



"Let creativity out to play"

68 Jordan Ave South Portland, ME

References:

Denise Boivin, family friends/childcare family (207) 838-3935

Heather & Bryan Orr, children currently enrolled since 2023 (518) 368-6357, (207) 752-7831

Nicole & Dan Crowley children currently enrolled since 2021 (207) 423-2527, (203) 273-5841
trautven@gmail.com

Allison Springer children currently enrolled since 2021 (847) 347-5848

Aiden Reneghan children currently enrolled since 2021 (607) 279-3919

Sasha Shunk past employer, NAFCC accredited childcare owner/mentor/Reggio based educator (207) 415-7505 shunkchildcare03@gmail.com

Amy Merrill, professional colleague (we sub for each other) NAFCC Accredited farm based Preschool (207) 423-8457

Welcome Family,

Hello from Stacie, owner, director and lead teacher,

Welcome to Your Little Artist Preschool, we are glad you are here!

We are a unique program that supports child development through the philosophy of a Reggio Emilio based education model. In 2022 we were Accredited by the National Association for Family Childcare (NAFCC).

Our backyard is certified by the Arbor Day Foundation as a Nature Explore Classroom which includes intentional learning centers and encourages time outside. Learning in natural settings is integral to the philosophy of our program, we use our Nature Explore Classroom as well as nearby parks, trails and preserves we are fortunate to have access to in South Portland.

My commitment to teaching young children began professionally in 2007. I graduated in 2009 from SMCC with an AAS in Early Childhood Education, my focus was early literacy and learning through natural play. In 2023 I completed a cohort program through the University of

Maine, Farmington (UMF) to obtain a Bachelor of Science in Early Childhood Education meeting the requirement for teacher certification in Maine. I've have studied teaching modalities from traditional public based PreK to Waldorf Education; the bulk of my experience has been in Nationally Accredited early education programs, art based education in the Greater Portland homeschool community and since 2017, operating and teaching full time in this program in my home.

In 2025 I was accepted as 1 of 5 recipients in Maine to receive the first TEACH scholarship through the Maine Association for the Education of Young Children (MAEYC) for the Master's in Early Childhood Education program at the University of Maine in Farmington. I love being a student as well as a teacher because it reminds me of the wonder and dedication it takes learn.

After 15+ years in this field. I am continually awed and fascinated by the way children experience the world and am grateful for the opportunity to offer this program to support their development.

I look forward to creative adventures together!

Warmly,

Stacie

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a. Philosophy and Mission

Childhood is a time like no other. It's a time for exploring, creating, discovering about oneself, for meeting the world, for learning how to learn and for being accepted "just the way I am". It's a time for blossoming and being cherished, a time

for being allowed the time to be a child. – Quoted from Sciarra, Dorsey and Lynch.

Our philosophy is that each child is capable, creative and curious; within the framework of thoughtfully planned environment and routine we use a *child centered approach*, in that, the children's own innate curiosity and imagination guide the program focus. We believe children need supported yet unstructured time to play and explore, especially outside. In regard to social development we use an empathy approach, we encourage friendships, kindness and independence. We see our students as working together as a community in which each member has value and adds something unique to the group. We use the *Maine Early Learning guidelines* to create a curriculum that is developmentally appropriate but deeply value the process of learning over getting through a final project. In regard to art projects we use a process approach, in that the process of creating, thinking and having fun is more important than a final product. We update parents with short videos, photos and anecdotes on projects we are working on often in lieu of sending things home everyday.

Our main mission is to provide a safe, caring and stimulating environment for your child during their time here.

Non-discrimination Statement We provide enriching education and quality care to all enrolled children without regard to; race, color, creed, national origin, gender, ethnicity, religion, parent or guardian political beliefs, marital status, family structure or parental sexual orientation. Educational programs are designed to meet the varying needs and ages of children.

b. Sample Daily Schedule (Pre-school)

This is a sample/example schedule, schedule can change to include more outdoor time based on seasons. Most activities take place outside during warm months but we go out each day year round.

