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# Welcome to Compass Point Christian Daycare

We are delighted that you have chosen our Quality Care, State Licensed Education Center. It is our desire to provide a loving, nurturing and creative environment for your child to thrive in. With excellence, CPCDC staff will endeavor to meet your child's needs physically, socially, and mentally.

**PHYSICALLY**, by simple activities such as running, hopping, and bouncing a ball, your child will develop gross motor coordination. Fine motor skills will be developed by learning to use crayons, paint brushes, scissors and other hands-on fun.

**SOCIALLY**, your child will learn to play well with other children. He/She will understand how to cooperate and to manage his/her emotions: frustration, fear, rage, joy, etc. Children that behave in a disruptive manner are redirected to another activity, incorporating conflict resolution skills as appropriate.

**MENTALLY**, your child will be encouraged to develop verbal and communication skills by interacting with other children and adults. He/She will begin a path of discovery through creative staff directed curriculum.

Together, let's set sail for adventure into learning, loving and fun! These three areas of growth-physical, social and mental-are basic building blocks of life. We desire the best foundation for your child, therefore we encourage building upon a spiritual foundation. Biblical character will be emphasized through songs, action rhymes, puppetry, stories, games and other fun activities.



## COMMUNICATION

To be a supportive influence for your child's changing needs, our greatest tool is that of communication.

When a family is accepted into our center, we like to be sure that we can share openly about any concerns or questions that may arise. We welcome questions, feedback, or discussions of any kind that are oriented towards a positive outcome for the children. Sensitive issues will be discussed in private at a mutually convenient time. It is important that caution is used when discussing sensitive information in front of a child. We would never want a child to be hurt or saddened by adult conversation.



## ENROLLMENT POLICY

Each parent will receive the Compass Point Christian Daycare enrollment packet that must be read, completed and submitted before we can assume the responsibility of caring for your child. This is to ensure that your child will get the very best care possible and satisfies the record keeping requirement of state licensing guidelines. All forms will be reviewed as deemed necessary. If there are changes to any of the forms in the enrollment packet, please notify your director to update your records, including updating shot records. The following forms are required:

- Registration Form
- Applicant's History
- Emergency Contact Information
- Authorized Pick-up Information
- Medical Information
- Immunization
- Emergency Medical Authorization & Transportation Forms
- Biblical Permission Form
- Financial Agreement
- Handbook Agreement
- Infants: Attach information concerning the infant's sleep and meal schedule, likes and dislikes, etc.

A Registration Fee of \$30 will be paid upon enrolling your child. There is no discrimination policy in admitting any child, regardless of race, color, religion, etc. However, children with disabilities will be admitted only if we have staff capable of handling the disability.

### **HOURS OF OPERATION**

Hours of operation are from 6:30 am to 5:30 pm.

We offer full-time care and accept children age 6 weeks to 12 years old. Our reasonable rates are based on the 45 available openings. The full time fee reserves one opening and is not calculated on the amount of hours spent at the Daycare Center.

We maintain an open door policy for parents during daycare hours. This means that parents are always welcome to call or drop in to see their children, although we would appreciate you considering our schedule. Remember that visitors usually cause an excitement in children. Calls and phone messages will be answered promptly.

### **ABSENCES**

Childcare fees are based on enrollment (a reserved space), not on attendance. To maintain a reserved space, fees must be paid during the absence of a child due to illness, holidays, vacation, or other viable reasons. Communication is the key. Please let us know if your child will not be in our care for a day. This is considered an explained absence. If no communication is given and the child does not show, the absence is unexplained. Please keep us informed. It helps us to serve you better.

### **TUITION/PAYMENT POLICY**

Tuition is payable in advance and is due no later than Friday, 5:30 pm of each week for the following week's daycare. Children will not be

admitted on Monday until full payment has been received. Payment may be made by check, money order or cash. Repeated late payments may be grounds for termination. We do accept Maine State Vouchers, Aspire, etc. It is the responsibility of the parent to make sure your subsidy is active and up to date. If your subsidy payments are suspended for any reason, you will be responsible for the full amount for daycare services for your child. The success of our center depends upon the prompt payment of tuition fees in order to take care of day-to-day expenses that are encountered. Tuition and fees are computed with the following in mind:

- Health supplies, craft/activity/curriculum supplies, toys, computers, play equipment and books provided for the children.
- Outside play equipment
- Employee's Social Security, Medicare, Worker's Compensation, employee benefits, wages and staff education
- Building rent, heat, electricity, telephone, maintenance and liability insurance
- Additional time spent each day on record keeping, parent-provider communication and janitorial services.

