



Parent Handbook



Train up a child in the way he should go, and when he is old, he will not depart from it.
Matthew 19:14

Administration



Director
Rita Jackson

Contact Information



**46 Cleveland Street
Saco, ME 04072**



(207) 286-3430

Policy Adjustments

The Center reserves the right to make policy change or alterations that may be necessary during the year. These changes may replace or supplement those that are printed here. Regulations voted by the board and announced to the parents have the same authority as those listed in this book or other published materials. The Center reserves the right to interpret rules and policies as individual situations and needs arise.

Introduction

Welcome

Choosing quality childcare is one of the most important decisions you will ever make. In 2011, Little Treasures Childcare Center was established as a quality childcare resource for parents like you.

We have developed this handbook to share the philosophies and policies of the childcare center. When enroll your child, it is understood you have reviewed these policies and agree with them as stated. Please read the handbook carefully and keep it as a reference.

If you have questions or concerns at any time, please feel free to contact the Director of LTCC at the information provided below.

Contact Information

Director: Rita Jackson

Address: 46 Cleveland Street, Saco, ME 04072

Telephone: (207) 286-3430

Mission Statement

Little Treasure Childcare Center is a trusted parental resource for high quality childcare services. Through Christian values we acknowledge each child as a unique person and inspire the individual's growth and development potential. We enable and accelerate intellectual, spiritual, and social development while nurturing each child within a safe, stimulating, and positive environment.

Vision

To be the region's premier provider of innovative, Christian, professional childcare services.

Philosophy

At Little Treasures Childcare Center, we believe in:

- Treating and respecting each child as an individual.
- Providing a truly enjoyable experience for each child in a nurturing and homelike environment, where each child's needs are individually responded to through play, observation, listening, encouragement, and interaction.
- Promoting a strong self-image in children of differing ages and abilities.
- Teaching values and respect of others through modeling and the encouragement of learning experiences.

- Promoting independence and self-control by helping them solve conflicts with words and feelings.
- Assisting families by supporting them and their needs through daily, open communication between staff and parents.
- Teachers who will guide, nurture, and care for your child with the respect they deserve.

Goals for Care of Children

- Right to freedom from abuse and neglect
- Right to confidentiality
- Right to freedom from harmful actions and practices
- Right to a safe and healthy environment
- Right to freedom from discrimination
- Right to consideration and respect
- Right to be informed of services provided by the Child Care Facility
- Right to information regarding the Child Care Facility's deficiencies
- Right to a service plan
- Right to a variety of appropriate activities, materials and equipment
- Mandatory report of rights of children
- Reasonable modifications and accommodations

The Rights of Children—Maine Department of Health and Human Services, Division of Licensing and Regulatory Services Community Services programs.

Organization and Structure

Center Organization

The Center's staff consists of the following:

Director

The Director of LTCC is responsible for the overall operation of the Center and acts as the liaison between the Center and the Board.

Assistant Director

The Assistant Director is responsible for the Director's duties when the Director is away from the Center.

Teachers

A teacher will be assigned to act as the designated representative in the Director/Assistant Director's absence.

All classroom staff work as a team to provide a warm and nurturing environment that meets the individual needs of each child as well as the classroom. Teachers are responsible for the supervision and management of a classroom in accordance with the goals and philosophies of the Center. The teachers work together with parents to nurture children's development, anticipate their growth, and share in their efforts and successes.

The state regulatory guidelines are available at the Center and online at Maine.Gov, the Maine License and Regulations of Child Care Centers.

LTCC is part of the 5210 initiatives. This wellness initiative seeks to work with organizations in developing innovative community-based programs that motivate people of all ages to engage in a sustainable program of daily exercise, healthy eating and other wellness activities and inspires them to adopt a healthy lifestyle that minimizes the potential of future illness and disease.

Program Structure

The Childcare Center is listed on licensing records as a non-profit 501 (c) 3 organization.

License Capacity

90 children ages 6 weeks to 12 years of age.

