	None	None	None
By 3 months	1 Dose	1 Dose	1 Dose	1 Dose	1 Dose	None	None	None
By 5 months	2 Doses	2 Doses	2 Doses	2 Doses	2 Doses	None	None	None
By 7 months	3 Doses	2 Doses	2 Doses	2 Doses ¹	3 Doses ²	None	None	None
By 16 months	3 Doses	2 Doses	2 Doses	3 Doses ¹	4 Doses ²	1 Dose ³	1 Dose ³	None
By 19 months	4 Doses	3 Doses	3 Doses	3 Doses ¹	4 Doses ²	1 Dose ³	1 Dose ³	None
By 25 months	4 Doses	3 Doses	3 Doses	3 Doses ¹	4 Doses ²	1 Dose ³	1 Dose ³	1 Dose ³
By 43 months	4 Doses	3 Doses	3 Doses	3 Doses ¹	4 Doses ²	1 Dose ³	1 Dose ³	2 Doses ³

¹ A complete Hib series is two doses plus a booster dose on or after 12 months of age (three doses total). If a child receives the first dose of Hib vaccine at 12 - 14 months of age, only one additional dose is required (two doses total). Any child who has received a single dose of Hib vaccine on or after 15 - 59 months of age is in compliance with these specified vaccine requirements. Children 60 months of age and older are not required to receive Hib vaccine.

² If the PCV series is started when a child is seven months of age or older or the child is delinquent in the series, then all four doses may not be required. Please reference the information below to assist with compliance:

- For children seven through 11 months of age, two doses are required.
- For children 12 - 23 months of age: if three doses have been received prior to 12 months of age, then an additional dose is required (total of four doses) on or after 12 months of age. If one or two doses were received prior to 12 months of age, then a total of three doses are required with at least one dose on or after 12 months of age. If zero doses have been received, then two doses are required with both doses on or after 12 months of age.
- Children 24 months through 59 months meet the requirement if they have at least three doses with one dose on or after 12 months of age, or two doses with both doses on or after 12 months of age, or one dose on or after 24 months of age. Otherwise, one additional dose is required. Children 60 months of age and older are not required to receive PCV vaccine.

³For MMR, Varicella, and Hepatitis A vaccines, the first dose must be given on or after the first birthday. Vaccine doses administered within 4 days before the first birthday will satisfy the requirement.

If you have questions regarding catching your child up on immunizations, please contact the Maine Immunization Program at: (207) 287-3746 or (800) 867-4775, Email: ImmunizeME.DHHS@Maine.gov.

For questions regarding the childcare facility rule change, please contact the Office of Child and Family Services at: (207) 207-624-7900.

Revised: August 8, 2021

ILLNESS POLICIES

WE ARE REQUIRED BY THE STATE OF MAINE THAT A SIGNED COPY MUST BE RETURNED TO US WHEN ENROLLING YOUR CHILD.

IN ORDER TO PROTECT THE HEALTH OF YOUR CHILD AND OTHER CHILDREN, FKO ADHERES TO THE LISTED GUIDELINES. WHEN A CHILD IS TOO SICK OR CONTAGIOUS, HE/SHE SHOULD NOT BE BROUGHT TO THE DAYCARE. IF AT ANY TIME, THE DIRECTOR, FEELS THAT A CHILD IS TOO SICK OR CONTAGIOUS, HE/SHE WILL NOT BE ALLOWED INTO THE DAYCARE. IF THE CHILD BECOMES ILL DURING THE DAY, IT WILL BE THE RESPONSIBILITY OF THE PARENT/GUARDIAN TO REMOVE THE CHILD WITHIN ONE HOUR OF NOTIFICATION. YOU WILL BE PROTECTING YOUR CHILD AND THE OTHER CHILDREN AT THE DAYCARE BY OBSERVING THESE GOOD HEALTH GUIDELINES.

GUIDELINES PLEASE KEEP YOUR CHILD HOME IF HE/SHE HAS:

- ☹ Auxiliary temperature (armpit) of 99.6 degrees or higher accompanied by other symptoms.
- ☹ Conjunctivitis, which is an eye infection commonly referred to as pink eye; (the eye is generally red with some burning and thick yellow drainage).
- ☹ Coughs producing phlegm and mucous with a slight temperature elevation.
- ☹ Uncontrolled Diarrhea or two or more loose stools. (NOTE: Teething does not cause diarrhea).
- ☹ Any symptoms requiring one on one care or causing severe discomfort.
- ☹ Any rashes that you cannot identify or that haven't been seen by a physician.
- ☹ Any parasitic infestation (lice, scabies, etc.).
- ☹ Vomiting two or more times in the same day.
- ☹ Any illness accompanied by open, oozing bacterial infections or severe and bloody diarrhea.
- ☹ Any open or oozing sores, bloody gums or bloody feces or unexplained rash.

IF THE CHILD HAS A CONTAGIOUS DISEASE (MEASLES, MUMPS, ROSEOLA, ETC.) THE CHILD MUST BE KEPT AT HOME AND MAY RETURN ONLY WITH WRITTEN VERIFICATION FROM THE DOCTOR THAT THE CHILD IS NOT CONTAGIOUS.

IF A SIBLING OF THE CHILD HAS A CONTAGIOUS DISEASE AND THE CHILD ATTENDING FKO DOES NOT HAVE ESTABLISHED IMMUNITY TO THAT DISEASE, THE CHILD MUST BE KEPT AT HOME AND MAY RETURN TO THE DAYCARE ONLY WITH WRITTEN VERIFICATION FROM THE DOCTOR THAT THE CHILD IS NOT CONTAGIOUS.

PLEASE NOTE

IF THE DOCTOR PLACES THE CHILD ON AN ANTIBIOTIC, THE CHILD CAN NOT BE BROUGHT INTO DAYCARE UNTIL HE/SHE HAS BEEN ON MEDICATION FOR A LEAST 24 HOURS (BY MOUTH).



DESCRIPTIONS OF DISEASES and ILLNESSES

CHICKENPOX is a very contagious disease caused by varicella zoster virus. A vaccine against chickenpox is now available. Symptoms begin with an itchy rash of small red bumps on the scalp that spreads to the stomach or back before spreading to the face. Patterns can vary from person to person. It is believed to be spread person to person when a susceptible person is exposed to respiratory tract secretions or directly to fluid from the open sores of an infected person. Chickenpox can also cause more severe health problems in pregnant women. Any child who has chickenpox will be excluded from FKO until all chickenpox blisters have formed scabs and there is no presence of fever and can comfortably participate in outdoor and indoor activities.