### **INSUFFICIENT FUNDS**

If a check is returned for insufficient funds, there will be a \$15 fee incurred as a result of the returned check. Childcare services may be halted until full payment of tuition and ISF charges have been made in CASH. In addition, upon the second returned check within 6 months, only cash will be accepted for 3 months.

## HOLIDAYS/VACATIONS

The following is a list of Holidays the Daycare will be closed:

January	New Year's Day
	Martin Luther King Day
February	President's Day
May	Memorial Day
July	4 <sup>th</sup> of July
September	Labor Day
October	Columbus Day
November	Veteran's Day
	Thanksgiving Day and the day after
December	The full week of Christmas



One week of the year is set aside during the summer (usually the last full week of July) for maintenance and thorough cleaning of the facility. Daycare is closed for that week so parents WILL NOT be charged for the week and will be notified of these dates so that you may plan ahead.

## SIGNING IN/OUT

It is required by the state of Maine that all parents sign their child in and out each day. For your convenience, a sign out sheet, pen and clock are located in the foyer. This gives us a written record of the child's attendance, hours and the person who dropped off/picked up the child each day.

## FEES FOR LATE PICK-UPS

If you are going to be detained, please notify the Daycare immediately so that we can reassure your child. There is an overtime charge of \$10 for every 15 minutes you are late. This fee will be paid directly to the staff person who remains with your child. For example, 5:31-5:15 = \$10, 5:46- 6:00 = \$20., etc.

## ARRIVALS AND DEPARTURES



Arrival time should be pleasurable, therefore, children are to arrive clean and fed. We will try our best to send your child home with a clean diaper and would appreciate the same consideration when you drop off.

It is normal for some children to have difficulty separating from parents. Please make your drop off brief. The longer you prolong the departure, the harder it gets. A smile, cheerful good-bye kiss and a reassuring word that you will be back is all that is needed. In our experience, children usually are quick to get involved in play or activities as soon as parents leave.

Please be brief at pick-up times as well. This is a time of testing, when two different authority figures are present (the parent and the care provider). All children will test to see if the rules still apply. During arrival and departure, we expect parents to be supportive of the rules and be in control of your child.

Our procedure is to release the child only to his/her parents or those designated on the Authorized Pick up and Emergency Contact Form. If someone other than the parent is to pick up the child, please notify us ahead of time. If the person is NOT on that list, we MUST have written or verbal permission to release your child. Please inform emergency contacts or people designated to pick up your child that if we do not know them a form of identification must be presented. This is not meant to offend but is simply a measure taken for the child's protection.

Drop off and pick up are not appropriate times to discuss serious problems. Little ears and minds hear and understand everything. The Director will happily set up a time when issues can be discussed in private.



## CLOTHING/ATTIRE

Children should arrive dressed for play. We like to have fun which involves outdoor play and lots of messy activities. Clothing should be comfortable and seasonally appropriate for outdoor play. Children that are potty training need to have elastic waisted pants that can slide down easily.



## SUPPLIES

Parents are responsible to supply the following items to be kept in the child's cubby:

Infants; Diapers, wipes, ointments, pacifier, bottles, bibs, saline drops/gel and nasal syringe, folded sheets for pack 'n play, blanket and extra clothes (replace when soiled).

Toddlers/Preschool: Diapers, pull-ups, wipes, pacifier, ointments, bibs, blanket for rest time, art smock and extra clothes (replace when soiled), sunscreen and bug spray in summer. Please apply sunscreen before arriving on sunny mornings. Staff will reapply in the afternoon so please be sure there is sunscreen labeled for your child. During potty training times, please leave us with a minimum of 2 complete changes of clothing.