Day Time Care Hours of Operation

Little Treasures Childcare Center day time care will be open from Monday through Friday, 6:45 a.m. to 5:30 p.m. At times, classrooms may open later or close earlier if children's schedules do not require the early or late hours. Here is an example of a classroom schedule.

Time	Activity
6:45 - 9:00 AM	Free Play
9:00 - 9:15 AM	Morning Snack
9:15 - 10:00 AM	Circle Time
10:00 - 10:30 AM	Class Work
10:30 - 11:00 AM	Center Time
11:30 AM - 12:00 PM	Lunch
12:00 - 12:15 PM	Story Time
12:15 - 12:30 PM	Bathroom Break
12:30 - 2:00 PM	Nap Time
2:00 - 2:15 PM	Bathroom Break
2:15 - 2:45 PM	Afternoon Snack
2:45 - 3:15 PM	Craft Time
3:15 - 5:30 PM	Free Play

Second Shift Hours of Operation

Little Treasures Childcare Center second shift will be open from Monday through Friday, 2:00 PM to 12:00 AM. At times, classrooms may open later or close earlier if children's schedules do not require the early or late hours. Here is an example of a classroom schedule.

Time	Activity
2:00 - 5:00 PM	Free Play (Playground, games walks)
5:00 - 5:30 PM	Supper
5:30-7:00 PM	Wind Down (Books, Puzzles, board games)
7:00 PM - 7:30 PM	Prepare for rest (brush teeth, change into pj's, go to bathroom)
7:30 PM - 12:00 AM	Rest time

Admissions & Enrollment

Admission Policy

Little Treasures Childcare Center promotes an environment of non-discrimination against any member, employee, applicant for employment, parent, child, or any other person.

Admission to Little Treasures Childcare Center is open to children without preference to race, color, national origin, religion, age, or gender. Each child will be assessed based upon his individual needs. As a Christian Childcare Center, we will set a Godly example and endeavor to give each child the opportunity to establish a personal relationship with Jesus Christ.

LTCC serves children 6 weeks-12 years of age.

LTCC encourages parents to visit the childcare center prior to admission.

Enrollment & Waiting List

The Childcare Center maintains a Waiting List with priority being given to current families within the program. The Director is responsible for maintaining the Waiting List and will contact a parent directly when space is available.

You must contact the Director and fill out the proper forms to place any new children on the waiting list. As a space becomes available or is projected to become available, names from the Waiting List will be called on a first come, first served basis.

The parent is contacted, and a time is scheduled with the Director to tour the Center. If time allows, we encourage that your child accompany you in order to determine if they seem appropriate for the classroom and age group. And, when possible, we strongly encourage a final visit for the child only, to assess assimilation into the classroom.

The parent is offered the open space and has the option to accept it and begin the orientation process as soon as it is available, under the guidance of the Director.

If a parent is not ready to enroll their child but confirms that they will accept the space and plans for enrollment within the next month, the Center will hold the space from the time the family is notified. The registration fee payment is required as part of holding a childcare space. If the parent cannot enroll the child within that month, they may begin paying for the space to guarantee placement for their child, or they may opt to wait for space at a later date.

If a parent chooses to wait for a space at a later date, they must inform the Center to keep their name on the Waiting List. If they so desire, their name remains in the original sequence on the Waiting List.

Required Forms

The following forms are required by LTCC and must be completed prior to placement of child at the Center:

- Registration forms signed by a parent or guardian.
- Medical forms A & B, including a complete record of immunizations.
- Written consent for a child to receive medical treatment.
- Signed policies and procedure agreement (see enclosed sheet).

Orientation

The orientation procedure outlined below is followed when a child is enrolled at the Center.

A date is schedule with the Director for the parent to accompany their child on their first day of school. And, if time allows, we strongly encourage a final visit for the child only, to assess assimilation into the classroom.

The child begins their regularly scheduled days as agreed upon between the parent and the Director. Further orientation time will be scheduled if the parent and the Director feel it is necessary.

As part of the infant and toddler orientation it is requested that the parent(s) provide a typical daily schedule as well as any child preferences. This should include such items as nap times, mealtime, favorite toy to sleep with, etc.

