

Introduction and welcome:

Three Little Birds Preschool is a state licensed family child care home which provides high quality childcare. This program has passed an initial state inspection and an annual inspection for fire safety, water test, and complies with laws and regulations governing space, cleanliness, storage of toxic substances and weapons, and the qualifications of the provider. In complying with provisions under 10-148 C.M.R Ch. 34, I have been fingerprinted and background checked with the State of Maine. I currently rate at a level 4 with the rising stars program and am a member of Maine Roads to Quality, NAEYC and on the board with FCCAM. I obtained my Infant and Toddler Credentials in 2023 and working towards accreditation which requires classes and educational development throughout the year. I provide nutritionally balanced meals and snacks, enrolled in the USDA Child Care Food Program and a member of 5-2-1-0 Let's Go! Program.

Three Little Birds Preschool admits/enrolls children without regards to gender, race, ethnic origin or disability while being responsive to the individual learning needs. All activities are made available to children in the program with appropriate modifications as needed. We are a mixed age group program, this provides children with a good variety of contact patterns and group feelings. Our program is based on the learning and education for children aged 2-5, or until the child reaches kindergarten. Our program does not work off a commercially purchased curriculum. Learning here is play based and child directed as much as possible. The projects that are done during our days are developed around interests and skill level of children participating. Kindergarten Readiness and Educational Standards (Maine Early Learning and Development Standards & Maine infant and Toddler Learning Guidelines) are used in lesson planning. Physical activity is part of our play and takes place outdoors as much as possible, If the weather does not permit children to have the opportunity for yoga, dance, creative movement and games.

Rights of Children and Parents/guardians

1. Each child has the right to 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 the right to an environment that meets the health and safety standards in the Family Child Care Provider rule.
4. Each child must be provided 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 the provider and staff.
6. Each child has the right to implementation of any plan of service that has been developed for that child in conjunction with community or state agencies by the provider
7. Each child has the right to developmentally appropriate activities, materials and equipment
8. Children with disabilities have the right to reasonable modifications to the providers policies and practices

Parent/Legal guardians

1. A child's parent or legal guardian must be fully informed of items or services which are included in the rate they 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. The provider must inform children'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 the provider within two business days of any actions taken against the provider by the department, including but not limited to, decisions to issue a conditional license, refusal to renew a license or to impose fines or other sanctions.

Sample of our daily schedule

9:00 Drop off (Breakfast is served at 9:00 and cleaned up by 9:30)
 9:30am -10:30am Supported play and Morning activity
 10:30am -11:00am Morning snack and bathroom breaks (Diaper Changes)
 11:00am- 12:00 Outdoor exploring and adventures
 12:30 - 1:00 Handwashing and Lunch
 1:00 -1:20 Story time
 1:00-2:00pm Rest time, If your child does not sleep that is ok, but must remain
 Quiet and not distract those who need sleep
 2:00 pickup

*We open 9:00am to 2:00 Monday thru Thursday and closed Fridays. Please do not arrive prior to 9:00am, as this is time I spend with my family and preparing for our school day. The door will remain locked until business hours. We close promptly at 2:00

Three Little Birds Preschool enrolls children aged 2 to 5, and is currently licensed for 10 children.

At this time we only enroll full time students. Tuition is \$250 weekly and due on Monday mornings by 9:00am regardless of attendance as this holds your spot in the program.

Waitlist

Should there be a need for a waitlist of children due to ratio limit, children are added to the list on a first-come-first serve basis. Siblings of currently enrolled children will receive priority placement on the waitlist when possible. Families will be called according to the list when a spot opens. We will not hold spots for enrollment, if you are ready to enroll when your name moves to the top of the list you can either be moved to the bottom or choose to be removed. Once the initial interview and tour takes place a non refundable deposit of first and last weeks are due. This holds your spot in the program.

