

# City of Augusta Childcare Bureau



## School-Age Child Care 2023-2024 Parent Handbook

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## WELCOME 😊

Dear Parents/Guardians:

We welcome you and your child to what we trust will be an extension of your home. By working together, we will provide an environment that promotes quality care and education to the individual child. We are committed to the continuing professional development of our staff, and the involvement of parents in their children's care.

The City of Augusta through the Childcare Bureau has been servicing parents in the Augusta area since 1992. We aim to offer individual attention to parents and their children.

The Before and After School Childcare is licensed through the Department of Health and Human Services Childcare Licensing Unit, and is part of the state's Quality Rating System.

I encourage you to contact the Childcare office @ 626-2350 if you have any questions or comments.

Childcare Director [Bethany.sproul@augustamaine.gov](mailto:Bethany.sproul@augustamaine.gov)

Childcare Deputy Director [christy.baker@augustamaine.gov](mailto:christy.baker@augustamaine.gov)

Sincerely,

*City of Augusta Childcare Staff*

### **Mission Statement**

The mission of the City of Augusta Childcare Program is to provide a quality, valuable, community service offering a safe, flexible, affordable program for parents and guardians to place their children when they are away from home.

### **Program Philosophy**

In each of the City of Augusta's Before and After School Childcare programs

**WE** believe that each child is special and precious and has the right to be happy and well cared for in the absence of their parents.

**WE** believe that each child should have the opportunity to develop a healthy and positive self-esteem.

**WE** believe in providing a balanced and relaxed learning environment where children can play at their own pace and level of development.

## SUMMER CARE

### \*\*KINDERCAMP\*\* AND "DAY CAMP" SUMMER ENROLLMENT

TIME 7:00AM – 5:25PM MONDAY – FRIDAY

COST \$175.00 PER WEEK - PER CHILD - \$185.00 NON- RESIDENT PER WEEK

LOCATION: Buker Community Center

Enrollment for summer day camp starts **Tuesday, April 18, 2023** at [augustaparksrec.com](http://augustaparksrec.com). Due to licensing restrictions, space is limited during Summer Camp and placement is on a first come first served basis.

We understand schedules may change, but if after your enrollment, form has been processed and accepted and you find you need a week of care that was not originally selected, please notify the Director and/or Deputy Director. [Bethany.sproul@augustamaine.gov](mailto:Bethany.sproul@augustamaine.gov)  
[christy.baker@augustamaine.gov](mailto:christy.baker@augustamaine.gov)

**NEW registration** forms must be filled out for summer camp programs even if your child is currently enrolled in our school age program/Please let Director's know if you are interested in Summer Camp if you are already enrolled in school year care we can help with the process.

Our flexible enrollment weeks allow parents to sign up for only the weeks they are interested in summer camp. If you sign your child up and your child does not attend you are still responsible for paying for the week.

**Payment MUST** be made for the first session of camp the Friday prior to camp starting. If payment is not made before Camp begins, your child will not be allowed in Camp. Once camp has started payments are due every Friday before the upcoming session.

**Kinder Camp** is offered for children going into Kindergarten in the fall of 2023. They must be 5 by October 15, 2023. Your child will need to **be independent toilet trained** in order to attend our program. An 8:1 Child/Staff ratio is maintained. Enrollment is 18 children. Kinder Camp is a structured group setting with experienced early childhood educators. Kinder Camp provides our youngest campers valuable learning experiences such as arts & crafts, science, messy play, center choices, outside recess, gym, music and literacy activities along with weekly field trips with the Summer Day Camp.

## **\*\*SUMMER DAY CAMP\*\***

Summer Day Camp is offered for children who have completed grades K - 5. Children in both camps will participate in a variety of activities, including recreation sports, games, science activities, arts and crafts, movies, performing arts, and an out-of-town excursion on Wednesdays. A 10:1 Child/Staff ratio is maintained.

Children are in their groups by grade/camp experience. Children have a routine with in each classroom, filled with activities and in the afternoon children have the opportunity to select special enrichment activities based upon individual interest.

## **WATER SAFETY PLAN**

Excursions and field trips involving water activities, including swimming at state parks, occur on Wednesday's during the summer childcare program. The following safety measures are part of City of Augusta Child Care water safety policy.

- \* Child/Counselor ratio lowers to 7:1 while on field trips.
- \* Staff is CPR/First Aide & Water Safety certified.
- \* Certified Staff Lifeguard in attendance for every water event.
- \* Counselors supervise children in water & on beach. Each counselor is assigned a specific group of children and is responsible to watch them at ALL times.
- \* Counselors walk with children to playground, restrooms & picnic areas.
- \* All counselors that are supervising the children while in the water are over 18 years of age.
- \* Parents are asked on the enrollment form to list their child's level of swimming ability.
- \* All swimmers are only allowed to the lettering on their camp T-shirt.
- \* All non-swimmers are only allowed in water up to their belly-buttons, and wear a physical bracelet
- \* All non-swimmers are required to wear a Coast Guard approved flotation device, provided by their parents, properly fitted for age and weight.
- \* No children are allowed in water past their chest.
- \* All children are contained within a buoy/rope and coned swim area.
- \* All children must wear colored camp shirts in and out of water.
- \* Water safety rules are discussed with the children on the bus before arriving at the designated State Park and once again before they enter the water.
- \* Written parental permission is obtained before a child is allowed to participate in swimming activities at lakes and ponds.

## **GENERAL INFORMATION**

School age childcare is care provided during the school year for children in K-6 and in the summer for children **ENTERING** Kindergarten in the fall – 6<sup>th</sup> grades. Care is available Monday through Friday, including snow days, early release days, workshop days and school vacations. During the school year childcare is referred to as "Before and After-School Care" and in the summer it is referred to as "Day Camp".

Non-residents may enroll their children in summer day camp, but are required to pay a non-resident fee.

The City of Augusta Childcare Bureau does not discriminate based on race, ethnicity, culture, nationality, religion, age, gender, sexual orientation, socio-economic differences, physical disabilities, or learning style.

## SCHOOL YEAR ENROLLMENT

ALL enrollments are electronically online @ [augustaparksrec.com](http://augustaparksrec.com).

If you have any difficulties completing the process, please call the office and someone will gladly assist you.

Once you have set-up a MyRec account you can go in and select the care you need. Basic information will be stored in your account but each season (School Year and Summer) will need to be updated.

**Enrollment for summer day camp opens on April 18, 2023**

**Enrollment deadline to have your child attend the first week of Summer Day Camp is Wednesday June 14, 2023. Summer Day camp starts on Tuesday, June 20, 2023 due to Monday June 19, 2023 being a Holiday.**

**Enrollment for school year childcare opens on August 1, 2023**

**The School year childcare starts on August 30, 2023. Any application received after August 23, 2023 will have to start after Labor Day on Monday, Sept. 5, 2023.**

### OFFICE HOURS

7:30 a.m. to 4:00 p.m.