CONJUNCTIVITIS (PINKEYE) can be caused by bacterial or viral infections or by allergic reactions to dust, pollen and other materials. A child will be considered to have conjunctivitis when there is white or yellowish pus that accumulates in or around the eye. Any child who has conjunctivitis will be excluded from the daycare until medication has been administered for at least 24 hours and there is no sign of discharge from the eye.

DIARRHEA can be caused by a variety of different germs, including bacteria, viruses, and parasites. Children can also have diarrhea without having an infection, such as when diarrhea is caused by food allergies or as a result of taking medications such as antibiotics. (NOTE: TEETHING DOES NOT CAUSE DIARRHEA). A child will be considered to have diarrhea when the bowel movements are both more frequent than usual (twice per hour) and looser and more watery than usual. Any child who is experiencing diarrhea will be excluded from the daycare until symptoms have disappeared.

FIFTH DISEASE also called “Slapped cheek disease”, is an infection caused by parvovirus B19. Symptoms begin with a mild fever and complaints of tiredness. Within a few days, the cheeks take on a flushed appearance that looks like the face has been slapped. There could also be a lacy rash on the trunk, arms and legs. Fifth disease is believed to be spread through direct contact or by breathing in respirator secretions from an infected person. Children with sickle cell anemia, chronic anemia, or an impaired immune system may become seriously ill when infected and require medical care. If a pregnant woman becomes infected, the fetus may suffer damage, including the possibility of stillbirth. Any child who has fifth disease will be excluded from FKO until there is no fever present and the child can comfortably participate in our program.

HAND, FOOT & MOUTH DISEASE is a common childhood illness caused by coxsackievirus A16. Infection may result in painful blisters in the mouth, on the gums and tongue, on the palms and fingers of the hand, or on the soles of the feet. The fluid in these blisters contains the virus and symptoms may last for 7 to 10 days. The virus can be passed through saliva from blisters in the mouth and through the fluid from blisters on the hands and feet. Any child who has hand, foot & mouth disease will be excluded from the daycare until all blisters have opened and are dried, shall have no open sores in the mouth and no presence of fever.

HEAD LICE are tiny insects that live primarily on the head and scalp. Lice is primarily spread through direct head to head contact. Sharing personal items such as hats, brushes, combs and linens may also play a roll in the spread. Although small, adult head lice may be seen with the naked eye. Head lice suck blood and the rash caused by their feeding may be more noticeable than the insects themselves. Lice attach their eggs at the base of a hair shaft. These eggs, or nits, appear as tiny white or dark oval and are especially noticeable on the back of the neck and around the ears. Adult head lice cannot survive for more than 48 hours apart from the human host. Children with head lice will notify the daycare immediately and be excluded from FKO until they have been treated with a medicated shampoo, rinse or lotion developed specifically for head lice. The child must be free of nits before readmission. Nits can be removed using a fine-toothed comb. The child must be checked daily for 10 days for any evidence of new infection.

IMPETIGO is a skin infection usually caused by one of two types of bacteria. Impetigo appears as a blistering rash. When blisters open, they produce a thick, golden-yellow discharge that dries, crusts and adheres to the skin. Impetigo is spread among children in close contact. Any child who has impetigo will be excluded from the daycare until the blisters are gone, the rash is dry and medication has been administered for at least 24 hours. Both oral antibiotics and antibiotic cream may be prescribed.

VOMITING Please keep your child home until they are symptom-free for at least 24 hours from their last symptom. If a child vomits while in our care, they must be picked up within an hour and not come back for 24 hours from their last symptom.

(RSV) RESPIRATORY SYNCYTIA VIRUS causes infections of the upper respiratory tract (like a cold) and the lower respiratory tract (like pneumonia). It is the most frequent cause of lower respiratory infections, including pneumonia, in infants and children less than two years of age. It is highly contagious and is spread through direct contact with infectious secretions. Any child who had RSV will be excluded from the daycare until they are comfortably able to participate in all activities and do not require a level of care that would jeopardize the health & safety of the other children.

RINGWORM is a fungus infection of the scalp or skin. Symptoms include a rash that is often itchy and flaky. Ringworm on the scalp may leave a flaky patch of baldness. On other areas of the skin, it causes a reddish ring-like rash that may itch or burn. The area could be dry & scaly, moist or crusted. Ringworm is spread by direct contact with a person or animal infected with the fungus. It can also be spread indirectly through contact with articles (such as combs or clothing) or surfaces that have been contaminated. A child is infectious as long as the fungus remains present in the skin lesion. The fungus is no longer present when the lesion begins to shrink. Any child who has ringworm will be excluded from FKO until treatment from pediatrician has begun & infected area begins to shrink.

STREP THROAT / SCARLET FEVER is easily spread and is caused by a Streptococcus bacteria. It's spread when an infected person coughs or sneezes contaminated droplets into the air & another person inhales them. A person can also get infected from touching these secretions, then touching their mouth or nose. Symptoms of strep throat may include severe sore throat, fever, headache & swollen glands. If not treated, strep infections can lead to scarlet fever, ear infections and pneumonia. Scarlet fever is characterized by a bright red, rough textured rash that spreads all over the child's body. Any child who has strep/scarlet fever will be excluded from FKO until the child has been on prescribed medication and had no fever for 24 hours (from the first dose).

THRUSH is an oral infection that appears as creamy white, curd-like patches on the tongue and inside of the mouth. Outbreaks may be the result of increased antibiotic use. The infection can be passed through nasal and oral secretions. Any child who has thrush will be excluded from FKO until they have been treated with an antibiotic for at least 24 hours. The common antibiotic prescribed is nystatin.

FEVER A fever of 99.9 degrees or higher; this includes the night before/morning of daycare. No fever for 24 hours without taking fever reducing medication. If you had to give your child medicine the night before then that still means they can't come back the next morning.