Records Retention

Three Little Birds Preschool will create, maintain and store all records following the State Of Maine Childcare licensing requirements and best practice standards. Will hold records for enrolled, previously enrolled, staff and volunteers and childcare itself. These records are protected by privacy and confidentiality procedures and securely stored with lock and key. Records are kept from time of enrollment until the child reaches the age of 21. Parents or legal guardians may request and receive access to their child's records at any time.

Birthdays and celebrations

We love birthdays and want to celebrate your children! I'm more than happy to make/purchase a treat or you are more than welcome to have your children bring one to share. Please check in advance to see if we have any allergies.

ELLP

At Three Little Birds Preschool we accept learners from all ethnic backgrounds. The primary language we communicate in is english. If you communicate more comfortably in another language, Please let us know. We will make every effort to make our materials and communication accessible for you in your home language. We will also incorporate your child's language and culture into our visual and communications as much as possible.

Withdrawal and termination

I reserve the right to discontinue care for any reason, at any time, upon reasonable notice to the guardian. I will provide a two week notification except when immediate termination is warranted per this agreement. To voluntarily withdraw from this program a parent/guardian must provide written notice stating their children's last day in care. All tuition fees are due at time of withdrawal whether your child continues care for the 2 week period. Parents/guardians may not

provide a notice of withdrawal when the provider is on unpaid vacation. If the parent/guardian chooses to withdraw during that period two week notice/tuition is still due.

I reserve the right to terminate our contract immediately for any of the following reasons (But not limited to)

1. Non-payment or continual late payments
2. Lack of compliance with Handbook policies
3. Lack or Parent/guardian cooperation, disrespect
4. Failure to complete and return forms
5. Physical or verbal abuse of any person on property
6. Continual disciplinary problems
7. False information given by parent/guardian either verbal or written

A child will NOT be terminated if a child's parent/guardian/relative did any of the following:

1. Made a complaint to licensing regarding alleged violations of licensing rules
2. Made a complaint to licensing regarding alleged violations of the law
3. Reported alleged child abuse or neglect at the child care program
4. Questioned the child care provider regarding policies and procedures

Drop-off, Sign-in, Sign-out and Pickup procedures

Please be in control of your child during drop off and pick up times. This is a time of testing when two different authority figures are present and children may test to see if rules still apply. The moment your children walk in the door until the moment they walk back out they are expected to follow all the house rules. I ask that you help enforce these rules while you are here.

*Please keep me updated on any changes to Drop off and Pickup. Each family must sign a consent form stating who is allowed to dismiss their child from care. I must receive written consent (Via Email, Text message or note) If it is not a parent pickup.

Late pick ups are not tolerated and fees apply. A \$10 late fee will be billed if the child is not picked up by closing time \$1 per minute there after. If parents have not arrived in a timely manner the emergency contact will be called. I understand things come up, traffic and accidents happen but please contact me if you are unable to make it on time.

House rules:

1. All food and drinks must be kept in kitchen/dining area
2. No playing in the bathroom

3. No coloring on anything but paper
4. Name calling and foul language or yelling is allowed
5. Hitting, Kicking, pushing, pinching, biting, spitting or hair pulling is allowed.
6. No running in the house
7. All kitchen and bathroom cupboards are off limit to children
8. Climbing to jumping on all furniture, including couches is not permitted
9. No throwing toys

Please show your child that you respect me and my rules by reminding them and enforcing the rule while you are in my program and on my property.

Please sign your child in as soon as you arrive, with time and date. If you know your child will be earlier or later than normal I ask that you text or call to notify me.

Please sign your child out at pickup (unless we are outdoors, I will document dismissal after hours). Once you arrive on the property your child is your responsibility. Children are not allowed back in the house if pickup is outside and I ask that you not allow your child to exit the yard or house without your supervision. Vehicles (either parents or delivery) are in and out of the driveway at all times. (Children are not to unlock doors, or play area gates ever, this is to protect all children)

We have switched to Brightwheel: please complete the health screening prior to arriving at school. This will also be your child's attendance for the day.