Monday – Friday

### OFFICE PHONE NUMBER

626-2350

### Childcare Site Cellphone

207-458-7927

The information that is asked on the enrollment form is required by the State of Maine Childcare Licensing. Information is confidential and is by NO MEANS meant to be discriminatory or offensive to parents. We have tried to put all categories that fit today's family situations. If you feel you need to explain your situation please don't hesitate to ask to talk to the Childcare Director when filling out your application.

If a BEHAVIOR SPECIALIST is coming to the program with your child, the Agency supplying this person, the specialist, along with the parents, MUST meet with the Childcare Director **BEFORE** the child attends. Staff needs to be made aware of what the situation is and what the plan is for the child.

The information obtained is to be used to keep your child safe and to provide the best possible care. If there is a "non-custodial" parent that **is NOT allowed** to pick up your child due to a PROTECTION ORDER being in place, we need a copy of the order for your child's file. If there is NOT a PROTECTION ORDER in place and you do NOT want a non-custodial parent picking up your child, you must put that request in writing and explain the circumstances. Keep in mind, without a legal document in place, a biological parent has the right to pick up their child. In the event that were to happen, staff would try to deter the person, and contact you the custodial parent. Ultimately, staff would have to release the child.

As you are enrolling your child into the program, **PLEASE** let us know anything about your child that will help STAFF better care for them. If your child has food allergies, medical conditions, behavioral issues, special needs, likes and dislikes, it is better that staff know ahead of time so accommodations can be made.

As the parent, you must notify the school that your child is attending the AFTER SCHOOL childcare program so they will be put on the correct bus.

### CONFIDENTIALITY

**ALL** contents of childcare records are confidential and will be kept confidential. WE are aware of our ethical and legal responsibility to protect the privacy of individuals and families within the childcare program.

Below are some examples of how the program will protect confidential information while providing quality care.

*Notification of communicable illnesses.* When any child in care is diagnosed with a communicable illness or condition, such as chicken pox, impetigo, head lice and many others, we are required to notify program staff and the families of any children who may have been exposed. The notification will be done without mentioning of the diagnosed child.

*Children with special needs.* Enrolled children may have special needs due to disabilities or chronic health conditions. To ensure their safety at times certain policies will be made that have an effect on all of the families in the program. A common example of such a policy is one that prohibits families from bringing some types of food to the program site, to accommodate the restricted diet of another child. (i.e. peanut free policy, sugar-laden cakes and cookies) Notification of the policies would explain that there is a child in the program whose serious health condition makes the policy necessary, but the notification will NOT mention the affected child by name.

Except as provided by law, confidential information MAY NOT be released without a court order or a written release from the person about whom the confidential information has been requested. (9.14 -9:14.4 of Rules for the Licensing of Childcare Facilities)

The childcare program will inform children, youth, and their parents or legal guardians prior to the disclosure of confidential or private information.

There are some circumstances under which identifying information needs to be shared.

Primary staff and substitute staff need to know if any children in care have been prescribed medications, for what reasons, and what the possible side effects are, since they are likely to be administering the medications and monitoring the reaction.

If a family is working with an outside agency, and a worker is coming into the childcare program, the family will be asked to sign a Confidentiality Release form for the childcare staff to communicate with the outside agency staff in regards to the care of the child.

The childcare program is legally/ethically permitted/ required to **release information without Parent consent** in the **case of being court ordered, outbreaks of reportable illnesses** to the Maine Center for Disease control (17.4.2.3 Rules for the Licensing of Childcare Facilities).

**Staff and Directors are mandating reporters**, in calling Child Protective Services to make the report; the intake process requires disclosure of the child's name, address, parents or guardian's name and possible additional details. In this situation, the child's safety and welfare come before the family's right to confidentiality.

### ANTI-DISCRIMINATORY POLICY (Statement of Inclusion)

It is our policy to serve all children to the best of our ability. We will work within reasonable accommodations to include all children with special needs in the program. However, if your child(ren) needs a one-on-one specialized support person, we are not trained, nor do we have the staff to cover this need. Childcare Licensing requires we maintain a certain child to staff ratio. *The child's start **date may be delayed*** so that Childcare Director can obtain additional information and assist the family in obtaining outside services.

We work with agencies such as DHHS, KVCAP, Maine Foster Care and Child Care Options Resource Development Center to help foster children's success in the program. We also work closely with school personnel to make the program more accessible for children with special needs. We respect diversity in families and adhere to our non-discriminatory policy. Enrollment is open to any child when there are available slots, **but keep in mind that this type of programming might not fit all children's needs.**

A determination will need to be made by the parents, Childcare Director and Childcare Deputy Director, before enrollment is advised.

Information regarding your child is not automatically shared between the Childcare Bureau and the Augusta School Department or other agencies. If you would like to have this information shared with us, you will need to sign a consent form for all parties involved

### SECTION 10. RIGHTS OF CHILDREN AND PARENTS

**A. Rights of Children.** Children receiving Child care 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 Child care 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.

B. Rights of parents and legal guardians of Children receiving Child care from Child Care Facilities.

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 Child care 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 Child Care Facility 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 Child Care Facility within two business days of any actions taken against the Child Care Facility by the Department, including but not limited to, decisions to issue conditional Licenses, refusal to renew a License, or to impose fines or other sanctions



## RESEARCH

The City of Augusta childcare program does not participate in or permit research involving children and youth or their families.

## OUTSIDE AGENCIES

If you are working with an outside agency to supply a BEHAVIORAL SPECIALIST or 1-1 staffing for your child, a representative from that agency, ALONG with the staff person, MUST meet with the Childcare Director and After School Supervisor before the child may be enrolled. A copy of the treatment plan needs to be provided along with the methodologies that will be used.

If you are working with a case manager, a team meeting will be necessary to determine what accommodations may be needed to help your child while in care.

The difficulty that can arise in this situation of an outside staff person coming in is they are not an employee of the childcare staff so defining a clear communication chain of command and protocols is essential.

The following protocol has been set up to define the means and methods for childcare staff to communicate with staff from other agencies providing one on one services and parents/guardians of children who are in the childcare program.

### 1. Staff:

- A. Small talk and general visitation with the child and or 1/1 aid is acceptable.
- B. When staff observe an "incident" or other concern they will report to the Childcare Director's and convey what transpired.
- C. Staff needs to have clarity as to the chain of command and their duties and responsibilities with respect to interacting with special needs children and their aids.

### 2. Childcare Bureau Deputy Director:

- A. Deputy Director will on a regular basis communicate with parent/guardian and share the good news as well as share any concerns.
- B. When an "incident" occurs, staff will be immediately contacted and the "incident" will be reviewed and properly documented.
- C. The Director's will consult with the 1/1 aid to review what transpired and verify if the incident has been resolved and whether or not additional follow up is required with both the parent/guardian and 1/1 aid supervisor.
- D. The Director's shall address issues pertaining to the conduct of the child with both the parent/guardian and the 1/1 aid ASAP and documented.
- E. Issues pertaining to the conduct of the 1/1 aid shall be referred to the staff within the room

### 3. Childcare Bureau Director:

- A. Shall handle communications in concert with the Childcare Deputy Director when needing to meet with the Case Manager.
- B. Shall meet as needed and when requested by the childcare Director's with the staff within the room and/or 1/1 aid's supervisor.

