

Maiden Cove Children's Center

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**

Our 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

We believe that each child is unique and has an individual rate and pattern of growth. In order to stimulate the growth of the whole child (physical, social, emotional and intellectual), we provide an environment which will facilitate your child's joy for learning with an activity-centered and discovery-based curriculum. Our center is designed to support and nurture each child's individuality.

Behavior and Discipline Policy

Learning social skills is an important part of a preschool education. Our discipline policy is designed to assist your child in the development of self-control and self-respect, as well as consideration and respect for the rights and property of others. Positive redirection will be given when inappropriate behavior is demonstrated. We teach children the lifelong strategies they need to manage their emotions and behaviors in an appropriate manner. The key to effective discipline is consistency. Our staff will try to be as consistent as possible. At Maiden Cove, we make every effort to provide your child with a warm and loving atmosphere in which to learn and grow.

Fire Drills

Fire drills are practiced monthly.

Rights for Children in Child Care Facilities

As a fully licensed child care facility in the State of Maine, Maiden Cove is a mandatory reporter for children's rights. "Any person or professional who provides health care, social services or mental health services or who administers a Child Care Facility or program who reasonably believes that the rules pertaining to children's rights, and the conduct of childcare have been violated, must report this information to the Division of Licensing and Regulatory Services. Any person reporting suspected abuse and neglect shall report this information to Child Protective Intake Services, pursuant to Title 22 M.R.S.A chapter 1071 and Section 21 of these rules. Documentation must be maintained in the facility that a report has been made (Rules for the Licensing of Child Care Facilities | Section 10.11 Rights for Children in Child Care Facilities, page 10-2)."

Reporting Child Abuse and Neglect

Mandatory reporting. The facility must make all childcare personnel aware of their status and responsibility as mandated reporters to the Department of Health and Human Services when there is reasonable cause to suspect abuse or neglect of a child under the age of eighteen (18). (Rules for the Licensing of Child Care Facilities | Section 21.1 Reporting Child Abuse and Neglect, page 21-1).

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. Please do not park or turn around in any of our neighbors driveways.

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.

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.

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 on next page:



Booster Seat & Booster Seat with Back

Teachers will install



Non-Booster Seat

Parents must install

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. Please label your child's outdoor clothing with his/her name or initials. 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.

Communication

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

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.

Inclement Weather

SNOW DAYS: Your child's head teacher will notify you via email or text. Snow Days and Late Starts will also be posted on TV and radio via WCSH and WGAN.
LATE START TIMES: FULL Day starts at 9:30 AM and all other programs start at 10:00 AM.

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 or teachers when necessary.

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.

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"

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.).

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.

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. This program is designed for children in their third year of preschool who miss the cut off to go to kindergarten (five years old by 10-15). This is also designed for children who are old enough to go to kindergarten, but their parents want to give them the gift of another year of childhood before entering the school system. Sandy Farris designed this program in 1985 to bridge the gap between nursery school and kindergarten. It is a hands-on, activity based, inquiry program rich with exploration and discovery experiences.

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!

Staff Bios

Sandy Farris (Director/Owner, 5 Plus teacher) 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.

Carrie Chapin (TTH 3&4 Year Old Full Day Program Co-Head Teacher, MWF afternoon 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).

Jennifer Concannon (3 Year Old Half Day Program Head Teacher, MWF Morning 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 twentieth 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 Shelter, 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 (TTH 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.

Missi Piscopo (substitute teacher) has lived in Cape Elizabeth for 35 years. She and her husband were the owners of Piscopo's Bakery for many of those years. She has a son and daughter who have gone through the Cape Elizabeth school system which gave her many opportunities to be involved in the community. She has been a Girl Scout Leader, Cape Football Booster volunteer, fundraising coordinator for the Cape Elizabeth Little League program, co-president for High School Girls Soccer Boosters and parent volunteer at both Pond Cove and the Middle School.

Paula Schonewolf (MWF Morning Program Head Teacher, 3 Year Old Half Day Program Assistant Teacher) graduated from Champlain College with a degree in Communications. Previously, she was an Ed Tech in a kindergarten classroom in Westerville, Ohio.

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 your 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.

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, 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 you to come and get your child. It is mandatory that you come as soon as possible to pick up your child if you are contacted by the teacher to do so. If you are unable to pick up your child in a timely manner, it is mandatory that you find someone who can. Please

prepare contingency plans ahead of time if you know you won't be able to pick up your child or if you know you will not be able to be reached in the event of illness during the school day. Your child will be made as comfortable as possible until your child is picked up from school. Thank you for your understanding and support in this matter. Your child's health and safety are of the utmost importance to us.

PLEASE KEEP YOUR CHILD HOME IF HE/SHE:

- Fever or chills in the past 24 hours
 - Vomiting in the past 24 hours
 - Diarrhea in the past 24 hours
 - Sore throat
 - Strep Throat (must have been taking an antibiotic for at least 24 hours before returning to school)
 - Bad cold, with a very runny nose or bad cough, especially if it has kept the child awake at night

- Head lice - until your child has been treated for at least 24 hours.
 - Any type of contagious skin rash or condition such as Conjunctivitis or Impetigo (must have been taking an antibiotic for at least 24 hours before returning to school)

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. Prescription and/or over the counter medication must be brought to school in the original container.

If you have any questions, please contact the director, Sandy Farris or your child's head teacher.

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