Schedules

Because the Center was developed to meet the needs of the working parent, we try to maintain flexible schedules to accommodate those needs.

Parents are asked to request, update and follow accurate drop off and pick up schedules upon enrollment or when changes are needed in your schedule contract at any time.

At the beginning of the calendar year a list of the year's observed holidays will be provided to each family.

Daily scheduled drop off times for daytime care begin at 6:45 AM and pick up times end at 5:30 PM.

Daily scheduled drop off times for second shift care begin at 2:00 PM and pick up times end at 12:00 AM.

The Center will be closed on the following days and legal holidays:

- New Year's Day
- Martin Luther King's Birthday
- April Week Vacation
- Memorial Day
- Juneteenth Day
- Teacher Inservice
- Labor Day
- Indigenous Peoples Day
- Veterans Day
- Thanksgiving Holiday (Thursday and Friday)
- Christmas Holiday
- Floating Emergency Day

Financial

Day Time Care Basic Rates & Fees

Registration fee (non- refundable) \$25.00 part time and \$50.00 full time. Tuition will be as outlined in the Table below.

Program	Days	Cost
Infant Program	1 Day	\$90.00
	2 Days	\$180.00
	3 Days	\$250.00
	4 Days	\$300.00
	5 Days	\$330.00
Toddler 1&2	1 Day	\$80.00
	2 Days	\$175.00
	3 Days	\$240.00
	4 Days	\$275.00
	5 Days	\$320.00
Preschool & Pre-K	1 Day	\$75.00
	2 Days	\$160.00
	3 Days	\$225.00
	4 Days	\$275.00
	5 Days	\$300.00
School Age	Weekly	\$214.00
	Daily	\$60.00
	Afterschool	\$150.00
Second Shift	3 Days	\$325.00
	4 Days	\$350.00
	5 Days	\$375.00

- Multi-Child Discount 10%
- Registration Fee is non-refundable \$100.00
- Field Trips will be charged to parent at time of trip.
- LTCC Summer Camp fee will be a different rate
- Full Time tuition is based on more than 27 hours per week

Late Tuition Payment

Payments not received when due will be assessed a \$15.00 charge unless other arrangements have been made prior to the due date. If the tuition payment goes two or more weeks from the time it is due, it will result in non-admittance of the child to the Center.

Any child picked up or dropped off before or after the designated scheduled time frame will result in a \$1.00 per minute fee.

Withdrawal of Child from Center

There is a two week's written and paid notice required to terminate your contract.

Payment is due for the notice period whether your child attends LTCC during that time or not.

Any outstanding fees must be paid on or before the child's last day.

You will give two week's written notice if it is necessary to terminate your contract.

You will be given a 2 week notice prior to any contract changes.

School Cancellation & Inclement Weather

In the event the Childcare Center will be closed due to bad weather, the LTCC cancellation announcement will be broadcasted by 6:00 a.m. on the day childcare is to be cancelled. The announcement will be made on WSCH Channel 6 and WGME 13. A message will also go out on our bright wheel parent platform. If for some reason the Childcare Center should lose electrical power, the parent will be called to pick up their child within 1 hour from when the call is made.

It is up to the parent's discretion if they would like to pick up their child early from the Childcare Center due to inclement weather.

Center Policies & Information

Behavior Management & Discipline Policy

The Childcare Center rule is:

We will behave in love toward one another

Discipline encourages self-control in the child and ensures healthy growth for the child and the group. The basic goal is self-discipline and socially acceptable behavior. In establishing a pattern for discipline, it is most important to set limits without having hard and fast rules. Limits are few and designed to protect the child and the group. Limitations will change as the children mature and develop in self-control. All employees of the childcare center will uphold the Center's guidance and discipline policy, as outlined below.

Classroom discipline is based upon the following principles:

- Will be age appropriate.
- Discipline is not punishment.
- Limits are repeated often as the memory span of children is short and they are given lots of reminders.
- Limits are clearly stated so that the child knows what to expect.
- Limits are specific to the situation and are consistently maintained.
- Limits are positively stated.
- Discipline is presented with a firm but friendly attitude.
- Children are offered many opportunities for success to encourage self-confidence.