- C. May ask for the removal of the 1/1 aid if the care being given is not according to what childcare policies are or what would be expected from a childcare staff person.

FOR FAMILIES SEEKING ADDITIONAL INFORMATION/RESOURCES for outside agencies such as:

Office of Family Services TANF/ASPIRE/MAINE CARE/ CHILDCARE SUBSIDY  
Kennebec Behavioral health  
NAMI

All outside staff must provide forms of identification when in the program. They also must have background checks on file with their agencies

### RIGHT TO REFUSE SERVICE POLICY

The Childcare Bureau reserves the right to refuse service for the following reasons

- \* Failure of parent or child to follow the Childcare policies and procedures.
- \* Parents or child(ren) are physically or verbally abusive to staff and/or other children.
- \* Failure to pay fees as scheduled.
- \* Failure to provide updated information and records.
- \* Parents are consistently late in picking up their child.
- \* If a child has needs that require services that are beyond reasonable accommodations
- \* When the Childcare Director, at her discretion, believes that the continued service is not in the best interest of the child and/or Childcare Program.

### PAYMENT

Once care has started, weekly payments are due the **Friday prior to** the week attending. Payments can be made online (augustaparksrec.com), front desk(hand to person at desk, back wall has a secure lock box, as well as the front office door. We ask that CASH is NOT put in the drop box, but you can pay cash at the front office. **POST DATED** checks are **NOT** accepted. If you pay bi-weekly, make sure payments are made "ahead" of care and not "after" care is provided.

Whatever program options you choose, you are obligated to pay for those days regardless of whether your child attends or not.

We **DO NOT** intercede with separated or divorced parents for payments. The parent who enrolls the child in childcare is expected to pay for care. If parents alternate custody and the child is in childcare each week, **BOTH PARENTS MUST** fill out enrollment forms. Financial responsibility for the care of a minor child outlined in separation or divorce agreements is independent of office policy and management.

## FINANCIAL AGREEMENT

You are required to pay by the Friday prior to week attending. By completing the enrollment form you are under contract to make payments for the whole school year. Summer camp enrollment you are able to pick the weeks you would like, you are obligated to pay for the weeks you pick. A reminder notice or phone call will be made if payments are not received in a timely manner. After this point if payments are not made you will not be able to continue in the childcare program. . **ACCOUNTS 2 WEEKS IN ARREARS WILL BE TERMINATED** until the balance is paid in full. Please contact Directors if you have a situation, we may be able to help. If accounts continue to be overdue, childcare will be terminated permanently.

## WITHDRAWING FROM THE PROGRAM:

Withdrawing from the program requires a **two (2) week notice** in writing, in order for us to stop charging you for the rest of the year. It is your responsibility to notify us in the Childcare Office.

## SUBSIDIZED CHILDCARE

For assistance, Individuals need to contact the State of Maine Department of Health and Human Services, Office of Childcare Subsidy Program. It is your responsibility to complete all the necessary paperwork before and send it to Patti Shellenbarger (subsidy in our area) and be awarded before you child can start childcare unless you pay full prices until you are awarded.

Their offices are located at 2 Anthony Ave in Augusta or call them at 1-877-680-5866 or 207-624-7999

**ASPIRE and TRANSITIONAL** parents must bring in their childcare packet(s) from the DHHS. **TRANSITIONAL** parents must supply the amount of their parent co pay to the childcare Directors. **ASPIRE** parents must bring with them a childcare packet from Aspire to us and we will confirm eligibility. Until verification of these benefits, Parents are responsible for paying the full weekly childcare fees or Parents will have to wait to start the program until eligibility has been determined. **FOSTER CARE-** DHHS caseworker must sign the enrollment paperwork.

It is the Parent(s)/Guardian(s) responsibility to have all the necessary paperwork completed and submitted to the proper agency. The subsidy **must be approved** before care can begin **OR** until it is approved. Parent(s)/Guardian(s) will be responsible to cover 100% of the weekly childcare fee. Parents are required to provide the childcare Directors with written notice of approvals and weekly Parent Fees if applicable.

School year 2023-2024 Pricing

City of Augusta Childcare					
BEFORE SCHOOL CARE	\$45.00				
<i>Includes: school delays</i>					
AFTER SCHOOL CARE	\$85.00				
<i>Includes: school delays, workshop days, snow days, and early release days</i>					
BEFORE/AFTER CARE	\$125.00				
<i>Includes: school delays, workshop days, snow days, and early release days</i>					
VACATION CARE	\$155.00				
<i>Just vacation care</i>					
SUMMER DAY CAMP	\$175.00				

TAX STATEMENTS

We will send out your year-end Childcare Tax Statements via email, if you do not receive it please contact Christy Baker @ [christy.baker@augustamaine.gov](mailto:christy.baker@augustamaine.gov)

Childcare **CLOSED** on State of Maine legal holidays.  
 SCHOOL HOLIDAY SCHEDULE  
 2023-2024 CHILD CARE IS CLOSED

Childcare Closed

- September 4<sup>th</sup> Labor Day
- October 9<sup>th</sup> Indigenous Peoples day
- November 10<sup>th</sup> Veterans Day
- November 24<sup>th</sup> and 25<sup>th</sup> Thanksgiving Day & Friday
- December 24<sup>th</sup> Christmas Eve-Closing at 1:00pm
- December 25<sup>th</sup> Christmas Day
- January 1<sup>st</sup> New Year's Day
- January 15<sup>th</sup> Martin Luther King Jr. Day
- February 19<sup>th</sup> President's Day
- April 17<sup>th</sup> Patriot's Day
- May 27<sup>th</sup> Memorial Day
- June 19<sup>th</sup> Juneteenth Day
- July 4<sup>th</sup> Independence Day

### Early Release Days

September 13<sup>th</sup> and 25<sup>th</sup>

October 11<sup>th</sup> and 25<sup>th</sup>

November 8<sup>th</sup>

December 13<sup>th</sup>

January 10<sup>th</sup> and 24<sup>th</sup>

February 16<sup>th</sup>

March 6<sup>th</sup> and 20<sup>th</sup>

April 24<sup>th</sup>

### Workshop Days (all day childcare)

October 6<sup>th</sup>

November 22<sup>nd</sup>

March 15<sup>th</sup>

April 12<sup>th</sup>

### Vacation Week Breaks

December 22-January 2, 2024

February 19-23, 2024

April 15-19, 2024

### BEFORE SCHOOL CARE

Before School Care opens at 6:30 a.m. and ends at 8:30 a.m., Monday to Friday. Children need to be here by 8am in order to make the bus to school.