All personal belongings and clothing must be marked with your CHILD'S NAME to avoid mix-ups with other children.

## PERSONAL BELONGINGS

Please do not bring toys or books from home. Sharing is a difficult concept for some children to understand, particularly if it is their own personal toy. At the Daycare all toys and books belong to all children. A child may bring a favorite stuffed animal or doll for nap time only and toys may be brought for show and tell days, but must be put away after the show and tell time. We are not responsible for any loss or breakage of personal items. ALL PERSONAL ITEMS MUST BE CLEARLY MARKED WITH THE CHILD'S NAME.

## BIRTHDAYS

Parents are welcome to send treats to share on birthdays. No candles are allowed because of fire regulations.



## LUNCH/SNACK

Please provide your child with a mid-morning snack, lunch and afternoon snack. DO NOT pack items that need to be heated up. If you want your child to have a hot meal, heat it up in the morning and place it in a thermos. A refrigerator is provided if necessary. Please do not send cans. Place all fruit, can or fresh in either a ziplock or small

container. Please provide your child with a cup with a cover for drinks. Water is available but if you want your child to have milk, juice, etc., you must provide it for them. LABEL ALL LUNCHES WITH THE CHILD'S NAME AND DATE



## **. INFANTS & TODDLERS**

Infants and Toddlers under 3 years old will not necessarily follow the same schedule as the preschoolers. They are not capable of sitting still for circle time, may need a morning nap, etc.

Infants are always fed on demand. Breast fed infants need to have an adequate supply of breast milk, stocked and properly labeled with name and date. Toddlers usually eat meals and snacks on a set schedule.

A report will be prepared concerning every infant (6 weeks to 12 months) each day. It will include feeding times, food eaten, diaper changes, nap times, medication given and various comments about the child's progress during the day.

### **PROPOSED DAILY SCHEDULE**

6:30 am	Center opens – free choice of play & activities
8:30 am	Mid-Morning Snacks
9:00 am	Diaper changes/Wash hands
9:45 am	Circle Time/Curriculum Activity/Music
10:30 am	Outside Play (Weather Permitting)
11:00 am	Wash up for lunch
11:15 am	Lunchtime
12:30 pm	Naptime
2:30 pm	Diaper Changes, Wash hands
3:00 pm	Afternoon Snacks
4:00 pm	Gross motor play (outside, weather permitting) and/or indoor free choice or structured activity
5:00 pm	Quieting time
5:30 pm	Day Program ends

Diaper changes are scheduled every three hours along with necessary changes in between. Bathroom visits for 'potty trainees' are always as needed.

## **TOILET TRAINING**



When you feel your child is ready for toilet training, we ask you begin this teaching at home during a weekend or vacation. We will follow through and encourage your child while in our care. The child must be showing signs of readiness. When a child is ready, the process should go smoothly. The child must be kept in pull-ups or training pants at all times.

Please keep in mind that the activity level here can distract your child from responding to an urge to use the potty, more so than at your home. Therefore, we may continue to use diapers or pull-ups until your child can and will announce that he/she must use the bathroom (not just at home, but here as well) and can control his/her bladder and bowels for a few minutes beyond that announcement.

Parents need to supply training pants plus a couple of extra changes of clothing each day (don't forget the socks!)

During toilet training, we ask that the child be dressed in 'user friendly' clothing. The best items are shorts and pants with elastic waists or dresses. Try to avoid tight clothing, pants with snaps, zippers, overalls, tights and onesies. These are difficult for children to remove 'in a hurry'.

## **CLEANLINESS AND HYGIENE**

We do our best to maintain strict cleanliness and hygiene standards. Children's hands are washed before and after every snack, meal and after toileting. We use paper towels for drying hands so children do not use the same towel. All staff are required to wash their hands frequently and also use antibacterial gel. High chair trays, toilet seats, changing table pads and potty chairs are disinfected after each use. Toys are also disinfected daily.

Infants sleep in separate pack-n-plays with sheets provided by the parents. These sheets should be taken home to be washed every Friday. Beginning at toddler age, washable nap mats are used. Each child has a separate nap mat. One small blanket should be sent to Daycare for your child to use with his/her mat at nap time. The blanket must be marked with your child's name and must be taken home every other week to be cleaned.