Please note:

- Parents will be notified if necessary.
- No volunteer or visitor may discipline any child.
- Parents will only discipline their own children. It is the expectation that parents will refrain from physical discipline of their children when they are on Center property.

Expulsion and Suspension

Please be aware that should one of the following situations arise, LTCC may withdraw your child from the center immediately and your deposit may be forfeited:

1. Failure to pay your tuition on time. Tuition is due in advance for the upcoming week. Allowance is not made for occasional absent days. Each week, a late fee will automatically be assessed if tuition is not in by Monday. Delinquent accounts will be turned over to our collections department and could incur additional late fees. Services will be discontinued until the account is current.
2. Verbal abuse by yourself, your child or any "authorized pick-up" to other children, LTCC Staff or another parent. Our goal is to always ensure the safety of everyone in our center. A child's/parents, language, or behavior, which is hurtful to other children or staff, such as profanity, sexual language, humiliating behavior, throwing rocks, furniture, toys or anything harmful is inappropriate and unacceptable.
3. If your child bites or hurts another child excessively and/or has an extreme behavior problem and we are unable to get this behavior problem under control.
4. Refusal to pick up your child if they are sick, or continually dropping your child off when they are ill, is grounds for dismissal from the center. Children need to be picked up within thirty minutes of notification of exclusion.
5. Excessive lateness. It is the parent's responsibility to maintain a 9 ½ hour day for your child/children and to pick up your child prior to the closing time of the center.
6. Failure of a child to adjust to the center after a reasonable amount of time.
7. Lack of parental cooperation.
8. For any other reason LTCC deems appropriate for the well-being of the center and the preservation of the proper childcare environment.

Types of Discipline

Positive reinforcement:

The child will be encouraged when they demonstrate acceptable behavior.

Redirection:

The child will be redirected to another activity and given the opportunity to try again another time.

"When...then..." statements:

A statement in which the child is encouraged to accomplish something before going on to something else. E.g., "When you clean up the block area, then you can go outside."

"If...then..." statements:

A statement in which the child is encouraged to make a positive choice. E.g., "If you pick up the book area, then you may go to the dramatic play area."

Take a break/cool off period:

The child is separated from the group for a child-regulated period of time. This technique is used only when the child is exhibiting temper tantrum type behavior or is in danger of hurting his or herself, others or equipment. When a child shows that they are ready to demonstrate acceptable behavior, the child is encouraged to join the rest of the group and try again.

Biting / Ongoing aggression:

If there are more than three incidents of biting/aggressive behavior towards another child or caregiver, a possible two-week notice may be given.

Meal & Snack Policy

- **Breakfast** is served between 8:30-9:30. You may send your child in with food.
- **Nutrition:** Good food and nutrition habits are an important part of a child's good health. LTCC would like to encourage the need for healthy food and a balanced diet.
- **Snacks:** An afternoon snack will be provided for toddlers through pre-school. School age children should provide their own snack.
- **Special diets:** If a child has a dietary need, please inform your child's teacher to let them know that you will be providing a snack from home.
- **Birthdays:** Parents are welcome to prepare special birthday treats for their child's class. Balloons are not permitted. Parents may join their child's class for the birthday celebration.
- Please do not send food that needs to be prepared.
- Food needs to be in a container that is ready to be microwaved. Please check with the student's caregiver as there may be a limited ability to microwave food based upon the child's classroom.
- Please send your child's lunch in with an ice pack.

Child Advocacy

In accordance with Maine State Law, our school takes an active role in reporting suspected child neglect and child abuse to the proper authorities.

Transportation Policy

Parents will provide daily transportation to and from the Center.

Pick Up and Drop Off Routines

- Custodial parents and/or guardians are permitted unlimited access to the Center during normal operating hours.
- No child will be released to anyone other than the custodial parents unless prior notification is given to the Center Director in writing. A parent may give notification at the time of enrollment or on a daily basis. The parent must provide the name and phone number of the designated party.