### AFTER SCHOOL CARE

Childcare is available Monday to Friday from September through June when school ends for the summer. The program begins at 2:45 p.m. and ends at 5:25p.m. Our major goal is to provide a warm and nurturing environment where children can grow and be happy! It is our desire to promote the social, emotional, intellectual and physical development of each child in accordance with his/her needs and abilities. At all times, rates of maturation, interest and personality are respected. Childcare Licensing requires children have at least 30 minutes a day outside. Unless the weather is not permitting, children will be going outside each day. **Please provide appropriate outside clothing as the season's change.**

### HOMEWORK TIME

\*\* Home work time is provided, please let us know you would like your child to participate. It is NOT up to the staff to "make them" do the homework. Staff will assist the children *with their* homework but it is the child's responsibility to complete it. Please realize that we cannot provide your child with one-on-one assistance nor is this a tutorial session.

### EARLY RELEASE DAYS

In addition to scheduled early release day, there may be an early release due to bad weather. Children dismissed from school at 11:45am we closed at the same time 5:25pm. On the days when weather is the cause of school closing early we also reserve the right to close earlier than 5:25 p.m. if the weather becomes severe enough. In this case, we would contact each family, text blast, email blast and on our Facebook page.

### ALL DAY CARE/VACATION DAYS

Vacation Care and All Day Child Care opens at 6:30 a.m. to 5:25 p.m. Lunch is **NOT** provided. Please make sure your CHILD BRINGS A LUNCH FROM HOME, sneakers, water bottle.

### SNOW DAY CARE

Snow day announcements are on Channel 6 and 13, our Facebook page, text blasts, and email blasts. Parents may also call the childcare site phone 207-458-7927. Care opens at 7:30 a.m. to allow for the City to clear the parking lot, and possibly later depending on road conditions. If weather conditions are too extreme, we will not risk the safety of our employees to open childcare. If School closes during the day because of inclement weather, Childcare will open but may close early depending on the storm. There may also be an occasion when the Maine Weather Service will forecast a storm that is expected to hit our area the evening before Childcare is scheduled. In these events, if the decision is made not to open care, we will make the announcement as soon as possible.

Parents/Guardians may enroll their children in **just** the Vacation Care without being in our School Age Childcare Programs but need to do this one (1) week in advance.

Due to staffing requirements, **there is NO DROP-IN CARE or TEMPORARY CARE.**

### WELLNESS POLICY

The purpose of this policy is to provide City of Augusta Child Care program participants and staff with guidelines and opportunities to promote healthy lifestyles. Good health and wellness increases productivity, reduces negative behaviors, and leads to academic success and good health outcomes. The City of Augusta Child Care program utilizes the 5210 Let's Go! Program messages and guidelines to support healthy behaviors.

The 5210 Let's Go! Guidelines are:

5 or more servings of fruits and vegetables each day

2 hours or less of recreational screen time

1 hour or more of physical activity

0 sugary drinks, more water & low-fat milk

**The Before/After Programs support your child's healthy food choices by:**

- Gently encouraging children to try fruits and vegetables and giving positive reinforcement when they do.
- Role-modeling positive behaviors by eating fruits and vegetables in the presence of the children.
- Observing and supporting hunger and fullness cues.
- Providing opportunities for nutrition education for parents and staff by placing important documents in our parent area.
- During celebrations, our program will offer fruits, vegetables and other healthy, low-fat foods.
- Not using food as a reward.

**Providing good nutrition for your child is a partnership. The childcare program is asking for your support:**

- For packed lunches, please include fruits and/or vegetables.  
We would like to limit sugary drink and candy in their lunches from home.

The Before/After Program understands that TV and other electronic media can get in the way of exploring, playing, and interacting with others, which encourages learning and healthy physical and social development. Therefore, we will restrict screen time by:

- Limiting screen time while at childcare. There are so many more things children can be doing with their time to be more constructive.
- Limit educational screen time to no more than 15 minutes per day.
- Not allowing any screen time during meal and snack time.

The childcare program understands that active play is important for healthy growth and development of young children. Because of this:

- If weather is permissible, all children will receive at least \*30 minutes of outdoor play. When weather is not permissible, children will receive at least 30 minutes of indoor active play. Each afternoon children may receive 60 minutes of physical active play.

\*Rules for the Licensing of Child Care Facilities (15.2.3) requires that all children shall have a minimum of thirty minutes (30) minutes out of doors each morning session and each afternoon sessions of more than three and one half (3 ½) hours or more, weather permitting.

The childcare program is committed to our children's health and good nutrition. We recognize the importance of the staff as a positive role model for the children as they learn to live healthy lives. Therefore:

- Staff will not drink hot coffee/tea, soda and sugary beverages in front of the children
- During functions or meetings at the program, we will permit water, low-fat milk and 100% fruit juice. No soda or sugar-sweetened beverages will be allowed.
- All food for group snacks or nutrition projects must be purchased by Childcare, not by individual staff members, for consideration of food allergies and safety.
- With the exception of fresh fruits and vegetables, all food must be commercially packaged, fresh to date, stored and prepared per safety measures.
- All food used in nutrition projects must be prepared onsite to ensure proper food safety and to reduce liability risk of food-borne illnesses.

## BREAKFAST, LUNCH & SNACKS

During the **After School** Program & Early Release Days snacks are provided.

On All-Day Childcare Days during the school year, **PLEASE SEND A LUNCH WITH YOUR CHILD.** Breakfast and an afternoon snack are provided! Any special dietary needs will be the parent's responsibility. The parent should discuss this matter with the Childcare Director or Deputy Director at the onset of the program.

Each room is equipped with a refrigerator and microwave.

In the event that parents choose to provide their child's own snacks and lunch we ask to be mindful of what is packed, refrain from packing candy, and soda.

In the event that the Childcare Program has a child enrolled who has a severe life threatening food allergy, we would ask the parents of all children in the program to provide lunches/snacks that are allergen free (Currently we have no child with a life-threatening allergy)

During the Summer Childcare Program, lunches may not be available the first couple of weeks of camp due to the School kitchen preparing for the summer and will not be provided the last week of summer camp, as the kitchen staff are preparing for the start of school. We will keep parents posted on what weeks the School department will have lunches available.

Breakfast is served from \*8:00 a.m.-8:45 a.m., lunch from 11:30/12:00p.m. and an afternoon snack is served at 2:30/3:00 p.m. Children arriving after these times, please let staff know if your child needs breakfast-lunch-snack.

## CHECKING IN AND OUT OF CARE

When bringing your child in to the program **PLEASE** come in with your child into the building and come greet staff at the front desk. Due to the safety of your child, we ask that you **DO NOT** just drop off your child at the curb or outside the door. If you continue to do this your childcare services will be terminated.

When picking up your child you **MUST** come in so your child can be called down to the lobby.

We ask when picking up your child you refrain from being on your cell phone. Staff may need to talk to you regarding your child or give you information.

Identification will be asked for until the staff get to know the parents.