## **NAP/QUIET TIME**

There will be a designated nap/rest time each day. All children must nap, rest, read or play quietly during this period. Rest time gives children a much needed break during his/her day. Without rest time some children are argumentative, short-tempered with others and not happy at pick-up time.

Infants nap at varying times and their schedules will be accommodated. Between 12 and 18 months, children usually decrease to one nap per day. At this time, we will attempt to place them on the scheduled nap/rest period.

## **STAFF QUALIFICATIONS & TRAINING**

All our staff are in compliance with state regulations. Our desire is that all our staff stay current with educational skills necessary to provide safe, nurturing care for all children placed under their supervision. Full time staff will receive a minimum of 30 hours of training a year and part time staff will receive a minimum of 18 hours of training per year. All full and part time staff must have completed CPR/First Aid Training. Staff assessments are done on a regular basis to ensure we stay current with Maine Roads to Quality Childcare requirements.

## **PRE-SCHOOL 3 & 4 CURRICULUM**

Our main objective is to make learning fun, improve social skills and encourage creative expression using age appropriate character-building curriculum. Children over the age of 3 will be enrolled in our daily preschool program. We will utilize a variety of activities such as:

- Story telling
- Physical development activities
- Educational videos/dvds/live streaming
- Music
- Arts and crafts
- Creative dramatics
- Bible lessons
- Free play
- Sign language

We focus on preparing your child to be a success in school.

**MUSIC** helps to develop young minds and will be an integral part of our day. We will be using instruments, children's songs and classical music.

**SIGN LANGUAGE** for the deaf has been advocated for all children to learn starting in the infant stages. Several of our staff are proficient and experienced interpreters and will implement the use of signs in our daily program.

**VIDEOS/DVD's** will be education in nature and child friendly such as Bob the Builder, Clifford, Thomas Train, Veggie Tales, Kipper, Super Book, Heroes and Friends, etc. Viewing material will be screened carefully in order to avoid frightening images, unpleasant language and negative character connotations. Children are extremely impressionable and we desire to leave a positive imprint in their young lives. Because we are a Christian Daycare, the Bible will be used as the basis of all character building. There will be prayer before meals, Bible songs and Bible lessons through the week to build morals.



## PRESCHOOL SCHEDULE

Preschoolers enjoy a structured schedule that allows for flexibility. A schedule helps the day to flow more smoothly causing the children to anticipate upcoming events. We will do our best to adhere to our written schedule. We appreciate families considering our schedule when picking up or dropping off children. It is better if arrivals and departures do not occur during quiet time, but when they do, please take note of the fact that children may be sleeping. Come and go as quietly and quickly as possible. Children who arrive during quiet time will be expected to rest or play quietly until the rest period is over. Preschool is quite concentrated as it prepares every child for Kindergarten. The Accelerated Christian Education Curriculum is followed with several additions. Each child will complete workbooks in English and Word Building. Math, Science and Social Studies will also be incorporated in the curriculum.

## INDOOR/OUTDOOR PLAY

Indoor Play We provide a variety of age appropriate toys for indoor play. Toys may be rotated or placed temporarily out of use so that the children may enjoy variety. During free play times, each child may select one or two things at a time to play with and will be shown how to put those things away.

Outdoor Play We will be playing outdoors every day that the weather permits. Please make sure that your child is appropriately dressed for outdoor play. We do not go outside when the temperature is below 32 degrees or above 85 degrees. We are mandated by state law to take the children outside. Parents who wish to excuse their children from outside play must have a doctor's note.