POX-LIKE VIRUSES Your child must be home if they present symptoms that resemble or is a confirmed Pox virus. If anyone in your household is experiencing symptoms congruent with a Pox virus or is a confirmed case of a Pox virus your child should be home until 48 hours after all household members are well. Parents/emergency contact will be called to pick up their child if child is showing signs/symptoms of a Pox like virus or has continued discomfort from a recent outbreak. Children are expected to be picked up within 20 minutes of contact.

MEDICATIONS: FKO DOES NOT ADMINISTER ANY PRESCRIPTION MEDICINES OR OVER THE COUNTER MEDICINES.

FKO RESERVES THE RIGHT TO SEND HOME ANY ILL CHILD(REN).

PARENTS SHOULD EXERCISE EVERY CAUTION AND KEEP THEIR CHILD AT HOME SHOULD UNUSUAL SYMPTOMS OCCUR. IF YOUR CHILD HAS BEEN EXPOSED TO A CONTAGIOUS DISEASE, DETAILS SHOULD BE REPORTED TO FKO. NOTICES ARE POSTED UPON ENTERING, OUTLINING PROCEDURES TO BE FOLLOWED IN INCIDENCES OF CONTAGIOUS DISEASE. ALL CHILD CARE STAFF MEMBERS ARE TRAINED IN AND FOLLOW THE APPROPRIATE PROCEDURES FOR INFECTION CONTROL.

****IF YOUR CHILD EXHIBITS ANY UNEXPLAINED RASHES, COMPLAINTS OR AILMENTS, PARENTS WILL BE NOTIFIED AND THE CHILD SENT HOME ACCORDINGLY.**

***** PLEASE HAVE A CONTINGENCY BACK-UP PLAN FOR DAYS WHEN YOUR CHILD CANNOT ATTEND FKO DUE TO ILLNESS.**

NOTIFIABLE DISEASES AND CONDITIONS LIST

24 Hours A Day, 7 Days A Week Disease Reporting:

Telephone: 1-800-821-5821 Fax: 1-800-293-7534

☎ Conditions are reportable **immediately** by telephone on recognition or strong suspicion of diseaseAll others are reportable by telephone, fax, electronic lab report, or mail within **48 hours** of recognition or strong suspicion of disease➔☒ Directors of laboratories are to submit isolates or clinical specimens, as well as any isolates or clinical specimens as requested by Maine CDC, to the *Maine Health and Environmental Testing Laboratory* for confirmation, typing, and/or antibiotic sensitivity

Acid-Fast Bacillus ➔ ☒	Legionellosis
Acquired Immunodeficiency Syndrome (AIDS)	Leptospirosis
Acute flaccid myelitis (AFM) ¹	Listeriosis ➔ ☒ (<i>Listeria monocytogenes</i>)
Anaplasmosis	Lyme Disease
☎ Anthrax ➔ ☒ (<i>Bacillus anthracis</i>)	Malaria
Babesiosis	☎ Measles ➔ ☒ (Rubeola virus)
☎ Botulism ➔ ☒ (<i>Clostridium botulinum</i>)	☎ Meningococcal Disease, invasive ➔ ☒ (<i>Neisseria meningitidis</i>)
<i>Borrelia miyamotoi</i>	☎ Mumps ➔ ☒
☎ Brucellosis ➔ ☒ (<i>Brucella</i> species)	☎ Pertussis
California Serogroup Viruses	☎ Plague ➔ ☒ (<i>Yersinia pestis</i>)
Campylobacteriosis	☎ Poliomyelitis ➔ ☒ (Polio virus)
☎ <i>Candida auris</i> ² ➔ ☒	Powassan Virus
☎ Carbapenemase-producing carbapenem-resistant organisms ³ ➔ ☒	Psittacosis
Carbon Monoxide Poisoning ⁴	☎ Q Fever
Chancroid	☎ Rabies (human and animal) ➔ ☒ (Rabies virus)
Chlamydia	Rabies Post-Exposure Prophylaxis
Chickenpox (Varicella)	☎ Ricin Poisoning ➔ ☒
Chikungunya	☎ Rubella (including congenital) ➔ ☒ (Rubella virus)
☎ Coronavirus, Novel, MERS, and SARS ➔ ☒	Salmonellosis ➔ ☒ (<i>Salmonella</i> species)
Creutzfeldt-Jakob disease, <55 years of age	☎ Shellfish Poisoning
Cryptosporidiosis	Shigellosis ➔ ☒ (<i>Shigella</i> species)
Cyclosporiasis	☎ Smallpox ➔ ☒ (Variola virus)
Dengue	Spotted Fever Rickettsiosis
☎ Diphtheria ➔ ☒ (<i>Corynebacterium diphtheriae</i>)	St. Louis Encephalitis
<i>E. coli</i> , Shiga toxin-producing (STEC) ➔ ☒	☎ <i>Staphylococcus aureus</i> non-susceptible to Vancomycin ⁶ ➔ ☒
Eastern Equine Encephalitis	<i>Streptococcus</i> Group A, invasive
Ehrlichiosis	<i>Streptococcus pneumoniae</i> , invasive
Giardiasis	Syphilis
Gonorrhea	☎ Tetanus ➔ ☒ (<i>Clostridium tetani</i>)
<i>Haemophilus influenzae</i> , invasive ➔ ☒	Trichinosis
Hantavirus, pulmonary and non-pulmonary syndromes	☎ Tuberculosis (active and presumptive) ➔ ☒ (<i>Mycobacterium tuberculosis</i>)
Hemolytic-uremic syndrome (post-diarrheal)	☎ Tularemia ➔ ☒ (<i>Francisella tularensis</i>)
☎ Hepatitis A, B, C, D, E (acute)	Vibrio species, including Cholera ➔ ☒ (<i>Vibrio</i> species)
Hepatitis B, C, D (chronic)	Vaping-associated pulmonary illness ⁷
Human Immunodeficiency Virus (HIV) ⁵	☎ Viral Hemorrhagic Fever
Influenza-associated pediatric death	West Nile Virus
☎ Influenza A, Novel ➔ ☒	Western Equine Encephalitis
Influenza-associated hospitalization, laboratory-confirmed	Yellow Fever
	Zika virus disease
	☎ Any Case of Unusual Illness of Infectious Cause
	☎ Any Cluster/Outbreak of Illness with Potential Public Health Significance

*See condition-specific footnotes on next page.

