

Maiden Cove Children's Center

September 2017 - June 2018

Parent Handbook

Maiden Cove Children's Center

Learning Through Play



21 Cottage Lane
Cape Elizabeth, Maine
(207) 799-8875

Where children
SING DANCE PLAY LEARN GROW

Maiden Cove Children's Center Philosophy

"You can teach a student a lesson a day; but if you can teach them to learn by creating curiosity, they will continue the learning process as long as they live."

- Clay P. Bedford

Maiden Cove is a discovery based pre-school which offers a multitude of innovative programs for children ages 2 $\frac{1}{2}$ to 5 years of age. Our goal is to maximize the potential of the whole child by valuing and addressing his/her physical, social, emotional, and intellectual needs.

Maiden Cove Children's Center Program Descriptions

3 Year Old Program HALF Day

Tuesday & Thursday, 9:00 AM - 12:00 PM

This program is designed to provide a comfortable first experience away from home with peers. The emphasis of this program is development of self-esteem, cooperation, and social awareness.

4 Year Old Program HALF Day

Monday, Wednesday & Friday, 9:00 AM - 12:00 PM

This program is designed to enrich your child's social, emotional, physical, and intellectual development. The emphasis of this program is building self-esteem, encouraging social interaction, and exploring the world around us. Children explore art, music, language arts, with emphasis on early reading readiness skills for kindergarten, and the development of math concepts through the use of games and manipulatives.

3&4 Year Old Multi-Age Program FULL Day

2 Day (T/TH), 3 Day (M/W/F) or 5 Day (M-F), 8:30 AM - 3:30 PM

Our full day preschool is a multi-age three and four year old program. This program has a two year rotating curriculum. Our goal is to develop self-esteem and build social awareness while we explore the world around us through art, music and literature. This is a multi-sensory program with a focus on early literacy and self-help skills needed to be successful in kindergarten.

Options for this program are:

- **2 FULL Days (Tuesday and Thursday):** Multiage, Carrie Chapin and Lisa Labesky are Co-Head Teachers
- **3 FULL Days (Monday, Wednesday, Friday):** Multiage, Bridget Cloutier and Jamie Eavenson are Co-Head Teachers
- **5 FULL Days (Monday-Friday)**

5+ (Pre- Kindergarten) Program

Tuesday, Wednesday & Thursday, 9:00 AM - 12:00 PM

This is a pre-kindergarten program that is designed to stimulate creative thinking, self-expression, and problem solving. The core of the program is an interdisciplinary curriculum including science, math, reading, writing, dramatics, music and field trips. The focus of this program is to prepare your child for kindergarten by emphasizing social awareness, early reading readiness, and a strong foundation in math. Children explore the content, create, and discover at their own level.

Travelogue Program

Tuesday & Thursday, 12:00 PM - 3:00 PM

Travelogue is a unique opportunity for children already enrolled in the 5+ program to travel the world where they will experience a variety of diverse cultures through arts and crafts, music, literature, food, and dramatic play.

Wacky Wednesday

Wednesday, 12:00 PM - 3:00 PM

Wacky Wednesday is for children already enrolled in the 5+ program. A day where a child's imagination can soar and their creative genius has the opportunity to explore and create!

Maiden Cove Staff Bios

Sandy Farris (Director/Owner) graduated from Gorham State College with a BS degree in Elementary Education/ Science. She earned a Master's Degree in Literacy from Lesley University. For 37 years she taught kindergarten through 4th grade in the South Portland and Auburn school districts. Sandy piloted the first all-day kindergarten program in the state while at Redbank School. She has been a consultant and teacher trainer for hands-on science in Maine and New Hampshire. She developed the first 5+ and full day nursery school in Cape Elizabeth. Sandy has owned Maiden Cove, formally Cape Cottage Nursery School (1960-1982) since 1982.