If your child is being picked up by someone other than you, and they are not on your "pick up list" make sure you have notified the childcare Director's. If staff is not aware, that someone who is **not** on the pickup list will picking up your child, your child will not be able to go with said person. Also, please advise this person that identification is required. Persons bringing in or picking up children must be 18 years of age.

If you are having a TAXI cab or other means of public transport bring your child to or from childcare the driver must come in and sign in the child or sign-out the child. After School pick up requires a special form to be filled out, stating the name of the taxi driver, name and number of Taxi Company, and an authorization stating that the childcare program is not responsible for that child once they are in the taxi driver's care.



## IMPAIRMENT POLICY

The intent of this policy is to ensure a child's safe trip home from the childcare program. A child's safety is of primary concern to City of Augusta Childcare Program. This concern extends through the release of the child to his/her parent/guardian at the end of each day.

Therefore, for the protection of the children, the following procedures have been developed regarding the release of children to parents/guardians who show signs of impairment, who may not be able to safely drive a child home. If a parent arrives to pick up a child and exhibits behavior such as slurred or incoherent speech, difficulty walking, or other unusual behaviors that may indicate substance abuse, staff will take the following action, but not limited to:

The Childcare Director and/or Deputy Director will be notified.

The staff member will inquire as to the parents intended means for transporting the child home.

If the parent intends to drive, the staff member will encourage the parent to consider alternatives like calling a friend or relative.

If the parent insists on driving in an impaired condition, the staff will inform the parent that they will call the police with the name of the driver and passengers, vehicle information, and our concern that the child is in danger.

Childcare Director will call Department of Health and Human Services.

The Childcare Director will telephone the parent the following day to arrange a meeting, which will include the staff to discuss the incident and to review policy.

Due to legal consequences, a second incident requiring staff to intervene may result in terminating services for your family.

## LATE PICK UP FEES

Parent/Guardian is to pick up their child by 5:25p.m. If you are picking up your child past 5:25 p.m. you will be assessed a late pickup fee of \$10.00 per child for the first 15 minutes after 5:45 p.m. the fee increases to \$1.00 for every minute that you are late.

If it is your first time being late and it is only a couple of minutes, staff will issue you a warning after that you will be charged a late fee.

If by 6:00 p.m. no one can be reached the police department along with the Department of Health and Human Services, Child Protective Dept. will be called and will be turned over to their custody.

## PARENT/STAFF COMMUNICATIONS

It is important for parents and childcare staff to maintain open communication at all times. Newsletters and other notices will be sent home with your children to keep you aware of activities and other information you need to be aware of. Please keep staff informed of any changes in your child's life that may affect him/her. Please keep all contact information current.

Parent Conferences will also be available with the Childcare Staff as requested by parent/guardian or as needed.

## PARENT INVOLVEMENT

We operate an OPEN DOOR POLICY, where parents and family are welcome into our programs at any time. Parent participation sends strong, positive messages to your child that you support them and are part of the childcare environment.

This is NOT the same as using the Childcare Sites for non-custodial parents to come visit their children or for COURT ORDERED SUPERVISED visits with your children. WE are UNABLE to accommodate such visits.

There are many levels of PARENT PARTICIPATION, we appreciate any time parents can participate in our program, and we are willing to accommodate any form of involvement you may desire to assist you and your child, which ultimately benefits the whole program.

A Parent Advisory Committee has been formed for the Quality Rating System. This is necessary in gaining input from you, to evaluate our service in accordance with the standards set by the QRS.

All parents will be advised and welcome to participate in these meetings. Parent involvement could be in the following ways:

- \* Attend special activities and functions in the program
- \* Volunteer time
- \* Suggestions for programming
- \* Feedback of service
- \* Donations of games, books, arts and craft supplies
- \* Coming in and reading to a group of children
- \* Write letters of support for grant applications
- \* Serve on the Parent Committee

## FAMILY QUESTIONNAIRES

Questionnaires are available during the school year and summer. Feedback from the surveys helps us identify areas of strength and those areas needing further attention.

## CHILDCARE ADVISORY COMMITTEE

The Childcare Advisory Committee is a group of program parents, guardians and staff who work together to provide high quality childcare for families with school age children. The Committee will act in an advisory capacity to the Childcare Bureau. They will provide advice to the Director of the Childcare Bureau in planning, designing and reviewing programs. They will give the Childcare Director feedback that will include identification of program strengths, recommendations for program enhancement and a plan for implementing recommendations, and technical assistance to support the implementations. The Committee meets 4 times a year and if need be a special meeting may be set up. If you are interested in serving on the Committee, please contact the Director.

## VOLUNTEERS

Volunteers are used to enrich our programs by allowing us to expand our services and activities. Anyone interested in volunteering should contact the Childcare Director or Deputy Director to discuss the opportunities. **All** volunteers **must** out a volunteer application and have a state background check completed.

## EMERGENCY DRILLS

Licensing rules of Children's Day Care Facilities require Fire Drills AND Lock down drills to be conducted at least once a month for all children and adults present using at least two (2) means of exit.

Twice annually there will be an Off-site evacuation per Y.I.K.E.S. emergency policy

## TRANSPORTATION POLICY

Purpose: City of Augusta Childcare developed this policy to indicate compliance with certain requirements stated in licensing rules regarding vehicles, driver safety, and general supervision of children. Transportation is provided for City of Augusta Childcare by First Student Bus Transportation.

City of Augusta Childcare will maintain a file of the following:

A current list of the children transported and methods of taking daily attendance.

The schedule of the bus route, including approximate pick up and drop off times.

## INFORMATION IN CHILDREN'S RECORDS

The following information will also be required:

Written parental authorization to transport the child to and from the center.

Written parental authorization for the child to participate in and be transported for field trips and other activities.

## VEHICLE LIABILITY INSURANCE

The City of Augusta has required vehicle liability insurance with minimums of no less than those required by the State of Maine Department of Child Care Licensing. First Student Bus transportation maintains extensive liability insurance coverage per contract agreement with City of Augusta.

## ABSENCES AND MESSAGES

Please call the Childcare Bureau at 626-2350 or email the director ([bethany.sproul@augustamaine.gov](mailto:bethany.sproul@augustamaine.gov)) or Deputy Director ([christy.baker@augustamaine.gov](mailto:christy.baker@augustamaine.gov)) as soon as possible if your child will be absent from the program for any reason, even if you remove the child from school. This is **VERY** important so we do not spend valuable time trying to locate any children who are expected to attend and hold up the busses. If no message is received about an absence, and the child does not attend on a regular scheduled day, we will make every reasonable effort to locate the child and will contact the parents.

## CELL PHONE NUMBERS

Buker Community Center Childcare cell phone: 458-7927

Maine Office phone number: 626-2350

The cell phone will be on during the hours of the program. If you are going to be late picking up your child it **is your responsibility** to contact your emergency person(s) to pick up your child. In the event that you cannot reach an emergency pick up person, you can call or text using the cell phone number stating that you will be late. You may be charged a late pick up fee.