- If an unauthorized person arrives to take a child, the parents will be contacted. The child will not be permitted to leave the building until the parent or emergency contacts have given permission. If someone else is picking up the child, other than the parent then a photo I.D. will be required.
- It is the parents' responsibility to provide the Center with a copy of any court orders of separation or divorce that state custody and visitation agreements pertinent to a child attending the Childcare Center.
- Only persons 16 years of age or older will be allowed to take a child from the Center.
- Coming to LTCC: Parents – or a responsible adult - must bring their child to the front door each morning. We ask that your child be here by 10:00 a.m. to ensure a smooth transition to your child's day unless other arrangements have been made.
- Leaving LTCC: Parents or designated caregivers/guardians must ring the doorbell at the front door of the building.

Divorced or Separated Parents

We try to be aware of and sensitive to the families we serve. If divorced or separated parents are sharing custody and we are not provided a legal document, we cannot presume you have greater or fewer rights than your child's other parent.

Parents in the process of separating are encouraged to notify the Director of the Center, so that we will be aware of the home situation and the various issues that may arise for both parent and child. The Center cannot prevent a parent from visiting or picking up his/her child unless a court order has been issued, reviewed by the Director, and filed at the Center.

Faith Based Center

As a faith based childcare center, we do not participate in the observance of Halloween, Santa Claus at Christmas, or the Easter Bunny at Easter. Please note that by following this standard at LTCC, we are not trying to undermine the position of parents whose feelings differ from ours. Also, we will not put ourselves in the position of "instructor" on these matters but will refer children back to their parents if questions should arise. Our emphasis at Christmas time will be upon the birth of God's greatest gift to mankind, His only son, Jesus. Likewise, at Easter, our emphasis will be upon the death and resurrection of our Savior. If you have any questions about this, please feel free to speak to the Center's Director or to any caregiver.

Health, Safety & Medical Practices

Health & Safety Practices

- **Smoking** is prohibited on the premises. This includes all indoor and outdoor areas used by the facility, where children may be present. Taken from Rules for Licensing CF CCF 18-3.
- **Hand washing:** Hands will be washed before and after meals, after bathroom use, after nose blowing or wiping, and after handling an ill child.
- **Toys and equipment:** Toys and equipment will be sanitized regularly or as needed with a mild bleach solution.
- **Fire drills:** Practice drills will be conducted in accordance with local fire codes and recorded. Evacuation plans will be posted. Staff members are trained in the proper management of emergency situations such as fire, first aid, and weather disasters to provide for the care of the children.
- **Emergency Relocation:** In an emergency situation when evacuation becomes necessary the alternate location where children will be relocated is: Trinity Episcopal Church, 403 Main Street, Saco (the corner of Route 1 and Cleveland Street).
- **Accidents and injuries:** First aid training will be administered to a child needing care. Each accident will be recorded on an accident sheet. Parents will be given a copy of this report and LTCC will maintain a copy for your child's file.
- **Release of children:** Children will NOT be released to anyone except those authorized to pick up the child as written on the enrollment form. If you wish another adult to pick up your child, you must give written permission in advance or a phone call to verify the permission. Identification will be required if it is someone other than an authorized person.
- **Reporting child abuse:** Maine state law and licensing requirements state that childcare facilities are required to report immediately to the police or Child protection Services (CPS) any suspicion of child abuse, neglect or exploitation. We are not obligated to inform parents / guardians of this report.
- **Confidentiality:** Except as provided by law, confidential information may not be released without a court order or a written release from a person whom the confidential information has been requested.
- **Staff accompanying any group:** During trips away from the Center staff will be trained in first aid, CPR and communicable disease. They will have a first aid kit, cell phone, and drinking water.
- **Naptime:** Cots and Cribs are cleaned on a regular basis.
- **Laundry:** Cleaning of blankets, etc. are routinely cleaned on a rotating basis.
- **Medical:** Any requirement for physicals, immunizations, etc. are followed by state requirements.

