



"talahoyane-Let's Play"

Penobscot Nation Children's Center
9 Sarah's Springs Drive
Indian Island, ME 04468
Telephone 817-7461

Parent's Handbook
And Policies



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Our Mission Statement

The Penobscot Nation Children's Center provides a safe, developmentally appropriate environment for young children, which nurtures the growth of the whole child while supporting cultural and family values. We promote individualized learning based on the uniqueness of each child, and recognize that parents are the prime educators of their children. We strive to provide a stimulating early care and educational experience that promotes each child's social, emotional, physical, and intellectual development and fosters the child's desire for lifelong learning.

Penobscot Nation Department of Social Services oversees the Penobscot Nation Children's Center. The Director, Michael Augustine, can be reached at (207)817-7336

PNCC Staff:

- Family Support Specialist: **Naomi Neptune**
- Preschool teachers: **Claud Cummings/Mandy Brayson**
- Toddler teacher: **Renee Veilleux**
- Infant teacher: **Shaniah Davis**
- Fill in workers: Tia Lebretton (toddler), Bradley Cummings (preschool), Natalie McCarthy (preschool), Carter Cates (infant), Jayden Dana (preschool), Adrienne Tomah (infant), Tosha Foster (cook/toddler)

Visiting Penobscot Language Teachers from PNCHPD:

- Carol Dana: story-time, songs, and language with the children
- Gabe Paul: language and culture

Staff Training:

All members of our childcare staff are required to attend a minimum of 30 hours of training per year. All staff are CPR and First Aid certified. Additionally, staff members also attend trainings on health and safety, mandated reporter, emergency and disaster preparedness, administration of medication, health care plan, and all other professional development training as needed. All staff are registered with Maine's Professional Development Network.

Positive Discipline:

The Child Care staff will use positive means of guidance such as, but not limited to conflict resolution, encouraging the use of language skills, redirecting, providing choices, using praise or positive reinforcement, recognition of children's individual strengths, and allowing for individual differences. With the use of positive methods, we hope to encourage and teach the children to help problem solve on their own, encourage self-control, self-direction, to help build self-esteem and to teach cooperation. Rules, expectations, and limits shall be consistent. Staff will carry out these in manner consistent to the child's developmental and age appropriate levels. The PNCC will be free of mental, physical, and/or sexual abuse, neglect, and exploitation. The PNCC will not practice any harmful actions or do anything that is detrimental to the children's welfare or potentially harmful to any child.

Licensing:

- We are licensed by the State of Maine Childcare Licensing unit and operate a center-based program in compliance with the laws of the State of Maine.
- Licensing rules for childcare is located in the classroom and available upon request. They can also be viewed online at www.maine.gov/dhhs/ocfs/provider-resources/child-care-licensing/becoming-a-childcare-provider
- You may see a copy of our license, which is posted in main lobby.
- You have the right to view our licensing inspections. Copies can also be given to you upon request.
- Our license capacity as specified by state regulations is 26 children, ages 0-12.
- Our licensor's name is Barbara Jones and you may contact her at (207)446-8399.

Rights of Children and Parents:

10-148 CMR Ch. 32, Child Care Facility Licensing Rule Child Care Centers, Nursery Schools, Small Child Care Facilities

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.*

Mandated Reporters:

- All staff are Penobscot Tribal and State of Maine Mandated Reporters and are required to immediately report any suspected cases of abuse and/or neglect. Staff has been fully trained in their responsibilities as a Mandated Reporter.
- Any observation/incident that results in the suspicion of abuse or neglect will be immediately reported to Family Support Specialist.
- The Mandated Reporter Worksheet will be filled out and then the report will be made through a phone call to the appropriate Child Protection Office.
- Staff members will not be discharged or disciplined solely because they have made a Child Abuse or Neglect report.
- More information is available at www.maine.gov/dhhs/ocfs/provider-resources/reporting-suspected-child-abuse-and-neglect/mandated-reporter-information
- To report suspected abuse or neglect, you can call the Penobscot Nation Social Services Department at (207)817-7495, or the State of Maine Child Protective Intake 1-800-452-1999.