## CLOTHING AND ATTIRE

Children should be dressed in casual, comfortable clothing that allows them to explore and play without fear of getting dirty. Clothing that is appropriate for the weather can be kept in the child's childcare room. We recommend a warm jacket, snow pants, hat, mittens, and boots in winter; sun hat and long sleeved cotton shirt in summer; an extra sweater or jacket for spring and fall.

When boots are worn, please make sure that your child has shoes at childcare. We would like children to take their wet, boots off while inside. In the warmer weather when the children like to wear sandals or "flip-flops" they still need to have sneakers to participate in sport activities. If a child does not have the appropriate footwear, they will **NOT** be allowed to participate in any gymnasium or outside sports activities.

Accidents can happen, so we like to keep an extra set of clothing at the childcare. To help keep everything organized and to minimize losses, please label bags containing your child's possessions. **Note:** It is your Child's responsibility to keep track of their own personal property, so please remind them, what they take to Childcare should come home with them.

## TOILET INDEPENDENCE

**We ask all families to have their children toilet independent before enrolling in our Childcare Program**

Is your child staying in the same underwear and clothing all day long for (4 out of 5) days per week?

Is your child able to pull their pants and underwear up and down independently?

## FREQUENT TOILETING ISSUES

We define frequent toileting issues to mean that your child is soiling their pants more than once per day over the course of a 2–3 day period.

We are not equipped to have children enrolled in our program in diapers or pullups. We do not have changing tables or cleaning supplies for diapering, which can be a health/sanitary issue.

It can become a safety issue when children have toileting incidents, as one adult is taken out of ratio leaving the other adult alone with the other children.

We never shame children when they have accidents but sometimes they do feel embarrassed when others notice.

Children end up missing the fun and interesting activities when they are spending their time focused on changing in the bathroom.

If your child has a medical condition that will interfere with toileting independent, we will work with the family, child, and other professionals.

## HEALTH CONSULTANT

Section 17.3 in Rules for the Licensing of Childcare Facilities states that a Health Consultant is required for facilities licensed for thirteen or more children. The City of Augusta has contracted with Maine General (Kennebec Pediatrics) to be our Health Consultant.

## ASTHMA

To help us provide the best asthma care for your child, please complete an Asthma Treatment Plan. This form should be completed in consultation with your family doctor and returned immediately. To keep our records up to date please send us written advice of any changes to your child's asthma management plan.

## MEDICATION

### **If your child has a medication that must be taken during childcare hours:**

Medication brought in **MUST** be in the original, child resistant container with the child's name clearly on the label, medication name, dosage, and prescribing physician. All medications need to be current, any outdated medication will be returned to the parent/guardian.

All medication is to be signed in by parents and logged in by a childcare staff. The child's name, kind of prescription, and if applicable, how many pills are in the container. At the end of the week the parent signs any left-over medication back out or just takes the empty medication bottles.

A medication log is kept for each child, with their name on it, the dosage to be taken, the time it needs to be administered, initials of the staff administering it.

If a child refuses to take their medicine, it is documented and parents are notified.

In the event that staff believes something is out of the ordinary once they have administered the medication, when they have concerns that something just isn't right, they will contact the Director or/and Deputy Director. The Director will contact the parent.

In the event that a medication error has occurred (wrong medication, wrong time, wrong child, wrong route of administration or wrong dose) parents will be contacted immediately. The error will then be documented.

Children will not be permitted to carry or self-administer any medication at childcare. This includes both prescribed and over the counter medications. If your child has an inhaler for asthma staff still needs to oversee the use of it.

Staff which administer medications are trained using the guidelines developed by the Maine Department of Education and the School Health Advisory Council. ALL staff are trained on administering EpiPens.

It is important that if a child has a prescribed medication that it is administered properly. If it is a continual issue that a child is not receiving their prescribed medication for behavioral issues before they are brought to care or medication is not brought for them while in childcare the situation will be addressed and if not corrected a report will be made to Child Protective Services for neglect.

## HEALTH PROCEDURE

The following health policy must be strictly adhered to in order to ensure that all children are in a healthy environment. Children may not attend the program; or parents will be contacted to immediately pick up if;

- \* The child has strep throat, which has not yet been treated with an antibiotic for 24 hours.
- \* The child has any rash associated with fever or symptoms of illness
- \* The child has an oral temperature of 100 degrees or greater
- \* Persistent vomiting and/or diarrhea exists in the 12 hours before the child comes to childcare
- \* The child has impetigo with less than 24 hours of treatment with an antibiotic
- \* The child has not attended school that day due to illness, may not come to childcare the same day
- \* The child has head lice; children will need to be nit free as well.
- \* The child has pink eye not treated by a physician.
- \* House hold exposure of Covid symptoms, Positive test child will not be able to attend childcare program 5 days and may only return **symptom free** after the 5 days wearing a mask for 5 more days.

***Children that are sent home due to illness will remain out of care up to 24 hours.***

***If your child is sick or not attending childcare, please call the  
Childcare Office (626-2350) or childcare cell phone 458-7927***

***You can also email Directors***

***[Bethany.Sproul@augustamaine.gov](mailto:Bethany.Sproul@augustamaine.gov)***

***[Christy.Baker@augustamaine.gov](mailto:Christy.Baker@augustamaine.gov)***

Until the parent or authorized pick up person arrives, the child will be excluded from activities with the other children. The child will rest in the "quiet area" within the Director's office. The parents or authorized persons are to pick up the child as soon as possible.

## Precautionary Measures COVID-19 Policy

The health and well-being of our families and staff are our highest priorities. In the interest of limiting the opportunity for transmission to our vulnerable community, we are taking the following precautionary measures:

Your household must remain out of the center if any member of your household has (or has been in close contact with anyone who has):

- (a) A suspected or confirmed case of COVID-19 (for example – close contact at school, work, religious service, social gathering);

Please note, depending on the circumstances we may require you to obtain medical clearance before return to the center will be allowed.

### REPORTING NOTIFIABLE DISEASES AND CONDITIONS

Licensed Child Care Facilities must report any case or suspected case of any of the notifiable diseases or conditions (communicable diseases) to the Maine Center for Disease Control and Prevention. \*Category I diseases require immediate reporting. All other less threatening conditions should be reported no later than 48 hours after being diagnosed.

Reports contain the following information:

- a. Disease (recognition, strong suspicion, death or positive diagnostic laboratory findings)
- b. Date of the first onset of symptoms
- c. Patient names
- d. Patient birth date
- e. Patient race; ethnicity
- f. Patient sex
- g. Patient residence address, city, county and zip code.
- h. Patient phone number
- i. Date of report
- j. Health care provider, name, address and phone number
- k. Name of person reporting
- l. All diagnostic laboratory findings and dates of tests relevant to notifiable disease or condition, regardless of clinical significance;
- m. Other information pertinent to the case as requested by Maine CDC.