Who must report: Health Care Providers, Medical Laboratories, Health Care Facilities, Child Care Facilities, Correctional Facilities, Educational Institutions, Administrators, Health Officers, Veterinarians, Veterinary Medical Laboratories

What to report: Disease reports must include as much of the following as is known:

- Disease or condition diagnosed or suspected and symptom onset
- Name and phone number of person making the report and date
- Patient's name, date of birth, address, phone number, occupation, sex, race, and ethnicity
- Diagnostic laboratory findings and dates of test relevant to the notifiable condition
- Health care provider name, address, and phone number

Complete Rules for the Control of Notifiable Diseases and Conditions:

<http://www.maine.gov/dhhs/mecdc/infectious-disease/epi/disease-reporting/index.shtml>



NOTIFIABLE DISEASES AND CONDITIONS LIST

24 Hours A Day, 7 Days A Week Disease Reporting:

Telephone: 1-800-821-5821 Fax: 1-800-293-7534

Footnotes

1. An illness with an onset of acute focal limb weakness and either 1) cerebrospinal fluid with an elevated white blood cell count or 2) a magnetic resonance image (MRI) showing a spinal cord lesion largely restricted to gray matter and spanning one or more spinal segments.
2. Detection of *Candida auris* in a specimen using culture or culture independent diagnostic test; or detection of an organism that commonly represents a *Candida auris* misidentification.
3. Carbapenemase-producing carbapenem-resistant organisms are:
 - Carbapenem-resistant organisms, as defined by the Clinical Laboratory Standards Institute Performance Standards for Antimicrobial Susceptibility Testing M100 (<http://www.clsi-m100.com>), that test positive for Carbapenemase-producing by a phenotype method or for a known carbapenemase resistance mechanisms by a recognized test, as defined by the U.S. Centers for Disease Control and Prevention (<https://wwwn.cdc.gov/nndss/conditions/carbapenemase-producing-carbapenem-resistant-enterobacteriaceae/case-definition/2018/>).
 - Reporting will include test method used, result, and where applicable, specific resistance mechanisms identified.
 - Isolate submission is required for all carbapenem-producing carbapenem-resistant organisms. If phenotypic or resistance mechanism test results are not available for a carbapenem-resistant organism, then isolate submission of the carbapenem-resistant organism is required to determine carbapenemase-producing status.
4. All cases with clinical signs, symptoms or known exposure consistent with diagnosis of carbon monoxide poisoning, and/or: a carboxyhemoglobin (COHb) level equal to or above 5%.
5. Any human immunodeficiency virus (HIV) test results, including:
 - All reactive/repeatedly reactive initial HIV immunoassay results and all results (e.g. positive, negative, indeterminate) from all supplemental HIV immunoassays (HIV-1/2 antibody differentiation assay, HIV-1 Western blot, HIV-2 Western blot or HIV-1 Immunofluorescent assay);
 - All HIV nucleic acid (RNA or DNA) detection tests (qualitative and quantitative), including tests on individual specimens for confirmation of nucleic acid amplification testing (NAAT) screening results;
 - All CD4 lymphocyte counts and percentages, unless known to be ordered for a condition other than HIV;
 - HIV genotypic resistance testing, nucleotide sequence results; and,
 - Positive HIV detection tests (including, but not limited to culture, P24 antigen).
6. As defined by the most current Clinical Laboratory Standards Institute Performance Standards for Antimicrobial Susceptibility Testing M100 (<http://www.clsi-m100.com>).
7. Clinicians should report cases with onset on or after May 1, 2019, that meet the criteria of (1) a significant respiratory illness of unclear etiology and (2) a history of vaping.

SMOKE-FREE POLICY



FKO is dedicated to providing its children, staff, parents and visitors with a safe and healthy smoke-free environment. The smoke and tobacco-free policy applies to all employees, parents, and visitors including organizers of, and attendees at, public events, including but not limited to, conferences, meetings, lectures, social events. We recognizes that second-hand and third-hand smoke are detrimental to the health and safety to everyone, particularly infants and children. For this reason, we are a 100% smoke-free facility.

MAINE LAW defines smoking as carrying or having in one's possession a lighted or heated cigarette, cigar, pipe containing tobacco or other plant product. Smoking includes the use of an electronic smoking device, such as an e-cigarette or personal vape pen.

Tobacco smoke is defined as the smoking of cigarettes, cigars, and all nicotine delivery devices that are non-FDA approved as cessation products (ie. the electronic cigarette). Smoking is against the law in all enclosed areas of workplaces.

THIS POLICY PROHIBITS SMOKING...

- Within all enclosed areas of the facility.
- On all facility grounds, including playgrounds and parking lots, including in personal vehicles parked on FKO's property.
- In facility-owned or leased vehicles & employees' personal vehicles being used in the course of work.

TO REDUCE EXPOSURE TO THE CONTAMINANTS IN THIRDHAND SMOKE, EMPLOYEES WHO SMOKE SHOULD...

- Wear coverage over their clothing and hair (coat, hat, etc.) while smoking.
- Thoroughly wash hands before returning to work.

PROCEDURES: EVERYONE IS REQUIRED TO COMPLY WITH OUT 100% SMOKE-FREE POLICY. ENFORCEMENT OF THIS POLICY WILL FOLLOW THE STANDARD PROCEDURES OF THE FACILITY.

DEFINITIONS

A. "Smoking" includes carrying or having in one's possession a lighted cigarette, cigar, pipe or other object giving off tobacco smoke.

B. Tobacco is defined as all tobacco-derived or containing products, including cigarettes, cigars, little cigars, cigarillos; all smokeless and dissolvable tobacco products, dip, spit/spit-less, chew, snuff, sinus and nasal tobacco; and any product intended to mimic tobacco, containing tobacco flavoring or delivering nicotine, including electronic nicotine delivery systems, e-cigarettes, e-cigars, vape pen or any other product name or descriptor. Or the use of any other type of tobacco or nicotine product for the purpose of circumventing the prohibition of tobacco in this policy.

WATER SAFETY POLICY

The safety and supervision of your children in and around water is of the highest priority. This relates to water play, excursions near water, hot water, drinking water and hygiene practices with water in the child care environment. Children will be supervised at all times during water play experiences. FKO does not have a swimming pool.