Ages we serve:

The children's center currently enrolls children between the ages of 6 weeks and up to their 6th birthday. After they turn 6, they will be eligible to attend the Penobscot Nation Youth Program.

Hours of Operation:

Monday through Friday 7:30-5:00

Inclusion:

PNCC does not discriminate on the basis of disability in admissions to, access to, or operation of its child care program. PNCC is committed to serving persons with disabilities. To ensure that you do not encounter any barriers, please communicate with us so that every effort can be made to provide you with any reasonable accommodations you or your child may require.

We do not discriminate against any participant on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity. All families in the children's center will be treated with dignity, consideration, and respect recognizing fully each as an individual.

Developmental Screenings:

Our program works with Child Development Services to initiate developmental screenings. Screenings can be scheduled at our facility for all children ages 3 and up, annually, or as requested. You can also reach out to them directly if you prefer, at:

CDS Two Rivers
250 State Street
Brewer, ME 04412
P: 207-947-8493
F: 207-990-4819

More information is available at www.maine.gov/doe/learning/cds

Parent involvement:

PNCC has an open door policy that encourages families to visit the program at any time. We welcome family comments and suggestions about our program. Parent-Teacher conferences will be arranged as needed, on request of parent or Lead Teacher/Coordinator.

Prevention of Suspension or Expulsion:

We are committed to creating positive learning environments that focus on fostering social-emotional development. We will respond to challenging behavior by incorporating positive behavior interventions before ever considering suspension, expulsion, or other exclusionary measures. Should challenges arise, conferences will be held with parents to establish goals and provide specific supports to best care for your child. This may include working together with Child Development Services, behavioral health consultants, and other community supports as appropriate. Should there be a determination made by you, PNCC, or specialists, that continuing care for your child at our center is not in the best interest of your child or the center, then we will assist in seeking alternate placement.

Admission and Enrollment process:

Families are invited to schedule a facility and classroom visit with their child to determine if they would like to enroll their child.

Applications are available at the center or can be sent by email upon request.

The following documents must be provided prior to admission and updated annually:

- Application (complete information about child and family, emergency contacts, persons permitted to pick up child)
- Immunization record, or note from Dr. about medical exemption
- Permission forms (emergency medical care, medication, sunscreen, use of images, leaving facility)
- Financial information (income verification, signed fee agreements)
- Signed acknowledgement that program handbook has been received and read
- Completed CACFP application

Confidentiality:

Child and family records are kept on file in locking cabinets at all times. Parents are welcome to review their child's record.

Personal information will not be released without prior written consent from the parent/guardian.

Parties allowed access without the consent of the parent/guardian:

- Department of Health and Human Services, Licensing Department
- Maine Center for Disease Control and Prevention
- Department of Education, Child and Adult Care Food Program (CACFP)
- Department of Health and Human Services, Administration for Children and Families, Office of Child Care, and Child Care Development Fund administration will review for compliance of stated grants.
- In the event of a disaster, health or safety emergency, or a serious health or safety risk such as a serious food allergy, facility staff may disclose Personally Identifiable Information without parental consent if it is determined that disclosure of such information is necessary to protect the health or safety of children or other persons.

Daily Schedule

7:30-8:00	Arrival
8:00-8:30	Breakfast
8:30-8:45	Activity
8:45-9:00	Clean up
9:00-9:15	Group time: calendar/language/songs/ weather
9:15 -9:45	Language, drumming, dancing
9:45-10:15	Free play/outside/activity
10:15-11:00	Outside Play
11:00-11:15	Wash hands for lunch
11:15-11:45	Lunch
11:45-12:00	Bathrooms/teeth brushing/ Quiet book time
12:00-12:15	Story time
12:15-1:30	Nap-time/quiet time
2:00	The Pre-K bus arrives Monday through Friday @ 2:00, except for Tuesday @ 1:30
12:45-2:15	Early risers and non-nappers may play quietly in selected classroom activities
2:15-2:45	Books, table activities, language words
2:45-3:00	Clean up/wash hand/Kindergarten-3 bus arrives @ 3:00
3:00-3:15	Snack
3:15-4:00	Outside/Free Play Inside
4:00-5:00	Free play inside