Bridget Cloutier (M/W/F 3&4 Year Old Full Day Program Co-Head Teacher) graduated from the University of Southern Maine with a bachelor's degree in Business Administration/ Management. She has been a substitute teacher for the Cape Elizabeth school system for 8 years focusing on grades K-8th. Bridget has also worked simultaneously for Cape Community Services instructing many classes after school for K-4th grades including gymnastics, flag football, basketball, soccer, dodgeball and cheerleading. She also coordinated birthday parties for K-6th grade playing different sports or easy play time for toddlers emphasizing self-esteem, respect, safety and sheer enthusiasm to play a sport and enjoy the moment.

Carrie Chapin (T/TH 3&4 Year Old Full Day Program Co-Head Teacher) graduated from Appalachian State University with a degree in Special Education. She also received her Master's Degree in Special Education at the University of Northern Colorado. While in Colorado, she taught 3 year olds for 3 years prior to moving onto teaching high school for 12 years. Carrie taught in a private school in Cape Elizabeth for 5 years. She taught children with learning disabilities, autism spectrum disorders and other social communication challenges. She holds a professional teaching certificate for the state of Maine. Carrie is a member of AANE (Aspergers Association of New England) and also a member of the CELT education committee.

Ellen Berg (5+ Head Teacher) graduated from Colby College in 2005 with a degree in American Studies. In 2008 she completed the Extended Teacher Education Program (ETEP) from the University of Southern Maine which earned her a K-8 teaching certificate. The following year she received her Masters in Applied Literacy from the University of Southern Maine. She was named to the Maine Registry by Maine Roads to Quality in 2012. This registry recognizes Ellen's experience, training, education and volunteer contributions to the early childhood professions. Ellen has been an active member of the Junior League of Portland, Maine for over 10 years and was honored to be the organization's President in 2015-2016. Six of those years were spent working on the Kids in the Kitchen initiative, a nationwide program designed to educate and prevent against childhood obesity.

Jamie Eavenson (M/W/F 3&4 Year Old Full Day Program Co-Head Teacher) graduated from Broward Community College with a two year degree in Early Childhood Development. Jamie taught after school programs in Florida for children ages 4 through twelve, has subbed at Pond Cove, Cape Elizabeth High School and Maiden Cove. Jamie joined the Maiden Cove staff in the fall of 2017. She lives in Cape Elizabeth with her husband and three children.

Jennifer Concannon (3 Year Old Half Day Program Head Teacher, 4 Year Old Half Day Program Assistant Teacher) graduated from Loyola University in Baltimore, Maryland. She majored in Elementary Education with a minor in Special Education. Jennifer also received her Master's Degree at Loyola as a reading specialist. She taught primary special education in the city of Baltimore for 5 years and then moved to Virginia where she was a reading specialist at an elementary school for 3 years. She began teaching at Maiden Cove in 2007. She was named to the Maine Registry by Maine Roads to Quality in 2010. This registry recognizes Jennifer's experience, training, education and volunteer contributions to the early childhood professions.

Kathy Yantakosol (Travelogue & Wacky Wednesday Head Teacher) is heading into her nineteenth year at Maiden Cove. She has a Bachelor's Degree in Social Work with a focus on child and family. After working as a child advocate at Fair Harbor Emergency Center, she devoted herself to raising her two children and additionally enjoyed volunteering in the Cape Elizabeth school system, Thomas Memorial Library, and St. Bartholomew's Church. Kathy was named to the Maine Registry by Maine

Roads to Quality in 2010. This Registry recognizes Kathy's training, education, and volunteer contributions to early childhood education. Kathy's passion for children's books is only exceeded by her love of sharing them with the children at Maiden Cove.

Lisa Labesky (T/TH 3&4 Year Old Full Day Program Co-Head Teacher) has joined the Maiden Cove Staff this year after relocating to Maine from Atlanta where she taught Pre-K for the past four years. Lisa is a graduate from Georgia State University with a degree in Commercial Music and undergraduate coursework in Child Development & Family Life. She enjoyed serving on the board of two Atlanta area preschools and has a passion for outdoor education- often volunteering her time at a wildlife rescue/rehabilitation center and is a member of the Natural Teachers Network and Green Teacher. Since relocating to Maine, she enjoys volunteering within the Cape Elizabeth school system where her son now attends.