CHILD



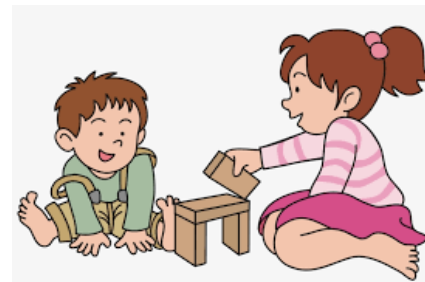
BEHAVIOR

## GUIDANCE

We maintain a positive discipline policy which focuses on prevention, redirection, love, consistency and firmness. We stress two main patterns of behavior: respect for other people and respect for property. Rules of the center are discussed frequently so the children are all familiar with the guidelines. Please keep in mind that there WILL be disagreements between children. Young children have a hard time expressing their feelings. Sometimes they hit, throw toys, bite, etc. To the best of our ability, we will prevent problems, redirect when appropriate, discuss inappropriate behavior, encourage making amends when an offense involves another person and sometimes withdraw privileges based on the principle of 'natural consequences'. The use of time outs will be rare except when a brief cooling off period is needed.

There will not be spanking, physical abuse, verbal abuse, name calling or isolation used. Neither food nor sleep will be withheld from a child as a means of discipline.

If a disciplinary problem arises that does not respond to the above mentioned techniques, we will hold a conference with the parents.



Together, we will try to find a solution. You may be called to remove your child if his/her behavior prevents us from being able to properly care for the



other children. If your child is diagnosed with a physical, mental or behavioral issue that the staff is not adequately equipped to handle, other arrangements for the care of the child will have to be made for the safety and well being of all.

### **DAYCARE CENTER RULES**

There are center rules that the children will be taught and expected to follow. Because we desire to create an environment safe and pleasant for everyone, we ask these be upheld. The following activities are not allowed:

- ❖ Running in the center
- ❖ Standing/Climbing on chairs or tables
- ❖ Walking around the center with food or drink
- ❖ Kicking
- ❖ Pushing, grabbing, pinching
- ❖ Biting, spitting
- ❖ Obscene, derogatory or disrespectful language

Respectful treatment of other people and all property, toys and furniture is a must. Willful destruction of property will be charged to the parent at the cost to replace the item.

No smoking is permitted on the premises as per state law.

### **CHILD ABUSE REPORTS**

As a child care center we are mandated reporters to the Department of Human Services when there is reasonable cause to suspect abuse or neglect of a child.

### **PARENTAL INVOLVEMENT**

There will be times and ways you can get involved in your child's daycare experience. Some examples include:

- Lending objects for units of study
- Career Day – Sharing about your job
- Reinforcing the concepts being studied at home

- Encouraging your child to prepare for "Show & Tell"
- Bringing treats or other items for events/parties
- Reading a story at Storytime

### **ILLNESS**

Compass Point Christian Daycare is a 'well-child care facility'. At no time do we provide sick childcare. The following illness policies will be strictly enforced for the health, well being and safety of all concerned. We follow the State of Maine Daycare policies with Dr. Andrea Leoffler as our health care advisor.



**SICK CHILD POLICY** Under no circumstances may a parent bring a sick child to daycare. If the child shows any signs of illness or is unable to participate in the normal routine and regular daycare program, the child will have to be sent home. Exposure to sick children will affect other children and staff. Sick children want care from their parents in the comfort of their own homes. If other children become ill due to exposure to your sick child, either because he/she was returned to daycare before full recovery or because he/she was not picked up promptly upon notice of becoming ill, other parents will be unnecessarily inconvenienced. Because this is disruptive to other children and their families, your cooperation of this issue is extremely important.

Every effort is taken to reduce the spread of illness by encouraging hand washing and other sanitary practices (See Cleanliness and Hygiene).

**If your child is unable to participate in the normal activities of daycare, then your child MUST stay home.**

Children will be visually screened when they arrive in the morning. In the event a child becomes ill and needs to be picked up, the parent(s) will be called and are expected to come pick the child up within one hour. If the parent(s) cannot be reached or have not arrived within

an hour, the emergency contact person will be called and asked to come pick the child up.

For the benefit of other children in our care and our staff, a sick child will not be permitted to return to the center for 24 hours after condition has returned to normal. The child may return 24-48 hours (depending upon the illness) after they have received the first dose of antibiotics. If a child receives an antibiotic for an ear infection, he/she may return to daycare immediately or if he/she has been free of other symptoms mentioned for at least 24 hours. Allergy related symptoms and non-communicable illnesses do not require exclusion if you have a note from your doctor.