Buckets of water used during cleaning throughout the day, are filled immediately before use, supervised by an adult while in use, and emptied immediately and cleaned thoroughly after use.

CHILDREN'S SAFETY & WELLBEING WILL:

- ... be protected in and around water through supervision and prevention,
- ... be promoted through the availability of clean, hygienic water for play & drinking.

TO PREVENT CHILD ACCIDENTS & ILLNESSES RELATING TO SWIMMING, WADING POOLS & OTHER WATER HAZARDS WE WILL:

- ... have at least two staff members, who are at least 18 years of age, be present at all times during any water activities while outdoors.
- ... provide guidance to our staff on the importance of children's safety in & around water.
- ... teach the children about staying safe in and around water.
- ... ensure water troughs or containers for water play are filled to a safe level and not leave buckets, water play-trough or any other water hazards unsupervised on the premises.
- ... ensure work, health and safety practices incorporate approaches to safe storage of water and play,
- ... check garden after watering or rain and empty water that has collected in holes or containers.
- ... closely supervise children near any water at all times and never leave children alone near any water.
- ... provide clean drinking water at all times.



BITING POLICY

Biting is unfortunately not unexpected behavior for toddlers. Some children and many toddlers communicate through this behavior. However, biting can be harmful to other children and to staff. This biting policy has been developed with both of these ideas in mind. For Kids Only understands that biting, unfortunately, is a part of a child care setting.

Our goal is to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten. If a biting incident occurs, state regulations require that the parent of the child biting and the parent of the child who was bitten be contacted. Names of the children are NOT shared with either parent.

WHEN BITING DOES OCCUR

FKO strongly disapproves of biting. The staff's job is to keep the children safe and help a child that bites learn different, more appropriate behavior. We do not use techniques to alarm, hurt, or frighten children.

For the child that was bitten:

1. First aid is given to the bite. It is cleaned with soap and water.
If the skin is broken, the bite is covered with a bandage.
2. Parents are notified.
3. The "Incident Report" is filled out documenting the incident.

For the child that bit:

1. The teacher will firmly tell the child "No...we don't bite people!!"
2. The child will be placed in time out for no longer than child's age (one year old = one minute).
3. Parents are notified.
4. The "Incident Report" is filled out documenting the incident.

WHEN BITING CONTINUES

1. The child will be shadowed to help prevent any biting incidents.
2. The child will be observed by the classroom staff to determine what is causing the child to bite (teething, communication, frustration, etc.) The director may also observe the child if the classroom staff is unable to determine the cause.
3. The child will be given positive attention and approval for positive behavior.

WHEN BITING BECOMES EXCESSIVE

If a child inflicts 3 bites in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, a conference will be held with the parents to discuss the child's behavior and how the behavior may be modified.

This policy is effective September 27, 2017. All past experiences of biting are not included in this policy, as this policy was not in effect at the time of biting. All biting occurrences from today forward will be counted towards a child's total biting incidents.

TICK REMOVAL POLICY

PARENTS MUST SIGN A TICK REMOVAL CONSENT FORM if you DO or DO NOT want For Kids Only staff members to remove a tick from your child(ren). We will only attempt to remove ticks from exposed skin (arms, legs, neck, etc). We will not remove ticks from sensitive areas (eyes, ears, bathing suit areas, etc). We will never use petroleum jelly or a hot match to kill and remove a tick. These methods does not get the tick off the skin, and can cause the insect to burrow deeper and release more saliva (which increases the chances of disease transmission).

IF YOU DO NOT WANT FKO STAFF TO REMOVE THE TICK, PLEASE LIST A CONTACT NAME AND NUMBER SO THAT WE MAY CALL YOU.

REMOVING A TICK

1. Use fine-tipped tweezers to grasp the tick as close to the skin's surface as possible.
2. Pull upward with steady, even pressure. Don't twist/jerk the tick; this can cause the mouth-parts to break off and remain in skin.
3. After removing the tick, thoroughly clean the bite area and your hands with rubbing alcohol, an iodine scrub, or soap and water.
4. Dispose of a live tick by submersing it in alcohol, placing it in a sealed bag/container, wrapping it tightly in tape, or flushing it down the toilet. Never crush a tick with your fingers.

If a parent wants FKO to save the tick for testing we will release the tick into a jar or zip-locked bag.

FKO staff member will contact parent and complete an Incident Report.



OUR TICK REPELLANT RECIPE IS SAFE FOR HUMANS AND DOGS:

20 drops each of Lemongrass and Eucalyptus Essential Oils added to 4 ounces of water and shaken in spray bottle. We spray it on shoes, socks, and pant cuffs. On the enrollment form, you must chose yes or no that you agree to the application of the spray on your child.

People who have removed a tick often wonder if they should have it tested. Some state or local health departments offer tick identification and testing as a community service or for research purposes (such as evaluating infection rates among ticks in an area). Check with your health department; the phone number is usually found in the government pages of the telephone book or online.

FKO WILL NOT BE RESPONSIBLE TO COVER THE COST (IF THERE IS ONE) FOR TESTING.

It is up to the parents to call the doctor after the tick has been removed to find out if your child should be evaluated. In certain cases, a doctor will prescribe antibiotics if a child is at high risk of developing Lyme disease. Call the doctor right away if your child develops a red-ringed rash or if the skin becomes red and irritated. Also call if your child has flu-like symptoms, joint pain or a swollen joint, or facial paralysis. Although other conditions can cause similar symptoms, you'll want to have your child evaluated early on so that if it is Lyme disease, treatment can begin as soon as possible.

FURTHER INFORMATION ABOUT TICKS CAN BE FOUND ON THE MAINE.GOV WEBSITE.

ANIMAL / PET / FUR POLICY

This policy is to inform parents of the benefits and potential risks associated when we have animals visiting FKO for educational purposes. Animals can provide important opportunities for entertainment and learning.

PETS - The FKO household does have a cat and a golden retriever. There are no classroom pets on the premises.

ANIMALS VISITING FKO

When animals are on the premises, For Kids Only will ensure that there is adequate staff supervision to protect the safety of the children and animals. We will ensure that personnel providing animals for educational purposes are knowledgeable regarding animal handling and zoonotic disease issues. Persons or facilities that display animals to the public should be licensed by the U.S. Department of Agriculture.