First Aid Training

Your child's provider is required to maintain a current CPR and First Aid certificate.

There will always be a staff member present at the childcare center with CPR training during regular operating hours.

Medical Screening

Children will be visually screened as they arrive at the facility. If a child exhibits signs of illness, a determination will be made if the symptoms indicate the need for removal from the childcare center until the illness has been remedied. In the event a child becomes ill and needs to be picked up from the childcare center, the child will be separated from the rest of the children. The child must be picked up within one hour of the phone call to the parent.

Non-admittance Due to Health

Your child is allowed to attend the childcare center if they exhibit symptoms for non-admission within a 24-hour period prior to a child's admittance back to the childcare center.

If your child is unable to participate in the normal activities of the daily schedule, they must stay home. Symptoms may include vomiting, diarrhea, fever over 99 degrees, unexplained rashes, impetigo, or conjunctivitis.

If your child is sent home and seen by a doctor, a note from your physician is needed for readmittance.

Administration of Medication

Medications may be administered under the following conditions:

- **Consent:** Written parental and/or physician consent is required to administer all medication.
- **Prescription medication:** All prescription medication must be in its original container and properly labeled with the child's full name, the date prescription was filled or medications expiration dates, and legible instructions for administration, such as the manufacturer's instruction or prescription label. The prescription must be current (i.e., not expired and written within the last twelve months). The exact dosage to be given must be indicated on the label. The means of administration must also be indicated (e.g., 2 drops in the right ear, apply topically to the left knee, etc.).
- **Non-prescription medication:** The following classifications can be given with parental consent only as to the dose, duration and method of administration specified on the manufacturer's label for the age or weight of the child needing medication. The topical medicine is in the original container. The medication has not expired. The following is a list of acceptable nonprescription medication:
 - **Antihistamines**
 - **Non-aspirin fever reducer** / pain relievers
 - **Decongestants**
 - **Anti-itching ointments** or lotions, intended specifically to relieve itching
 - **Sunscreen**
 - **Unlisted non-prescription medication:** A physician's authorization is needed for nonprescription medication that is not on the list above, or if it is taken differently than indicated on the label or lacks label instructions.
- **Unused medication:** Will be returned to the parent/guardian.

Emergency Medical Procedures

All parents are asked to fill out information on an "Emergency Card", which includes the name and phone number of the doctor to be notified, as well as the name, address, and phone numbers of the parents and an alternate person to be notified if the need should arise. It is the responsibility of the parents to see that the emergency information is on file and updated as information changes. In the case of serious illness or injury, the listed information may be used before consultation with the family if this is felt necessary for the safety of the child.

LTCC is not responsible for the payment of any bills associated with care given to the child by a hospital, doctor, clinic or ambulance.

Classroom Information and Policies

Parent-Teacher Conferences

For pre-school age children, there is one (1) scheduled conference per year. Other conferences may be arranged as needed and/or upon request. For all other children, a conference may be scheduled upon request. These conferences give you and your child's teacher an opportunity to discuss your child's growth and needs. This is your opportunity to discuss in detail areas in which your child is successful and to give teachers more information about your child's life outside of the center. Through these conferences, you and the teacher can work together to help your child get the most out of the childcare experience.

Parent Participation

We believe that quality childcare is the result of a partnership between the parent and our staff. The sharing of information about your child helps us create a nurturing experience for your child. Regular meetings, conferences, informal chats, newsletters, etc. help us work together to plan and implement a program which responds to every child's needs.

You are encouraged to communicate any concerns, problems, or observations to the teacher or Director. Arrangements can be made to meet at other times, if you prefer. All parents and employees may discuss any ideas, problems or concerns with the Director or Assistant Director.

We recognize parents as customers and want to provide the best experiences for you and your child. All interactions between parents and staff will be conducted in a mutually respectful manner. If you should have any concerns around interactions with staff, please don't hesitate to contact the Director.

Drop off and pick up times are an excellent opportunity to exchange information with your child's teacher and make the transition from home to childcare center a smooth one.