Drop Off and Pick Up:

Please sign your child in with a staff person upon arrival. Paper sign in sheets will be made available, as well as updates being entered into HiMama when staff is able to. If you plan to drop your child off during a designated naptime, please notify the center ahead of time to ensure we prepare their space for them ahead of time, to reduce disruptions to other children who may be sleeping.

Please notify us if there will be a change in pick up person. If the person is not on the approved pick up list, notification must be presented in writing, through email, or text. ID will be required if the childcare staff is not personally familiar with someone you have authorized to pick up your child.

Naptime:

Maine Child Care Licensing states "Children in attendance for more than four hours shall have an opportunity for rest or relaxation of one hour or longer according to the age and needs of the child". Children 18 months and older are provided with individual blankets and nap mats for rest time. You are able to bring a small blanket from home to use. Your child's blanket should be labeled with your child's first and last name. Quiet activities, such as books or toys are provided for children who choose not to sleep.

State of Maine Child Care Licensing states "Each infant/toddler shall be allowed to follow his/her own sleep/rest pattern". Infants under 18 months of age are provided with individual cribs. We follow the recommendation of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission for the safe sleep environments to reduce the risk of Sudden Unexplained Infant Death Syndrome (SUIDS). SUIDS is the sudden death of an infant under the age of 1 year, which cannot be explained, even after a thorough investigation.

Our policy for sleeping in cribs:

- All infants will be placed on their backs in safety approved cribs unless an alternate sleep position is needed for medical reason and a written note from the infant's health professional is provided.
- Soft materials such as pillows, quilts, comforters, sheepskins, and stuffed toys will not be placed in the infants sleep environment.
- Appropriately fitted wearable blankets are permitted.
- A fitted sheet will be used in the cribs; but no other sheets or loose bedding will be used in cribs.

Outdoor Play:

Infants are required to go outside at least once per day, weather permitting.

Children ages 12 months and older, and in attendance for more than 4 hours a day, will have a minimum of one hour of outdoor play, weather permitting.

PNCC follows Child Care Weather Watch and the Air Quality Index to determine when it is appropriate to bring children outdoors and for how long. Should it not be advisable to play outdoors, an indoor substitute of gross motor activities will be provided.

Playground Policy

All playgrounds must be inspected for safety prior to allowing children access to it.

Staff will need to maintain clear sight lines for all children at all times and be able to quickly intervene, should the need arise, to maintain safe outdoor play.

Children from 6 weeks to 23 months may occupy the same playground space, as long as staff-child ratios of 1:4 are maintained and the maximum group size of 8 children.

Children from ages 2 through 5 may occupy the same playground space, as long as the staff-child ratios are maintained according to the youngest child on the playground.

Current ratio requirements:

- If there is a 2 year old in the group, the staff-child ratio is 1:4 with a maximum group size of 12, or 1:5 with a maximum group size of 10 children.
- If there is a 2 ½ year old in the group, the staff-child ratio is 1:7 with a maximum group size of 21 children.
- If there is a 3 year old in the group, the staff-child ratio is 1:8 with a maximum group size of 24 children, or 1:10 with a maximum group size of 20.

Snow Days:

During the winter season anytime the Penobscot Nation Tribal offices are closed, the PNCC will close as well. Notification will be done through the HiMama app, text message, and posted to the tribal website at penobscotnation.org.