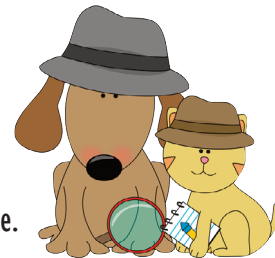
- There must be proof of rabies vaccinations for household dogs and cats.
- Pets must not present a danger to children or guests.
- The premises must be free of pet odors, fur, and waste must be disposed of regularly.
- All indoor and outdoor areas used by children must be free from pet waste / pet fur.

Certain animals are not allowed at child care due to children younger than 5 years of age...

- reptiles (e.g., turtles, snakes, and lizards, amphibians (e.g., frogs, toads, salamanders, and newts)
- live poultry (e.g., chicks, ducklings, and goslings)
- ferrets

WASHING UP AFTER HANDLING ANIMALS

- We will always have the children and FKO staff wash their hands right after handling the animals, their food, and/or their habitats (for example, cages, water bowls, toys)
- FKO staff will always supervise hand washing for young children
- Running water and soap are best.
- FKO does carry hand sanitizers in case running water and soap are not available.



PARENTS SHOULD INDICATE ON THE CHILD'S HEALTH INFORMATION FORM, ANY SPECIAL CONSIDERATIONS NEEDED IF THEIR CHILD(REN) HAS ALLERGIES, OR HAVE ANY OTHER ISSUES WITH ANIMALS.



DRIVEWAY/WALKWAY SAFETY POLICY

The FKO driveway/walkway area is the only part of our center that is NOT CHILD-FRIENDLY.

We beseech you to exercise the utmost in diligence when you are in the driveway/walkway area. PLEASE HOLD CHILD(REN) BY THE HAND AT ALL TIMES, BEING ESPECIALLY AWARE IN THOSE MOMENTS WHEN YOU ARE OPENING THE DOOR OF YOUR VEHICLE TO LET YOUR CHILD IN, OR IF YOU ARE DEALING WITH MULTIPLE CHILDREN. Pull into spaces slowly, and look behind your vehicle before you back out. Do not allow distractions like cell phones when you are moving your car or walking with your child in the parking lot. NO CHILDREN should be allowed to stay in the car unattended. They must accompany you into the building. A tragedy in the parking lot is something none of us could live with.

Walking hand in hand on the walkway/driveway is essential for safety. Please do not allow your child(ren) to take off running down the walkway into the driveway AROUND THE BACK OF THE CAR TO GET INTO CARS BY THEMSELVES, whether you have one or two children, they have got to be in your control. Please use both of your hands, one for each child.

GETTING INTO THE CAR AND CONTINUING TO RUN-AROUND UNSUPERVISED IN THE DRIVEWAY, WALKWAY, THROUGH THE GARDEN OF FLOWERS, ETC. is not only dangerous for them, but also the parent. Parents are picking up and may not see your child dart out into the driveway, or see you running after them, not to mention if they run in the road. This also includes running down the walkway onto the private patio (which has things on it not safe for children to be touching or running by); in and around the house through flowering plants and on to the sidewalk and driveway completely unaccompanied by their parents, because they are NOT HOLDING THEIR CHILDREN'S HANDS.

Central street is a cutoff from Spring Street, as it gets very congested, and people, even if obeying the speed limit, may hit a child or adult because the child(ren) was not in the control and supervision of the parent.

This is a huge safety factor for all concerned, as well as parents who are running after their child(ren) in the yard, sidewalk, walkway, and driveway. your child, whether it be one or two, another child left unsupervised while you are running after the second child you have..now their are two children not within a parents control for safety. Please make sure that when you are leaving after pickup that YOU HOLD THEIR HANDS AT ALL TIME, WHETHER IT BE ONE OR TWO, then open the door of your car (prefer it on the side of the driveway beside the bushes) then let them get into the backseat. At that point you can buckle both children in.

Thank you all for understanding the position of For Kids Only, as well as other families, when it comes to the safety of the children when dropping off in the mornings and leaving at the end of the day.

LET'S ALL WORK TOGETHER FOR SAFETY'S SAKE.

SECURITY and SAFETY

WHEN YOU LEAVE YOUR CHILDREN WITH US, WE TAKE THEIR SAFETY VERY SERIOUSLY.

We implement several steps to ensure your child's safety:

1. We do fire drills once a month so that your child knows where to go in an emergency.
2. We do Disaster Drills every 3 months.
3. Pick-up/drop-off is maintained with the use of a sign-in clipboard so we know who is in the facility.
4. In case of an Emergency Evacuation, we are relocated to the Saco Fire Department.
5. We have eight surveillance cameras and are able to monitor all four sides of the FKO grounds as part of our Disaster plan to have in place. Along with the cameras, the door at our entryway has a keyless pad on the door. The door remains locked for safety.



SOCIAL MEDIA and PRIVACY POLICY

**THIS POLICY INCLUDES (but is not limited to) THE FOLLOWING SPECIFIC TECHNOLOGIES:
FACEBOOK, FKO BLOG, FKO WEBSITE, GROUP EMAIL AND SMS MESSAGES.**

Technology has changed how many people connect with others. Today more connections are occurring through the use of social media. This is true for the majority of our parents. Our Facebook page is PUBLIC; it allows us to post photos and videos of the children during their daily activities to share the little things such as a cute story or capturing a video of their conversations with their friends or the staff. This makes the parents feel as if they were a part of their child's day. This may be more important in this industry than in any other because parents want to feel like their child is being left with family.



RELATIONSHIP BETWEEN STAFF/PARENTS

Social media, personal relationships or any method of communication in cyberspace is strictly prohibited between our staff and our parents. This includes requests for babysitting or cleaning etc. It is crossing professional boundaries for parents and staff members to engage in relationships outside of childcare due to that grey area when they become friends and it overlaps in to their work life. This can result in favoritism (or perceived as favoritism) of children by staff, or favoritism of a parent, etc. We want to make sure that all of our children and families are treated equally when it comes to their care while in the hours of operation. Please respect these guidelines as we have explained them so the best interest for all can be served.