Parents and grandparents are invited to join us for events. You will receive information from the Center prior to the event, thus hopefully allowing you sufficient time to plan for joining in with the event.

Naptime

Naps are a necessary part of the child's day. Most children need an opportunity to rest because their active day begins so early. Nap accommodations are mandatory for all children until they are eligible for kindergarten.

- Lights are dimmed in the classroom during naptime and all children are awakened at appropriate time based upon the age level and classroom. There is always appropriate lighting left on to move around the room safely.
- If a child does not go to sleep, they may request a book to occupy themselves.
- Children are not disciplined for failure to sleep, but they must remain on their cot and not be disruptive to the children who are trying to nap or rest.
- Children may go to the bathroom whenever necessary during naptime.

Toileting Policy

A child will go into the bathroom at scheduled bathroom times or as needed. Toddlers are not expected to be toilet trained. We do provide opportunities for those toddlers who do show an interest. Individual plans are developed with the parents when appropriate. The following suggested guidelines to see if children are toilet trained:

- A child will go through the day accident free on average no more than 2-3 accidents per week.
- A child will be accident free (on average) after four months.
- A child who has been toilet trained for six months or longer will be able to alert a teacher to toileting needs even when it is not a scheduled bathroom time.

Staff are very sensitive to those events in a child's life that could trigger regression in toileting. Parents must communicate any of these changes to their child's teacher.

Clothes

For your child to enjoy their time at LTCC, we advise you to dress them in play clothes suitable for the weather. If needed, these items may be left at LTCC for convenience.

Children's Supplies

Parents are to supply those items necessary for the proper care of your child. All items must be labeled with your child's name.

1. Extra set of clothing labeled with your child's name on their bag
2. Necessary medication with proper written instructions
3. Diapers
4. Blanket
5. Pillow (children over 18 months)
6. Pacifier (if needed)

Toys from Home

Please do not allow your child to bring any toys from home as they can become broken or misplaced.

Visitations

We have an "open door" policy. Parents are always welcome to all areas used by children. If you are planning an extended visit, please inform your child's provider the day before the visit as a courtesy to the teacher.

Pictures

We do regularly take pictures of the children, for both crafts and possible publicity. If you would like us to not do so, please let the director know.

Rights of Children

Children receiving Childcare from Child Care Facilities have the following rights:

1. Children must be free from emotional, physical and/or 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 discrimination 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 Child Care Facility.
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 the Child Care Facility.
7. Each Child has the right to Developmentally Appropriate activities, materials, and equipment.
8. Children with disabilities have the right to reasonable modifications to Child Care Facility policies and practices.

Child Death or Serious Injury

- If a child is injured while in childcare, they will be checked for life-threatening situations and appropriate CPR/First aid will be given.
- If a child is seriously injured, or death has occurred, 911 will be called.
- The Guardian will be contacted.
- The injured child will be kept calm and comfortable until medical services arrive.
- Other children present will be kept calm and be removed from the area to a safe location while remaining under supervision.
- Serious Injury/death will be reported to the Licensing Office, as soon as possible, within 24 hours

Resources Available for Developmental Screenings:

Maine CDS (207)-287-8016

Evacuation

Evacuation drills are held regularly at LTCC. Should an emergency occur which requires evacuation of the center; you will be notified as soon as possible. You will be asked to pick up your child if the emergency is expected to last a significant period of time. Listed below is the evacuation sites:

Trinity Episcopal Church

15 Cleveland Ave, Saco Maine 04072

Ramada Inn

352 North St, Saco, ME 04072

Craft Money

On occasion, a creative workshop will take place, and there may be a fee associated with the activity.

Summary

All staff at LTCC are committed personally and professionally to a safe, loving, and respectful Christ centered learning environment for each child in our care. Our variety of learning experiences provide a unique and supportive environment that helps each child grow at their own pace and welcomes parental involvement and participation. We believe parents are the primary providers for their children. Our role as providers is to work alongside each of our parents to help them "train up their child in the way they should go so that when they are old they will not depart from it" (Proverbs 22:6).