The Health Information Portability and Accountability Act of 1996(P.L. 104-91) and its implementing regulations authorize covered entities to make disclosures of protected health information to public health authorities such as the Maine Center for Disease Control and Prevention for the purpose of preventing or controlling communicable, occupational or environmental disease. Consequently, entities subject to these Rules may disclose individually identifiable health information to the Department for the purpose of disease control and prevention. In addition, reporting is required by Maine statute and these Rules.

\*For a list of Category 1 and 2 notifiable conditions see Rules for the Control of Notifiable conditions.

<http://www.maine.gov/sos/cec/rules/10/144/144c258.doc>

## EMERGENCY MEDICAL CARE

The emergency medical forms completed by the parent or guardian at the time of registration will be utilized in handling the emergency medical care of children. **It is the parent's responsibility to update these forms with any changes desired or deemed necessary.**

When necessary the Childcare Staff will perform immediate first aid treatments. Parents will be informed of injuries NOT of a serious nature at the time the child is picked up and will be asked to sign an injury report. The report will be kept in your child's file.

In the event that a child is in FOSTER CARE, a representative from DHHS must authorize seeking emergency medical care.

For accidents in need of emergency care, 911 will be called and the parent/guardian will be contacted immediately after. If parent/guardian cannot be reached, childcare staff will refer to the emergency names and numbers supplied on the application.

The City of Augusta Childcare Bureau is NOT responsible for doctor, emergency medical or other bills incurred as a result of an accident during Before, After School or Summer hours.

**REMINDER: Please keep your authorized pick up list and emergency contact information current and up- to-date with the Director and/or Deputy Director.**

## LICE

From time to time a child comes to childcare that has lice.

Unless staff have reason to suspect that a child has lice, head checks are not done. When a child is found to have head lice, parents will be notified and asked if possible to come and remove the child from care ; the child may return to childcare after appropriate treatment has begun. Nits may persist after treatment, but successful treatment should kill crawling lice.

A notice will be posted in the Childcare Center if a case of lice has been detected, to inform parents and encourage them to check their child(ren) themselves or seek medical assistance.

Head lice can be a nuisance but they have not been shown to spread disease. Personal hygiene or cleanliness in the home, childcare or school has nothing to do with getting head lice.

Unless proper steps are taken to rid your child/household of lice, the lice will NOT go away. JUST washing your child's hair with lice products is not enough to take care of them. You must carefully comb through your child's hair to get rid of all of the nits and nit casings.

## TICKS

Staff will remove ticks and follow proper first aide measures as long as the tick head is NOT already embedded. Parents will be called and notified of the situation and will be given the option to come remove the tick themselves, and/or seek medical attention.

## BED BUG POLICY

In an effort to be proactive regarding bedbugs, the City of Augusta has hired an outside firm that brings in a specialty dog to inspect City buildings. Buker Community Center is inspected once per month. While the specialty dog is working we ask that neither staff nor children touch or talk to the dog.

In the event the dog detects bedbugs, the dog sits down. The dog is not aggressive and does not make a scene. The dog handler and city hall staff would then put the protocol into action.



There are several scenarios that can occur upon an inspection:

1. No bedbugs found ☺
2. Bedbugs found within a room- room would be closed and professionally treated. Children would not be allowed in the room until a retest is performed and no bed bugs are detected.
3. Bedbugs found in a child's backpack- backpack would be put in plastic bag and removed from premises. Parents will be called to come get the back pack.
4. Bedbugs found on a child-If the child has a change of clothes they would be asked to do so. Clothing would be put in a plastic bag. Once changed the dog would recheck. As long as the child is clear, the child could stay. If the dog responds again, parents will be called and the child will be removed from the premise.

### SUNSCREEN

Please send sunscreen with your child, especially if your child has sensitive skin. The staff will make sure children have sunscreen on when they are outside. If you **do not want** sunscreen on your child, please let us know, in writing.

The first excursion for the summer, when the children have not yet been exposed to the summer sun, it is extremely difficult to keep the children from getting sunburned. Staff takes every precaution in keeping your child from receiving sunburn. If your child(ren) has severely sensitive skin, PLEASE make staff aware of it. We recommend...SPF 30 or above for sunscreen along with zinc products for the children's nose and cheek areas.

On excursion days, please send an extra shirt and hat/visor for your child to wear when they are not swimming.

### PERSONAL ITEMS

Please label all of your child's clothing. Your child is responsible for keeping track of his/her own belongings. We will have a lost and found in each classroom. Please check with staff at the front desk if your child is missing something.

## TOYS FROM HOME POLICY

"Toys from home" is a privilege allowed at Child Care as directed and supervised by staff. Child Care is **NOT responsible** for lost or damaged toys from home and therefore children/families are taking the risk by sending any valuable items to childcare. Any personal items must be labeled in permanent marker with child's name. Child Care staff reserves the right to limit or take away approved "toys from home" playtime based upon childcare schedule or children's behavior. Please note that absolutely **NO trading** of toys from home will be allowed! We will not discourage children from sharing toys from home, but please understand childcare staff is not responsible for any damage to personal toys as a result of sharing. For further information, please see Directors.

Please review the list below of toys from home **NOT** allowed at Child Care:

- \*ALL ELECTRONIC DEVICES/TOYS
- \*Any form of pretend weapons
- \*Make up, nail polish or hair products

## EXCURSIONS (FIELD TRIPS)

Excursions are planned during vacation weeks and summer care. Permission slips are filled out every time the children leave the childcare site. We try to consolidate the slips so you do not have to sign too many of them. During the summer, please have your **child wear his/her camp shirt** on any day they are scheduled to go on an excursion.

During the summer, an out-of-town excursion is planned, all children attend. If for some reason, you do not want or they can not attend, you will have to make other childcare arrangements for that day. Guidelines state we must maintain a 10:1 ratio; this requires that all staff members attend the out of town excursions.

During the summer, the busses leave by 9:00 a.m. We ask that you have your child to care NO later than 8:30 a.m. if they have already eaten breakfast. IF they need to eat breakfast children, need to be to care by 8:00 a.m. **Once the busses leave, ALL staff are gone from the childcare site** and there is no one left behind to take care of your child.

**PLEASE pack a backpack** with your child's, towel, and change of clothing, hat, cotton shirt, sunscreen, water bottle and life jacket if your child is a non-swimmer. On beach days, children are allowed to wear sandals or other summer footwear. Please have your child come into Childcare with their bathing suit on under their clothes.

Some of the trips are free but some require an admission fee. When providing the money for the fee, we ask that you pay in cash.

## CHILD ABUSE

**Protection of the child, not punishment of the parents, is the goal of the law.**

In the vast majority of cases, the best way to help the child is to help the family. Supportive social services for the parents and the child can usually keep the family together. Troubled families may need help in coping and a report can be the first step in rehabilitative services to preserve families.

If there is a strong reason to suspect that a child has been abused or neglected, **All staff are mandated by law** to contact D.H.H.S., Child Protective Services, a specialized social service to protect children when their families cannot.