PINTEREST

Our Pinterest page is available to our Parents/Guardians for gift giving ideas, healthy snacks that can be made for the holiday events, arts and crafts that we plan to do with the children, and other information. (There are NO photos or names of the children on our Pinterest Board).

IMAGES/VIDEOS OF CHILDREN ON SOCIAL MEDIA/WEBSITE

FKO recognizes that social media is a term which encompasses the various activities that integrate technology and social interaction, using the range of words, images, and videos. We display photos and videos of the children for the duration of the year from September to August. When a new year begins, we archive the posted photos and videos which stays with our website and Facebook admin. These are kept private and are NOT used or posted or distributed or shared with anyone. The Facebook page is monitored off-site by a trusted member so that our staff can continue supervising the kids.

THE FKO FACEBOOK PAGE IS MAINLY USED...

- to provide FKO families with opportunities for increased communication between us
- to help FKO families feel more connected with their child(ren)'s experiences while in our care
- to assist in forming collaborative partnerships with families
- to post photos and videos of the children during their daily activities
- to notify or remind FKO parents of upcoming daycare and community events

FOR KIDS ONLY WILL...

- consider the rights of each child and family
- take responsibility for what we write
- respect their audience, both visible and invisible
- not engage in any form of social networking while supervising children (other than posting photos/videos)
- not post private emails, phone numbers or addresses of our parents or staff
- not make negative statements about our families and/or the children

Our page allows us to engage with FKO parents and helps to foster a real sense of community. We love to post local charity events that are happening in the community. Parents are always influenced in a positive way when they see that their chosen childcare has a good rapport with other businesses in the community.

PARENTAL CONSENT AND RELEASE FORM

We are aware that some parents may have concerns about having their child(ren)'s image or video on social media, so we have parents fill out a Parental Consent & Release Form. The form contains yes and no questions to what parents will or will NOT be comfortable with in regards to displaying images and videos containing their child(ren). If you do NOT want your child(ren) to appear on our Facebook page, please indicate it by checking the appropriate answer on the form. We are required to have a signed copy of this form on file for each child. Even if parents do NOT want their child(ren)'s image(s) to be displayed on the website or Facebook page, they MUST fill out a form as well to be kept on file.

PLEASE NOTE THAT OUR FACEBOOK PAGE IS PUBLIC.

If for any reason, you see any social networking activity that may be deemed to be distasteful or lacking good judgement, please do not hesitate to notify the FKO director immediately.

STATE OF EMERGENCY

In the event that the State of Maine declares a STATE OF EMERGENCY, For Kids Only is declaring under the STATE OF MAINE FAMILY CHILD CARE PROVIDER LICENSING RULE 10-144 OF MAINE RULES CHAPTER 33, Effective Date for Final Adoption of Major Substantive Parts of the Rule: July 5, 2018; Section 8A-8B, which states...

CAPACITY may only be exceeded when the following conditions exist: family emergencies or emergency school closings.

- a. Planned school closures are considered predictable circumstances and, therefore, capacity may not be exceeded.
- b. Proper supervision and ratios, as defined in this rule, must be maintained. Procedures for managing such events must be explained in the written emergency plan and reasons for exceeding capacity and the reason for exceeding capacity must be documented on the attendance record.

The Family Child Care Association of Maine encourages providers to maintain licensed capacity and follow proper staff/child ratios. This emergency rule does not mean providers are caring for large amounts of children in their homes. Each provider must make a plan with their licensor before going over ratio and/or capacity.

DURING A STATE OF EMERGENCY: You can drop off / pick up at doorways or in entry ways only. Limiting or eliminating visits at the program will be necessary to keep everyone safe and healthy.

This is an OFFICIAL act of For Kids Only Preschool, owner Jerice A. Hogg, that care shall go over the License number of 12 children during the time of LOCAL and STATE EMERGENCY ACTS OF PUBLIC and PRIVATE SCHOOL CLOSURES.

Once the STATE OF EMERGENCY is lifted FKO will resume the totals on LICENSE #217489, Capacity #12, 0-12 ages.

ONCE THE STATE OF EMERGENCY HAS BEEN LIFTED FOR KIDS ONLY WILL RESUME THE TOTALS ON LICENSE #217489, CAPACITY #12, 0-12 AGES.

AS THE PARENT YOUR SIGNATURE (INCLUDED IN ENROLLMENT FORMS) SIGNIFIES THAT YOU ARE AWARE OF FKO'S STANCE FOR QUALITY AND SAFE CARE TO CHILDREN, OVER TOTALS -ONLY- DURING A STATE OF EMERGENCY.

PLEASE BE AWARE THAT PAYMENT IS EXPECTED REGARDLESS OF EMERGENCY CLOSINGS.

CHILD ABUSE and NEGLECT POLICY

**TO REPORT SUSPECTED CHILD ABUSE AND/OR NEGLECT CALL DHS 1-800-452-1999,
IF YOU ARE DEAF OR HARD OF HEARING CALL 711 (MAINE RELAY).**

(The Maine Child & Family Services line is staffed 24-hours a day, 7-days a week).

Children will be protected from abuse and neglect while in the care of FKO. It is both our duty and policy to report all suspected abuse or neglect immediately whether said abuse or neglect occurred at home or in the day care. All staff members are mandated reporters.

- Staff's concerns of abuse or neglect of a child should immediately report the situation to the director. All observations must be documented and maintained in a separate file.
- The director will investigate every incident immediately.
- The parent will be informed that the staff and director are mandated reporters which means they MUST report all warranted concerns to the Department of Human Services at 1-800-452-1999.
- A report will be filed with the department immediately (without notification to the parent if the director feels that the child is at risk).
- A written report will be filed within 24 hours.
- From that point DHS will followup and the office for children will immediately be notified.
- All referrals will be filed in a separate file.
- When the written outcome is received from the DHS that too will be placed in a separate file.
- Director & staff shall cooperate in all investigations of abuse/neglect. Failure to cooperate may be grounds for suspension.
- Cooperation includes identifying parents of children currently or previously enrolled at FKO; providing consent for disclosure to the Child Protective Intake Unit of information and allowing the Intake Unit to disclose information to any person and/or agency they may specify as necessary to the prompt investigation of allegations & protection of children.
- Any FKO staff under investigation by the DHS shall be put on leave or continue to work but never left alone with children until said investigation is completed and shows no cause why said person cannot work with children.