YIKES

Emergency evacuation plan is on site in case of an emergency evacuation. In the case of an injury or severe illness emergency when you can not be reached I need written consent to obtain medical treatment. (This is part of your enrollment forms)

We practice fire drills on a monthly basis and all children must participate. I make sure everyone knows ahead of time that the fire drill will sound and we all stay together as we exit the program. If you would ever like to participate please let me know. If we ever need to evacuate the premises for any reason we will relocate as a group to the fire department down the street at 16 Saco Street. We will take the path behind the house to the backside of the department. Once we arrive all families will be contacted in a timely manner.

Contact info for department directly is: 207-839-5984
Verified plan with Dept. Chief Gary Sanders

Open Door Policy

We are excited to have all families participate in our program! Since we are a small school I believe it's such a bonus to come together as a group and get to know everyone, in my eyes we are a family. Keep in mind if you visit your child may want to leave with you or have a hard time

saying goodbye. If you wish to plan a time to come read, play or adventure with us let me know and we can set that up!

Drop ins are always welcome, but please try to refrain from popping in at lunch or rest time. We have an open door policy, but that doesn't mean the door is always unlocked. We have a coded door and ask that you use the side entrance only (unless we are outback)

5210 Policy

Our program is committed to helping raise a healthier generation. We made our policy to follow the Five Let's Go Priority strategies for healthy eating and physical activity.

1. We limit unhealthy choices for snacks and celebrations
2. We do not provide sugary drinks
3. We prohibit the use of food or good behavior
4. We provide opportunity for physical activities very day
5. We do not have screen time in our program, unless specified educational and under 30 minutes (rarely occurs)

**Please do not bring food from home.

*The Federal Food Program sets guidelines for nutrition that we must follow and enables us to provide nutritious snacks and meals for children enrolled

We never force a child to eat foods they do not like, but do encourage children to try new things. If I'm preparing meals I know your child will not eat there is ALWAYS a second choice.

We can accommodate most allergies and family/cultural preferences. Please sign a Medical information form for known allergies.

Assessments

Assessments completed by me are meant to be positive indicators of normal development and growth in our program.

If the need arises where we feel outside assessments would be beneficial to your child I partner with Child Development Services to offer screening on site. A CDS referral can be initiated by myself or you (Parents)

Contact:
CDS Reach
1011 Forest Avenue

Portland, ME 04103
P: 207-781-8881
F: 207-781-8855

Health and Illness Policy

The State of Maine requires I keep record of children's up to date immunization records, and these must be provided within 30 days of signed enrollment forms. Per State of Maine Law, effective September 1, 2021, exemption from immunization requirements is limited to medical reasons only.

Please provide me with all new and updated immunization records.

The family Child Care Provider must maintain a list of all unimmunized persons, regardless of age. In the event of a disease outbreak as defined by the CDC reporting standards, a child not immunized must be excluded from the Family Child Care in accordance with CDC guidance or until the child receives the necessary immunization or proof of immunity record.

For the health and safety of all children in the program, please do not bring your child to our program if they are sick (Or if a family member is sick, we are still strictly following Covid Guidance) A sick child will not do well in a group setting and it is difficult for staff to give a sick child the attention they need and still continue to keep others healthy and teach. We realize that this may be a hardship for working parents, but we must think of the welfare of all the children enrolled. My primary goal is to keep everyone healthy including myself.

Your child may not attend with the following symptoms:

1. Fever of 99.9 or higher
2. Runny nose (clear or colored)
3. Persistent cough
4. Difficulty breathing
5. Diarrhea
6. Vomiting
7. Mouth sores
8. Rashes
9. Eye irritation
10. Head lice

If you are unsure if your child is well enough to attend, please call me and we can discuss. If your child becomes sick while in care you will be contacted immediately to pick up your child.

*Note: Once your child has left due to illness they may not return until symptoms are nonexistent and a negative covid test has been received.