Paula Schonewolf (4 Year Old Half Day Program Head Teacher, 3 Year Old Half Day Program Assistant Teacher) graduated from Champlain College with a degree in Communications. This is her sixth year in early education. Previously, she was an Ed Tech in a kindergarten classroom in Westerville, Ohio.

General Information and Policies

Daily Hours

Maiden Cove is open Monday - Friday from 8:30 AM - 3:30 PM for the 3&4 Year Old Multi-Age Program only and from 9:00 AM - 12:00 PM or 12:00 PM - 3:00 PM for the other programs. **Please do not drop off your child prior to the start of their program; the teachers use this time to prepare for their day and collaborate with their colleagues. Likewise it's equally important to pick up on time as teachers use the end of the day to plan and prepare for their next lesson.** NO CHILD WILL BE ALLOWED TO GO HOME WITH ANY UNAUTHORIZED PERSON(S). You must fill out an Authorization To Pick Up form EACH year. Please send a note or call if you are not picking up your child. We must have written or verbal authorization for changes in this regard.

Arrival and Departure

All traffic should ENTER on Cottage Lane and EXIT on Surf Road. Please drive slowly as we have many young children playing on these streets. There is no parking on the RIGHT side of Cottage Lane (you will be ticketed) so please park on the LEFT side when dropping off and picking up.

Bike Helmet Policy

Children must wear helmets when riding the bikes on the playground. Please send your child to school with a properly fitted helmet.

Car Seat Policy

Maiden Cove is thrilled to be able to offer a variety of field trips during our school year. If your child is in a booster seat or a booster seat with a back, we are happy to install them into cars for you. **If, however, your child is in a non-booster car seat (one that requires any kind of harness in addition to the seatbelt), we ask that you personally secure your child's car seat into the car they will be riding in.** This may require you to allot extra time the morning of the field trip. This policy is for the safety of your child and the protection of the staff and parents who have volunteered to drive.

Car Seat Examples:

	
<p>Booster Seat & Booster Seat with Back</p> <p>Teachers will install</p>	<p>Non-Booster Seat</p> <p>Parents must install</p>

Clothing

Your child's clothing should be loose and comfortable. Washable fabrics and outfits that your child can manage are recommended. We play outside all year long. Please dress your child appropriately. During the winter months, please send a hat, mittens or gloves, snow pants, a winter coat and boots. We also recommend leaving an extra set of clothing and slippers at school for your child. This is helpful for children who are prone to having toilet accidents, spills, or if they get wet playing outside or particularly messing doing a project.

Birthdays

Children's Birthdays are special events. It is up to the parent to celebrate as they wish. The level of celebration may vary from a special snack to all the works- such as party hats and paper goods! Whatever you choose, we will support! Please note: we cannot light candles.

Toys

We try to encourage non-violent play and would appreciate your support in screening toys which suggest violent interactions (i.e. guns, war toys, knives, swords, etc.). We cannot be responsible for lost or damaged toys. Children who stay for the full day may bring items of comfort for rest time (small pillow, stuffed animal, blanket, etc.).

Parent Conferences

Formal conferences will be scheduled in January (5+) and March (Half Day and Full Day 3 and 4 Year Old Programs) for every child. Additional conferences may be scheduled by parents any time you feel necessary.

Communication

Please feel free to contact your child's teacher at any time.

Newsletters

A weekly or monthly newsletter (tangible or via email) will be sent home throughout the school year. They will contain information about what is going on in your child's classroom as well as upcoming field trips or dates to remember.

Inclement Weather

SNOW DAYS: We follow the Cape School System for Snow Days but we do NOT make them up at the end of the year.

LATE START: We follow the Cape School System for Late Starts. Late Start times are as follows:

FULL Day starts at 9:30 AM and all other programs start at 10:00 AM.