Meals and Snacks:

We provide breakfast, lunch, and an afternoon snack, which is all at no cost to our clients regardless of income. All meals provided are nutritious, and meet all of the guidelines set by the Child and Adult Care Food Program. If you would like to bring in a special snack for your child to share, please let a staff member know what you would like to bring and when. Monthly menus for snacks and meals are posted for parents to see.

Food Restrictions and Allergies:

If your child has food allergies, or special food requirements, please let us know. Please include specific information from the child's physician, detailing what foods are to be restricted or provided, how to respond to exposure, and any other pertinent information. We will do our best to accommodate the individual needs of children.

Breast Milk/Infant Formula

You are welcome to provide expressed breast milk for use while your child is attending our program. Bottles or bags of expressed milk must be clearly labeled with your child's name and date and time of expression.

The decision regarding if and which infant formula to feed your baby is one for you and your doctor to make together. You are welcome to provide a formula of your choice, in pre-mixed bottles (labeled with your child's name and the date) or unopened containers of formula (child's name and date on it). If providing bottles, cleaning and sterilization of the bottles is your responsibility.

At approximately one year of age, we will transition your child from formula to whole milk. Please let us know if you choose to provide expressed breast milk instead of us offering your child cow's milk after one year of age. We will also begin transitioning from a bottle to an open cup as soon as developmentally appropriate.

Personal Items:

The center will provide blankets for rest time, unless you prefer to bring in your own.

Please do not bring in items from home, unless your child's class is having a special event and requests that something be brought in.

If your child has a comfort item that you feel they need to have, please discuss it with your child's teacher prior to bringing it in to the center.

We are not responsible for lost, broken, or stolen toys.

Clothing:

Children need to be dressed comfortably. They need to be able to move about freely and participate in a variety of activities throughout the day. Although the teaching staff does their best to protect your child's clothing, the center does not guarantee the condition of clothing and accessories after an active day of play.

Sneakers or other fully enclosed shoes with skid resistant soles are the preferred regular foot wear for all seasons. This gives children the best foot protection and balance stability for most active play.

Boots are needed for outdoor play in the winter months. Please keep a warm sweater in your child's cubby as both "inside" and "outside" weather can vary unexpectedly. Boots, snow suits, hats, mittens, etc. are a must November through April. Staff may offer local clothing resources for parents, as needed.

Your child may get wet, dirty, have something spilled on them, toilet training accidents, or may just be uncomfortable in their clothing for a variety of reasons. Please make sure they have in their cubby, every day: a complete change of clothing, including socks, underwear, shirt, and pants/shorts.

Health and Safety

Immunizations:

All children enrolled in care will need to follow the State of Maine's Daycare Immunization Standards, available at <https://www.maine.gov/dhhs/mecdc/infectious-disease/immunization/documents/Daycare-Immunization-standards-revised.pdf>. A copy can also be provided to you at the center, upon request.

If immunizations are not medically advisable, the child's medical provider must provide documentation to the center for their file. Additionally, if there is an outbreak, and the child is not immunized, they will need to be excluded from care in accordance with CDC guidance.

Injuries and Medical Emergencies:

In the event of an injury or medical emergency at PNCC, the staff will refer to this policy for guidance.

Injury

- 1) Child will be assessed for severity of injury
- 2) First aid will be administered
 - a. If child is not breathing or a pulse cannot be detected, CPR will be initiated before any first aid measures.
- 3) If first aid is being administered and the injury is not considered superficial, another staff member will contact either Penobscot Nation Health Department or 911. Deciding who is contacted will be determined by the severity of the injury.
- 4) If CPR is being administered, another staff member will first contact 911, and then the Penobscot Nation Health Department for backup.
- 5) After medical personnel has been contacted, staff at PNCC will then contact the parents/guardians of the injured child.
- 6) If the child needs to be transported to the emergency room and the parent/guardian has not arrived, a staff member will accompany the child on the ambulance and remain with the child until the aforementioned person has arrived.