### **Symptoms requiring removal of child from day care:**

- ✓ Fever (temperature over 100.4) A child needs to be fever free without the aid of a fever reducer substance such as Tylenol, Motrin, etc. for a minimum of 24 hours before returning to daycare.
- ✓ Fever and sore throat, vomiting, diarrhea, or earache
- ✓ Diarrhea – runny, watery, bloody stools, or 2 or more loose stools within the last 4 hours
- ✓ Vomiting – Please do not bring your child if they have vomited in the night
- ✓ Difficulty breathing, sore throat, swollen glands, loss of a voice, hacking or continuous coughing
- ✓ Runny nose (other than clear), draining eyes or ears
- ✓ Frequent scratching of body or scalp, lice, rash, or any other spots that resemble childhood diseases, including ringworm
- ✓ Child is irritable, continuously crying or requires more attention than we can provide without hurting the health, safety or well-being of the other children in our care

**WE STRESS** -if you are not sure whether or not it is okay to bring your child, please call ahead to ask us. We **MAY** require a doctor's

decision as to whether or not the child is contagious. We appreciate your consideration in this matter.

### **MEDICATIONS**

Parents will provide any medications needed by the child, including over-the-counter and prescription medicine. Written authorization is needed for us to administer ANY medication. Prescription or over-the-counter. **NOTE: All medicines must be in their original container with pharmacist's or manufacturer's label, child's name, dosage instructions, current date, name of medication and times to be administered clearly written. All medication will be kept by your child's teacher and should NOT be placed in their cubby.**



### **MEDICAL EMERGENCIES**

Minor bumps and scratches are inevitable, but we make every effort to keep the children safe through supervision and childproofing. Minor injuries receive appropriate first aid. If an emergency injury or illness occurs, you will be contacted promptly. If necessary, your child will be transported by ambulance to the nearest hospital.

## TERMINATION POLICIES

It is never pleasant to terminate care. We reserve the right to cease child care for the following reasons (but not limited to):

- ✚ Failure to pay
- ✚ Routinely late at arrivals and departures
- ✚ Incomplete required forms
- ✚ Lack of parental cooperation
- ✚ Inability to adjust to the center after a reasonable amount of time
- ✚ Physical or verbal abuse of any person
- ✚ Damage to property
- ✚ Non-compliance with handbook regulations

Parents are required to give TWO WEEKS written notice when terminating child care. The two weeks will be paid in full, regardless of whether or not the child is in attendance.

We will give two weeks notice of termination for which full tuition is due, whether or not the child is in attendance. The provider reserves the right to give written notice of immediate termination where there are extreme circumstances that affect the well-being of the provider or other children in attendance.

Anyone who terminates daycare and has a balance that is outstanding will need to have the account settled within 30 days. All accounts not settled within 30 days will be turned over to a collection agency regardless of amount owed.

Any belongings left at the Daycare for longer than 30 days after termination will become the property of the Daycare facility.

## REPORTING LICENSING VIOLATIONS

Parents will be notified in a timely fashion if there are any licensing violations reported for Compass Point Daycare. If any violation should occur, immediate action would be taken to correct it to meet the guidelines established by the State of Maine.

## FIRE DRILLS AND EMERGENCIES

We are required by state law to do one fire drill per month. We vary the time of day to help the staff and children prepare to evacuate the building quickly and safely. We will not require children to go outside for fire drills when the temperature is below 32 degrees or above 85 degrees. An emergency exit is posted in every classroom with the meeting place at the flag pole in the front of the building.

Tornados or bomb threats would require us to take the children to a safe place in the cellar (located in center hallway between sanctuary and kitchen). In the event of an earthquake, children would be shielded with the teacher until help could come.

A list of the children and phone numbers will be taken to the site of emergency so parents may be notified as soon as possible. Our main concern would always be the children first.

## REVISIONS TO HANDBOOK & CONTRACT

In order to effectively meet the changing needs of child care, there will be a yearly review /revision to this handbook. You will be notified in writing of any changes that may occur.

***It is our great privilege to have the opportunity to care for life's most precious gift – your child. Thank you for supporting our policies and procedures as we make every effort to meet the ever changing needs of today's families.***



“The Lord bless thee and keep thee;”

