

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 page10).

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