Medical Emergency

- 1) Situation will be assessed for severity.
- 2) Emergency medication will be administered (epi-pen, inhaler, other, in accordance with medication administration policy)
 - a. If a child is not breathing or a pulse cannot be detected, CPR will be initiated before any medication administration.
- 3) If an emergency medication has been administered, another staff member will contact either Penobscot Nation Health Department or 911. Deciding who is contacted will be determined by the severity of the emergency.
- 4) If CPR is being administered, another staff member will first contact 911, and then the Penobscot Nation Health Department for backup.
- 5) After medical personnel has been contacted, staff at PNCC will then contact the parents/guardians of the affected child.
- 6) If the child needs to be transported to the emergency room and the parent/guardian has not arrived, a staff member will accompany the child on the ambulance and remain with the child until the aforementioned person has arrived.

Documentation

- 1) After an injury or medical emergency has occurred, the event will be documented in an accident/incident report, and the parent or guardian will be immediately notified. This report will be signed and dated by

the person filling out the report, as well as by the parent/guardian who receives the report within 2 business days. This report will be kept in the child's records, but a copy can be obtained by contacting the Family Support Specialist. Additionally, if the injury or illness required medical treatment from a physician or any other medical personnel, or resulted in a death, a Serious Injury/Illness Report must be completed and submitted to DHHS Childcare Licensing Specialist within 24 hours of the occurrence.

Prevention and Control of Communicable Diseases:

Healthy hygiene routines are the first line of defense in illness prevention. These are practiced by staff and all children in our program on a daily basis. The basic activities in which your child will be participating are:

- **Hand washing, with soap and water:** Upon arrival at the center, before and after snacks and meals, before and after handling food, after toileting, before and after administering medication, and as needed throughout the day.
- **Coughing/Sneezing:** The use of disposable tissues is encouraged in covering coughs and sneezes. Covered wastebaskets are readily available for immediate disposal of used tissues. Hands and any other surfaces impacted will be washed.
- **Diapering/toileting:** Children of all ages are actively engaged as partners in the activities of diapering and toilet learning. Children and staff discuss what is taking place during diapering. Children are encouraged to use the toilet when they become developmentally ready and when the family initiates the process at home. Staff will work closely with you to create consistent routines for your child during this process.

We understand that illnesses are unavoidable in the child care setting. We will always do our best to work with our families to keep all our children healthy and in attendance. To prevent the spread of disease, please keep your child home if they have a contagious illness.

If your child shows any of the following, he/she may not be admitted to the program or they may be sent home:

- Indication of vomiting or diarrhea 24 hours prior to arrival
- Fever of 100 degrees or more
- Unfamiliar rash or seeping skin sores
- Unusual redness or eye discharge
- Evidence of nits or head lice
- Contagious illness or condition not being treated by a medical specialist
- If your child has a fever of 100 degrees or more then please keep them home for 24 hours after the fever breaks, and without fever reducing medication
- Unable to stay awake and alert for scheduled activities
- Uncharacteristic and/or inconsolable crying
- Is unable to participate in activities due to symptoms of the acute illness
- We reserve the right to request that any child enrolled in the program be seen by a physician if a contagious illness is suspected.

For any acute illnesses your child shows symptoms for, please refer to our "Medical Conditions" table for further guidance. As always, our Family Support Specialist is available for any questions.

If your child needs to be picked up, you will be notified, and expected to pick your child up within one hour. If the primary caretaker can not be reached, then other emergency contacts will be notified. We will make every effort to keep your ill child comfortable and reduce exposure to other children until they can be picked up.

Certain illnesses require notification to the State of Maine Center for Disease Control and Prevention. An updated copy of the notifiable disease can be found online at <https://www.maine.gov/dhhs/mecdc/infectious-disease/epi/disease-reporting/index.shtml> or can be made available, upon request.

Medication Administration:

For prescription or non-prescription medication to be given at the program:

- The parent/guardian must sign the medication consent form. Staff must have had adequate training in the type of medicine, ways to give it, and be aware of any possible side effects and reactions.
- All medicines must be kept in the original container and must have the child's name on the container.