Nut Policy

Maiden Cove is Nut Free. Regardless of whether or not we have nut allergies in any of our classrooms, our school is Nut Free. This means:

- No peanut butter
- No foods with peanuts or any kind of tree nuts listed as an ingredient
- No foods that say "Contains Nuts" or "May Contain Nuts"

Tuition

Tuition Schedule

The tuition for each program has been broken down into 10 monthly payments (September through June). All tuitions are due on or before the first of each month. If monthly tuition has not been paid promptly, the child will not be allowed to attend school after the first of each month until this commitment has been met. There will be a \$40 charge for checks returned for non-payments. Should this occur more than twice, payments must be made in cash or by money order. A complete list of all of our programs and costs is available upon request.

Tuition Agreement

Due to fixed expenses there will be no credit or refund given if my/our child must be absent from school due to illness or family vacations. Parents or guardians must give a thirty (30) day written

notice if early withdrawal is necessary. If this notice is not given, parent(s) will be responsible for payment equal to one month's tuition.

Enrollment and Withdrawal Policy

A NON-REFUNDABLE APPLICATION FEE OF \$50.00 AND A NON-REFUNDABLE REGISTRATION DEPOSIT FOR THE **LAST** MONTH'S TUITION ARE DUE WITH REGISTRATION APPLICATION.

All children must be toilet trained upon entry. Our school is not licensed or set up to change diapers.

If Maiden Cove Children's Center, in its sole unfettered discretion, determines that it is not in the best interest of the school or other children enrolled at Maiden Cove to have a child in attendance, it may terminate enrollment. Reasons for termination may include but are not limited to:

- Bringing a child who is chronically sick, destructive, or abusive to others.
- Demanding excessive amounts of teacher time and energy at the expense of other children.

A thirty (30) day WRITTEN NOTICE is required of a parent who wishes to terminate his/her child from any program. If this notice is not given, parents are responsible for payment equal to one month's tuition.

Vacation and Holiday Credit

No credit is given for scheduled school holidays, conference days, or vacation breaks.

Attendance and Absences

Tuition is a yearly rate. No credit or refund is given for any absence (illness, parent vacations, doctor's appointments, etc.).

Illness

Illness, Medication and Accident Policy

Upon registration, we require documentation of your child's immunizations to date. In the event of illness, or symptoms of an illness, we will contact the parent. If you are unable to pick up your child in a timely manner, it is your responsibility to find someone who can. Please prepare contingency plans ahead of time if you know you won't be able to pick up your child in the event of illness during the school day. Your child's health and safety are of the utmost importance to us. Your child may be sent home if he/she appears to have symptoms of an illness. In such cases, your child will be made as comfortable as possible and the parent will be contacted.

PLEASE KEEP YOUR CHILD HOME IF HE/SHE:

- Has a fever or has had a fever in the last 24 hours.
- Has been taking an antibiotic for less than 24 hours.
- Has a heavy and/or colored nasal discharge.

- Have symptoms of a possible communicable disease (runny nose, reddened eyes, sore throat, abdominal pain, rash etc.)
- Has vomited or had diarrhea in the past 24 hours.

Please notify us if your child has been diagnosed with a communicable disease. We will notify the other parents of the exposure.

In the case of accidental injury, we will make an IMMEDIATE attempt to contact the parent. If we cannot reach you, we will call the person listed on your emergency form.

We will be glad to administer medication to your child when necessary. A PARENT MUST COMPLETE AND SIGN AN AUTHORIZATION TO DISPENSE MEDICATION FORM. These forms are available in the classroom. Please hand prescriptions or other medications for your child directly to your child's teacher. Medication MUST SHOW (if not on the bottle, please place medicine in a Zip-Lock bag with this information written on it):

- | | |
|-----------------------|-------------------------------|
| • Name of Child | • Name of Doctor |
| • Prescription Number | • Dosage Amount and Frequency |

Maiden Cove Forms

Please make sure you have filled out and returned the following forms to your child's head teacher:

- Registration Application
- Tuition Agreement/ Enrollment & Withdrawal Policy
- Authorization to Pick Up
- Emergency Card
- An up to date copy of your child's Immunization Record

Please make sure you have received and read the following Maiden Cove forms and kept them for your records:

- Illness, Medication, and Accident Policy
- Tuition Schedule (this should be briefly returned to Sandy Farris so she can fill out the back and return it to you).
- Installment Record
- Maiden Cove Staff Bio