The child must be void of any contagious disease, unless accompanied by a doctor's note stating the illness in question is not contagious, and the child is well enough to participate in daily activity without worry. Tuition is due regardless of the time your child is out due to sickness.

Please make other arrangements if your child is sick and respect my decision if I feel your child is too sick to be in care. "Dose and Drop", Wherein you administer fever reducing or symptom masking medication to your child at home before bringing them to childcare, is strictly forbidden. Any parent/guardian found to be doing so to circumvent the illness policy will be issued an immediate termination notice for all childcare.

As this is a symptom free program I will not administer medications. If your child has allergies, uses an inhaler, requires daily medications not used for sickness please contact me and we can discuss.

Infectious Disease/Viral outbreak policy

If your child has traveled to/or been exposed to an individual who has traveled to an area where community transmission is high, please contact your family doctor (pediatrician) for advice and covid testing. I will require a negative covid test before your child may return to care.

Should your child or anyone who lives in the same household as the child(ren) in care (to include other parents/guardians or household members) begin to show symptoms of the virus:

1. All symptomatic children will be asked to get tested
2. Children may not return until negative results are received, -or-
3. Children may not return until 14 days after all symptoms are gone following a positive result.

(Please note if you have a child home from school due to symptoms I ask that you do not bring any children to care in the case that they are carrying the virus and not showing symptoms yet: If you are not feeling well the same guidelines are in place)

Should my children or anybody who lives in my household begin to show symptoms of the virus:

1. The affected person will get tested
2. Childcare will shut down until negative results are received -or-
3. Childcare will shut down until 14 days after all symptoms are gone following a positive result
4. If we should shut down because of a preschool/community outbreak or positive test and are required to close per CDC guidelines I will close for the 14 day period paid and will use any sick days thereafter if needed.

If your child is absent from childcare due to their illness, due to following a quarantine period, or due to waiting on a covid test result full tuition will still be due. If childcare is shut down by CDC

or Child Care licensing instructions during a global pandemic, I will work with each family to ensure payment arrangements are made.

When Can I come back to care?

Fever: You must be fever free and medication free for 24 hours

Vomiting: Episodes must have stopped for 24 hours prior to care

Diarrhea: Episodes must have stopped for 24 hours prior to care

Pink Eye: 24 hours after treatment has been initiated

Strep throat: 24 hours after initial antibiotic treatment and fever free

Vaccinations: ANY Vaccination requires 24 hours out of care

Taking Antibiotics: Any illness requiring an antibiotic child must remain out of care after the first dose is received, AND fever free

Doctor's Note required:

Chicken Pox: At least 6 days after onset of rash or until all sores have crusted and doctor note

Pertussis: 5 Days of antibiotic treatment AND a doctors note

Mumps: 9 days after onset of parotid gland swelling AND a doctors note

Hepatitis A Virus: 1 week after onset of illness AND when passive immunoprophylaxis has been administered AND doctors note

Measles: 6 days after the onset AND doctors note

Rubella: 6 days after the onset AND doctors note

Mouth Sores with Drooling: Doctor note required

Rash with fever or behavioral changes: Doctor's note required

Tuberculosis: Doctor note required

RSV: 8 days after onset of symptoms, Fever free for 24 hours and doctors note

Covid-19: 14 day quarantine after onset of symptoms, fever free for 72 hour and doctors note with proof of negative test.

If your child visits doctors/walk-in care/ER for anything other than a routine well check they will need a doctor's note to return to ca, even if it is just the sniffles, no exceptions.

Injuries & Emergency Procedures

Emergency information is kept on file at Three Little Birds Preschool. In case of an illness or injury this information will be used to notify the person designated by you, of your child's status. If your child is injured while in care first aid will be administered following the knowledge I have obtained as part of my Adult, Child & Infant First Aid & CPR classes. If treatment by a doctor is necessary, we will make every attempt to contact you or the doctor you have chosen to treat your child. In all cases, an injury report is completed, and a copy is given to parents/Guardians as well as a copy kept for the Department of Childcare Licensing.