- Director of Social Services approval must be obtained for non-oral medicines, and any federally controlled medicines such as Ritalin.

We are able to administer prescribed medication to your child if the following criteria is met:

- The medication has been administered at home for a full 24 hours and the child has been observed for any medication reaction by the parent or other adult. This is necessary because allergic reactions may occur with repeated exposure to medications regardless of how many times a medication is prescribed.
- The medication is provided in its original container.
- The medication is labeled by the pharmacy with
 - Child's name
 - The prescribing provider's name
 - Name and dosage of medication
 - Instructions on when/how to administer the medication
- The medication is not expired.
- You have filled out and signed our "Medication Consent Form."

We are able to administer non-prescription medication to your child if the following criteria is met:

- The medication is indicated for a minor abrasion, cut, burn, or insect bite.
 - Other indications will be assessed on a case-by-case basis by the PNCC staff.
- The medication is in the original packaging and labeled with your child's full name.
 - Non-prescription medication will not be administered for contagious illnesses. If your child has a contagious illness, please refer to our illness chart for further instruction.

Non-prescription creams/ointments/lotions (dry skin, diaper rashes, etc.) can be administered by staff if a "Medication Consent Form" is filled out and signed

- If a child develops a rash and needs creams/ointments/lotions, the staff may contact the parent for permission of administration. In this instance, the "Medication Consent Form" may be filled out at pick-up.

When any medication is administered, parents must fill out a medication consent form, giving the child's name, the medication, dose information, reason for giving the medication, and the length of treatment (1 week, 10 days etc.). One fully trained staff person will administer medication in the presence of another supervising staff member, adhering to the physician's label, and at the time indicated by caregiver on the signed medication form. Both staff members will sign the back of medication form, including amount, date, and time of administration. All medications are kept in a locked container out of child's reach.

These records are available for parents/guardians to review at any time.

Emergency Medications

In the event that your child has a prescription for emergency medication (glucagon, epinephrine, inhalers, etc.) the Penobscot Nation Children's Center staff will carry the medication with them when leaving the center. This includes (but is not limited to) surrounding playgrounds, the pavilion, the youth program, and any other place of play the children might attend.

Medication disposal

Unwanted, unused, or expired medications will be given back to caregivers for disposal. In the event that the caregiver is unavailable, the medication will be delivered to a local safe medication disposal site by the Family Support Specialist.

Special Needs and Chronic Health Conditions/Allergies:

Children who have chronic health conditions or special developmental needs may need additional assistance. Families are asked to provide us with written medical instructions from their health care provider for handling of conditions such as asthma, orthopedic or sensory issues, seizures, serious allergies, or specialized feeding or sleeping needs. We will make every effort to accommodate all children and will meet and discuss each case individually to ensure compliance with the Americans with Disabilities Act (ADA). Staff will be fully trained by health consultant prior to allowing the child to attend the program.

Sunscreen and insect repellent:

Sunscreen and insect repellent may be applied as necessary during outside play. Sunscreen with an SPF of at least 15 for children over 6 months of age is applied in accordance with the directions of the product label. Sunscreen is not used on children under 6 months of age. Insect repellent is not used for children under 2 months of age. The programs will provide both products for use. If you have a personal preference for your child for a specific sunscreen or repellent, please indicate it on the permission slip and send it in with the child's name labeled on it.

Emergency Response and Evacuation:

Monthly fire drills are conducted, with the simulated fire in different places throughout the building, to ensure all staff and children have practiced different modes of safely exiting the building.

In the event of a true emergency, teachers will gather and count the children, take the attendance sheet, cell phones, and the evacuation bag, and safely evacuate the building. The meeting place is at the preschool playground. Depending on the nature and location of the emergency, children may then be escorted to the Penobscot Nation Youth Program, at 16 Wabanaki Way, Indian Island. All families will be contacted to arrange for pickup at the Youth Program.