**Our concern is the safety of the children. It is not our intent to falsely accuse any person of abuse or neglect**

## BEHAVIOR PROCEDURE

All Childcare Programs follow the children's behavior procedure in order to provide for the safety of each child and the Childcare staff in attendance.

A serious disciplinary problem is defined as one in which a child is hampering the smooth operation of the Childcare Program by:

- \* Requiring constant one-to-one attention
- \* Inflicting or threatening physical or emotional harm to a child or children
- \* Physically or verbally abusing a child or children and/or the staff
- \* Destroying program material and/or facilities
- \* Leaving the program without permission or without an authorized pick up person
- \* Using profanity
- \* Suspension from the regular school program
- \* Not conforming to the rules and guidelines of the program
- \* Requiring physical restraints to keep them safe or from hurting other children/staff

It is the Childcare Bureau's goal to resolve behavioral problems by working with the child(ren), parent and childcare staff through effective communication and correct behavioral management techniques. When a discipline problem occurs, the staff fill out a behavioral sheet and parents are asked to sign it. Continued difficulties will result in a conference between parents, staff, and the Childcare Director and Deputy Director. If the problem is not resolved or is of a severe nature, a child may be suspended or terminated from the Childcare Program. The City of Augusta Childcare Bureau follows the zero tolerance procedures set forth by the public school district for children and parents.

**Parents will be financially responsible for any destruction/defacing to a facility or its equipment by their child(ren). IF a child is suspended for any period of time, parents are responsible for paying for the time period the child is suspended for.**

## DISCIPLINE

Discipline should be a learning experience for children that contribute to their understanding of what we expect of them and what behavior is appropriate. Childcare staff, with parental involvement, needs to consider the individual needs, strengths and temperament of each child and set goals that are achievable for the child. The best way to serve each child is for the parent to communicate their insights into the causes of behavior problems, the effects of current discipline methods, and their feelings about what is happening.

Childcare staff employs discipline that is consistent, positive, fair and firm. Staff teaches self-control in problem-solving and safe ways to release anger and other feelings. Staff sets rules, limits for a safe learning-play environment, and strives to prevent misbehavior. When offering guidance, staff focuses on the behavior rather than the child to promote self-esteem.

The City of Augusta's Childcare Bureau prohibits negative approaches to behavior management, including, but not limited to:

- a. Corporal punishment
- b. Aversive stimuli
- c. Withholding nutrition or hydration
- d. Inflicting physical or psychological pain
- e. Demeaning, shaming, or degrading language or activities.
- f. Unnecessarily punitive restrictions.
- g. Forced physical exercise to eliminate behaviors
- h. Punitive work assignments
- i. Punishment by peers
- j. Group punishment or discipline for individual behavior

For specific discipline problems, a plan will be set up between the Childcare Director, Deputy Director, parents and the child to enable success at childcare. When developing the plan, it is in the child's best interest for parents and staff to have consistent attitudes and expectations for behavior.

If your child already has a behavior plan in place throughout the school day, we recommend extending the plan to include ALL childcare programs they are enrolled in. Please inform staff if there is already a plan in place and supply us with a copy.

## SUSPENSION AND TERMINATION

Staff will work in every way possible to enable a child to remain in childcare. However, when a child's behavior is consistently a problem, the following steps are taken:

**Parent conference/Behavior sheet:** A parent conference will occur on the day of the problematic behavior where staff and parents will develop a solution together to improve the child's behavior. A behavior incident sheet will be completed and a copy kept in the child's file.

**Short Term Suspension from program:** If a child continues to exhibit unacceptable behavior, a one - Three (3) day paid suspension will be given.

**Termination from the program:** In the case of continual behavior problems, when the child's behavior has not improved and doesn't seem like it is going to, termination from the program may be the only option left.

**Immediate Termination:** Will result if a child threatens to KILL, physically attack a staff person or another child or there is serious destruction of property - Even if it is ONLY the first offense, NO EXCEPTIONS!

**NOTE:** Should a child's behavior be determined to be physically dangerous to him/her or others, the child will be suspended immediately and depending on the nature of the behavior, a parent conference may be required before the child can return to the program. *\*The decision for reinstatement into the program is solely decided by the Childcare Director.\* Parents are responsible for paying for the time the child is suspended for.*

Our goal is for all children to attend childcare and have a positive experience. We realize that some children do not adjust to our program structure and we cannot meet their needs. If we have to make the decision to terminate a child from childcare, a parent conference will be scheduled and we will make a recommendation that you place your child(ren) in a different childcare setting.



WE WANT TO THANK ALL OF OUR PARENTS FOR YOUR  
CONTINUED SUPPORT OF THE CITY OF AUGUSTA  
CHILDCARE PROGRAM.

## BEHAVIOR DISCIPLINE NOTICE TO PARENT

Your child is entitled to an environment that fosters good feelings and sound judgment from staff as well as other children. When disruptive behavior is chronic and requires constant attention from staff, dismissal may occur. It is program policy to notify the parent/guardian that your child has had some difficulties while at child care.

Child's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Your child chose to:

- |  |   |
|--|---|
| <input type="checkbox"/> Not following directions                  | <input type="checkbox"/> Inappropriate language     |
| <input type="checkbox"/> Disruptive Behavior                       | <input type="checkbox"/> Harassment/Bullying        |
| <input type="checkbox"/> Defiant Behavior                          | <input type="checkbox"/> Teasing                    |
| <input type="checkbox"/> Aggressive Behavior toward staff or child | <input type="checkbox"/> Threatening staff or child |
| <input type="checkbox"/> Rough play                                | <input type="checkbox"/> Vandalism/Theft            |
| <input type="checkbox"/> Fighting                                  | <input type="checkbox"/> Bite another child         |

Briefly describe the incident and where it took place: \_\_\_\_\_  
\_\_\_\_\_

Briefly describe any injury other than mentioned above to other children/staff:  
\_\_\_\_\_

-----  
Corrective action needed to prevent reoccurrence:  
\_\_\_\_\_  
\_\_\_\_\_

Consequences:

- Verbal and or written apology
- Sent to Site Supervisor
- Lost privilege(s) \_\_\_\_\_
- Suspension from the \_\_\_ B/S Program, \_\_\_\_\_ A/S Program \_\_\_\_\_ Both B/A; \_\_\_\_\_ Summer  
For the following dates: \_\_\_\_\_

Suspension from the Childcare Program

Due to the nature of this incident, it will be documented and placed in the child's file. If this behavior should continue, your child may be dismissed from the program. The Childcare Director, along with staff, are willing to work with parents to help children go through any transitions/adjustments that may arise. Please keep in mind that this type of program may not meet the individual needs of every child. Thank you for working with the childcare staff.

Child's Signature \_\_\_\_\_ Parent Signature \_\_\_\_\_

Staff Signature \_\_\_\_\_ Site Supervisor \_\_\_\_\_

Date: \_\_\_\_\_