Authorization for emergency treatment must be signed at the time of enrollment to ensure that in the event of an emergency, we can make sure your child received the necessary emergency treatment he/she needs. If it is very important the information is kept up to date and correct. Please inform us immediately if you have any changes. Parents/Guardians are responsible for all costs involved in emergency medical treatment including transportation. In case of a serious accident or sudden illness requiring immediate medical attention, the following procedures will follow:

1. A phone call to 911
2. Child's parent/guardian will be contacted
3. Child is separated from other children and properly cared for
4. Parent/Guardian or ambulance takes child and health records to doctors or hospital

Monthly Fire drill and safety drills will run with your children and participation is mandatory: to include "Stop, Drop and Roll"

Reporting Serious injury

Maine Law requires child care providers to report serious injury that require medical treatment by a healthcare professional or emergency room occurring during childcare. Serious injury or illness is an event that occurs and is observed during regular business hours while on site, during an off-site facility-sponsored event.

Serious injury or illness is defined as the following:

An injury or illness which requires medical attention from medical personnel, including but not limited to : ER or hospitalization

Any reportable illness listed as a noticeable disease or condition by the Maine Center for Disease control.

Accidents resulting in serious injury involving transportation to or from a facility sponsored event

Three Little Birds Preschool will use a serious injury/accident/death reporting form to report accidents as required by licensing #5.C.11.H. A copy of the completed form will be kept in the child's file and provided to guardians.

Serious injuries will be reported to the Child Care Licensing unit at 207.827.9300 within 24 hours

Code of Conduct and Discipline Procedures

Three Little Birds Preschool's goal in discipline is for children to develop inner controls leading to self-discipline. Only positive methods which encourage self control, self direction, self-esteem and cooperation are used. No form of physical punishment is ever used. A child who damages a toy for example may be prohibited from using that toy for a period of time. A child who intentionally spills or throws food will be required in assisting to clean up the mess.

The following standards and rules apply to children when in our care:

1. To prevent unacceptable behavior from occurring, the provider will
 - A. Model appropriate behavior
 - B. Arrange the environment to enhance the learning behaviors that are acceptable
 - C. Use descriptive praise when appropriate behavior is being used (e.g "Look how high you are building those blocks! Let's count them")

2. When unacceptable behavior is about to occur or is occurring in to the above the provider will use:
 - A. Redirection: Substituting a positive activity for a negative
 - B. Distraction
 - C. Active listening
 - D. Separation from group (this will only be used when all other methods have not worked)

Children in my care will be taught and expected to share with others, play cooperatively, express themselves verbally, clean up when asked, follow directions and most importantly treat themselves and others (including parents and guardians) with respect.

Parents/guardians will repair or replace any item their child intentionally breaks (Other than normal wear and tear) in or around the house: Including but not limited to: Equipment, toys, electronics, landscaping, windows, doors etc. I will communicate to you immediately if your child is frequently and deliberately causing harm to others and/or frequently and deliberately destructive. This behavior is unsafe and not allowed- Immediate termination will ensue if the behavior persists.

We also ask that your child does not bring any toys from home. In the past items have been broken or lost, or children seem to become overstimulated and unable to share causing unnecessary chaos. If for any reason items are brought from home and lost or broken, Three Little Birds Preschool is not responsible for replacing or repairs.

You are responsible for making sure your child understands the house rule before starting care, so long as they are old enough to understand. Please have a conversation with them about respecting others and peoples property. (Disrespect will not be tolerated on any level)

Child abuse and neglect

The Maine office of Child and Family services (OFCS) operates the statewide hotline for child abuse and neglect. Highly trained staff is available to guide callers through the process of making a report of suspected abuse or neglect. Anyone who suspects an individual of child abuse or neglect is urged to call .

CALL: 1800-452-1999

Deaf/hard of hearing call Maine relay 711

As a mandated reporter any provider suspecting abuse or neglect immediately reports this information to Child Protective intake services. 1800-963-9490, 1800-452-1999

Please let me know if you would like any additional information on this topic!