Should children need to be evacuated from Indian Island, they will be safely transported to the Old Town Waterfront Park pavilion, where contact with parents will be made and children can be picked up. Should the bridge be out for any reason, children will be safely transported to the Old Town Boat Landing by Penobscot Nation Emergency Personnel.

A complete disaster and evacuation plan is readily available in the office and all the classrooms.

Financial Policies

Terms of Payment:

1. Private rate:

- The regular rate will be \$255.00 per week for full-time care for children under 1
 - Part-time (20-29) hours: \$191.25
 - Half-time (10-19): \$127.50
 - Quarter-time (0-9) \$63.75
- The regular rate will be \$230.00 per week for full-time care for children 1 - 3
 - Part-time (20-29) hours: \$172.50
 - Half-time (10-19): \$115.00
 - Quarter-time (0-9) \$57.50
- The regular rate will be \$205.00 per week for full-time care for preschool children
 - Part-time (20-29) hours: \$153.75
 - Half-time (10-19): \$102.50
 - Quarter-time (0-9) \$51.25
- The regular rate will be \$200.00 per week for full-time school age (K) care.
 - Part-time (11-29) hours: \$150.00
 - Half-time (6-10): \$100.00
 - Quarter-time (0-5) \$50.00

2. Drop in rate:

- We do not provide drop in care.

3. Discounts:

- There is a discount for two or more children from the same family.
- The full price for the first child, and 50% for the second child.
- The full price for the first child, 50% for the second child and 25% for the third child.
- There is also a 25% discount for Tribal Employees who are enrolled in a private slot.

Payment due date:

- The first payment must be made on or before the child's first day of care and every Friday thereafter.
- Fees are due on Friday by 4:30.
- Payments will be made at PNCC.
- If a payment is not made on Friday, you will need to make a payment before your child can return to care.

Late payment Fees:

- If the client does not make a payment when due, we may cease to offer childcare until full payment is received, including all late fees.
- The fee for an insufficient funds check is \$15.00, plus the amount of any bank charges.

Early Drop off and Late Pick up:

- The client will pay \$.50 per minute when a child is dropped off early and \$.50 per minute when a child is picked up after closing time. This is for the first occurrence.
- The second occurrence will be \$1.00 per minute, and the third occurrence will be \$1.50 per minute.
- If the client consistently fails to pick up by the specified time, we may terminate the childcare agreement.

Holidays

The childcare program will be closed on the following days each year:

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Indian Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- The day after Thanksgiving
- Christmas day
- Close at 12:00 on Christmas Eve
- We will be closed when the tribe closes for holidays**
- 4 x times a year the program will be closed for staff trainings, with a minimum of 2 weeks' notice given to all families.
- We will also close when tribal offices close for weather related conditions or other unforeseen events; notification will be posted on the Penobscot Nation home page, as well as on HiMama.
- Clients still pay the normal rate even when there is a holiday.

Client vacations:

- The client vacation days must be taken on blocks of time such as one week (Monday -Friday).
- The client is allowed 2 weeks per calendar year of vacation where there will be no charges.
- Clients must give the provider one-week notice of the dates of their vacation.

Termination procedure:

- The client must give a two-week notice to end this contract.
- Payment is due for the notice period whether or not the child is brought to the provider for care during that time.

Custody issues:

Parents cannot request childcare staff to withhold a child from a parent, unless you have a court order stating such.

PLEASE ONLY RETURN THE SIGNED FORM AFTER YOU HAVE READ THE HANDBOOK AND POLICIES ARE YOURS TO KEEP

Parent Policies Signature Page

- By signing this contract, clients indicate that they have read, understand, and agree to follow the Children's Center Policies.
- The provider reserves the right to make changes to their policies and will give the client a copy of the revised policies 1 week before they go into effect.
- A failure to enforce one or more terms of this contract does not waive the provider's right to enforce any other terms of this contract.

Parent signature

Date

Second Parent

Date

Provider

Date