INDICATORS OF CHILD NEGLECT INCLUDE:

- ... lack of supervisors
- ... lack of adequate clothing or personal hygiene
- ... lack of medical or dental care
- ... lack of adequate shelter or nutrition

INDICATORS OF PHYSICAL ABUSE INCLUDE:

- ... bruises welts, burns, cuts, tears, or scrapes
- ... head or bone injuries
- ... injuries to the stomach area
- ... behavioral changes

INDICATORS OF SEXUAL ABUSE INCLUDE:

- ... difficulty in walking or sitting
- ... torn, stained, or bloody underclothing
- ... complaints of pain/itching/swelling of genital area
- ... pain when urinating; bruises or bleeding
- ... vaginal discharge or infection; venereal disease
- ... behavioral changes

EMOTIONAL ABUSE/NEGLECT INCLUDE:

- ... calling child names or putting them down
- ... threatening to harm child
- ... ignoring/dismissing feelings
- ... lack of encouragement

RIGHTS OF CHILDREN and PARENTS

CHILDREN RECEIVING CHILDCARE FROM FKO HAVE THE FOLLOWING RIGHTS

1. Each child 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 FKO 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 FKO.
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 & practices.

PARENTS & LEGAL GUARDIANS OF CHILDREN RECEIVING CHILD CARE FROM FKO:

1. Child's Parent/Legal Guardian must be fully informed of items or services which are included in the rate you pay for childcare services.
2. A Child's Parent or Legal Guardian has the right to be fully informed of findings of the most recent inspection conducted by the Department. FKO must inform child's parents or legal guardians that the licensing inspection results are public information and inspection results must be posted in a prominent place on the premises.
3. Parents or Legal Guardians must be notified by FKO within two business days of any actions taken against the FKO by the Department, including but not limited to, decisions to issue conditional licenses, refusal to renew a license, or to impose fines or other sanctions.

REPORTING CHILD INJURY OR DEATH

1. An FKO Staff Member must immediately notify the Child's Parent or Legal Guardian of any illness, serious injury, or Incident involving their Child. An Adult designated by the Parent or Legal Guardian must be notified immediately should the Parent or Legal Guardian be unavailable.
2. An FKO Staff Member must document all Accidents, injuries, Incidents, or emergencies in the Child's record on the day of the occurrence and the Parent or Legal Guardian must review and sign the document within two business days.

A FINAL NOTE

It is important that you feel comfortable with our policies and procedures. If you do not understand something, have a concern, or you feel uncomfortable with one or more of our policies and/or procedures it is important that you express that to us before enrolling your child in our daycare. We are always open to suggestions and feel communication is a very important part of a quality daycare. If there are any problems or concerns in the future, we encourage you to talk to us about them. If a lengthy discussion is needed, a time that is convenient for both of us will be scheduled, as the other children still need our attention during business hours.

Thank you for Sharing Your Children with Us!



*Yours in Child Care,
The Share & Care Team of For Kids Only*

CONTACT INFORMATION

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INDEX

page 1	WELCOME	MISSION STATEMENT	OUR VISION	OUR PHILOSOPHY		
page 2	ANTI-BIAS EDUCATION					
page 3	DEAR MOM & DAD					
page 4	TUITION RATES	TUITION POLICY				
page 4a	TUITION POLICY cont	FEES	TRIAL PERIOD	DISMISSAL	TERMINATION	
page 5	HOURS OF OPERATION	AGES & CHILD CAPACITY	ARRIVAL & PICK-UP	DAILY SCHEDULE	ABSENCES	HOLIDAYS
page 6	CHILD GUIDANCE METHODS					
page 7	PLAY-BASED CENTERS					
page 8	5210 EVERYDAY					
page 9	ADMISSION POLICIES	NON-DISCRIMINATION	ABUSE/NEGLECT	CHILD MANAGEMENT	VISITING YOUR CHILD	
	CLEANING	PARKING	STATE OF EMERGENCY	IMAGES/VIDEO RECORDING	COMMUN. NON-ENGLISH SPEAKING	
page 10	2024 CALENDAR					
page 11	ENROLLMENT POLICIES	YEARLY NEW OR RE-REGISTRATIONS				
page 11a	TUITION PAYMENTS	FLEX SPENDING ACCOUNT	IMMUN. POLICY	ILLNESS	SUPPLIES NEEDED	
page 11b	OUR PRIMARY GOAL	WEATHER CLOSINGS/DELAYS	WORKSHOP DAYS	FKO VACATION WEEKS		
	STAFF COMMUN. PROCEDURES	PARENT INVOLVEMENT	BABYSITTING	OUTDOOR PLAY	RESTING	NUTRITION
page 11c	BEVERAGES	SPECIAL CELEBRATIONS	ARTICLES/FOOD FROM HOME	JEWELRY/ACCESSORIES	POTTY TRAINING	
	TOILET TRAINING	BEHAVIOR MANAGEMENT	ACCIDENTS/EMERG PROC	FIRE/DISASTER DRILLS		
	EMERG MANAGEMENT PLAN	STATE OF EMERGENCY				
page 11d	REPORT CHILD INJURY/DEATH	RESOURCES FOR DEV. SCREEN	CONFIDENTIAL/SECURITY OF CHILD RECORDS			
	LICENSING VIOLATIONS					
page 11e	IMMUNIZATION STANDARDS					
page 12-12c	ILLNESS POLICIES					
info page	NOTIFIABLE DISEASES & CONDITIONS LIST					
page 13	SMOKE-FREE POLICYS					
page 14	WATER SAFETY POLICY					
page 15	BITING POLICY					
page 16	TICK REMOVAL POLICY					
page 17	ANIMAL / PET / FUR POLICY					
page 18	DRIVEWAY / WALKWAY SAFETY POLICY					
page 19	SECURITY & SAFETY POLICY	SOCIAL MEDIA & PRIVACY POLICY				
page 20	IMAGES/VIDEOS ON SOCIAL MEDIA OR WEBSITE					
page 21	STATE OF EMERGENCY POLICY					
page 22	CHILD ABUSE and NEGLECT POLICY	MANDATED / REPORTING				
page 23	RIGHTS OF CHILDREN & PARENTS	REPORTING CHILD INJURY OR DEATH				