Maine State Law requires child care providers to report any serious injury that requires medical treatment by a healthcare professional. Serious injury or illness is an event that occurs here on site. Children are active and no amount of supervision or childproofing can prevent all injuries. Three Little Birds Preschool will use a Serious injury/accident form to report accidents as required by licensing rule #5.C.11.H. A copy will be kept in child's file and a copy provided to parents/guardians upon request. Serious Injury/death will be reported to Child Care Licensing Unit at : 207-287-9300

Toilet Training

I will work with each family case by case basis regarding toilet training. I will not however force their child to train if they are not ready. Some common signs to look for in a child who may be ready are:

- *Express interest in coming into the bathroom with you to see find out what is happening in there
- *Understands what the toilet is used for, and what it means to have a wet or soiled diaper
- *Can stay dry for at least 2 hours at a time
- *has regular bowel movements with soft, formed stool
- *can and will follow simple directions of washing hands
- *can pull his/her pants up and down
- *Is willing and receptive
- *Seems to recognize at least a few seconds ahead of time that she is about to go, and can tell you before it happens.
- *demonstrates desire for independence

If your child meets most of these criteria they are ready to try, if not we can wait a couple weeks or months and try again. Potty training should begin at home for at least a week, or long weekend before we try here. We will move from diapers to pull-ups. Under no circumstances will your child be able to train in only underwear. This is for sanitary reasons, Regular underwear can not hold urine or feces to prevent the spread of germs. Please let me know when you start training at home and I will work with your child here as well. Number one factor is that your child can communicate to me (or staff) that they need to use the bathroom.

Nap and Quiet Time

All non school aged children are required to lay down and rest in the afternoon. All children must rest during this time, some will sleep while others may look at books and lay quietly. Without rest time, some children are argumentative in the afternoon, short tempered with others and not happening in afternoon activities.

Naptime is my opportunity for a break, to do paperwork, fill out daily notes, do lesson plans and activity planning and clean up. I will work with each family to make sure their child is getting the rest they need and allowing their friends to also rest. Please let me know if you have any concerns.

I provide nap mats, but do allow your child to bring a special blanket or stuffed animal to make sure they feel relaxed and comfortable at this time. I ask no toys or any item that make noise be used.

Infants are always put to sleep on their backs in either a crib or pack n' play. (Car Seats and swings will not be used for sleeping) We will not swaddle or use loose bedding. I ask that we try to stay on the same nap schedule for infants as this makes the day go smoother for everyone.

School aged children are asked to remain quiet during nap time. If you have a school aged child who attends our program they may bring a couple toys (again nothing that makes noise) books, or coloring/craft items to entertain themselves during rest. No technology will be allowed in the program as we are TV/device free.

Staff:

All Staff and student teachers work directly with me (owner/head teacher/ director) to support the program. We meet NAFCC standards for staff and assistance credentials.

All adults who provide care for the children within the program have to undergo federal background checks and must take CPR and AED first aid training.

Minimum requirement for assistant teachers/staff working alone with children is 18 years of age. They will complete CPR/AED training and complete MRTQ Healthy and Safety training.

Per State (DHHS) rules and regulations any one who lives in the home who is 18+ has also undergo federal background checks.

Waiver of compliance

No right under this agreement shall be waived (lost) merely by delaying or failing to exercise it. Consent to one act shall not be considered consent to any other subsequent acts. Any waiver of a default under agreement must be in writing and shall not be a waiver of any other default concerning the same or any other provision of this agreement.

Confidentiality

During the course of your association with Three Little Birds Preschool you may see and hear things about other children or the child care business. Such information is confidential, protected by privacy law and must be treated as strictly confidential.

Information about your child's health, behavior, family or anything else of personal nature will not be shared without permission. This included written information you provide on forms, any cores we have both written and verbal. My DHHS licensing special may ask to view children's files to assure the program is in compliance and delivering the highest quality education and care.