8:00am First Arrival/drop off

9:15am Last drop off/drop off cut off

8:30-9:30a Supported play/morning activity

9:00-9:30a Morning snack/breakfast/bathroom

9:30a-11:45p Outdoor learning & play

11:45-12:15p Bathroom/Lunch prep

12:15-1:00p Lunch (some children may lay down right after lunch if tired)

1:00-1:30p Clean up/bathroom/story time

1:30-2:30p Quiet time for sleep, audiobooks & quiet music

2:30-3:00p Transition from quiet time/bathroom/snack

3:15-4:15 Art & afternoon activities, outside play.

4:00-4:30p Cleanup/parent pick up

c. Child Guidance, Behavior & Staff requirements

Child Guidance & Behavior Expectations

-Children in my program will not receive physical punishment of *any kind*. We will never isolate, humiliate or shame a child.

-We may safely and compassionately pick up and move a child who needs space to have big feelings or is dysregulated.

-A quiet “naptime” is part of our routine each day, we encourage quiet time in personal space (nap mats, blankets, books, quiet music, audio books are provided).

-Children who do not sleep often enjoy down time in their own space listening to stories & quiet music. Soft toys are provided and children can look at books too.

-Children are not *required* to sleep however we will not keep them awake. Our rest period is designed to be a developmentally appropriate time frame (1-2 hours depending on age) and children will not be forced awake or kept asleep longer than the natural rhythms they present while attending our program.

-For children who can express themselves verbally we encourage kind & polite words to express their needs and frustrations. We support children in talking to each other to work out problems and often give them descriptive words to use.

-We encourage independence and believe children are capable beings. We support children cleaning up, helping with meals, setting up/taking down activities, getting dressed, toileting and washing hands (assisting for sanitary reasons). We often use a “job chart” as a visual cue.

-We keep clean and organized classroom with many same and similar toys to avoid disagreements. We encourage “taking turns” as many young children do not understand the concept of sharing.

-We offer activities in small groups and rotate children through activities so everyone gets a chance to participate.

-We sometimes use a timer to help support daily routines but are flexible and allow for extra play or activity time if children are especially engaged.

-We report typical hitting or biting behavior to parents, many young children need support in being gentle with one another. Not every instance of these behaviors is cause for concern.

-Unusually aggressive or destructive behavior may warrant a parent/teacher conference to make a plan, a Child Development Services (CDS) evaluation may be offered.

-We offer resources and referrals for children with an identified need, which may or may not be available within our program.

-Temporary removal from the group with teacher support is a last resort. We encourage taking space or changing activities first. Children are supported in rejoining the group, if they want to & seem ready, with reminders for positive behavior.

-Children are given opportunities to play/work alone on projects in their own space. We use table mats & lap desks to designate personal space. Children are not required to socialize or be in group activities all day as this can be overstimulating for many young children.

-We frequently use positive means to support healthy social development, hugs, holding hands with children, kisses on the head or cheeks, words of praise, extra choices, special jobs or videos/photos of proud moments sent to parents. We will pick up children of all ages if they need that extra security (if we are able) and allow children to sit on our laps, get piggy back rides and “snuggle” for story or naptime. We will never withhold affection from young children as a form of punishment.

-We support empathy based relationships between the children which involves respecting others ears (noise level), respecting others bodies (asking before touching, giving space), staying with a hurt friend/getting a teacher/walking with a friend to a teacher when sad.

-We use reward systems such as stickers or “beans in a jar” so children can visually see achievements in positive behavior

-Parent/teacher communication is important. Let us know if there is anything going on at home that is affecting your child, or any notable changes in behavior. We will do the same.

-If a child cannot participate in group activities safely within the state recommended guidelines for ratios for their age it is a parent’s responsibility to pay for and make arrangements for additional support for their child.

In the unusual instance that a child exhibits verbal or physical aggression (swearing, threats, excessive hitting, kicking, biting, intentional destruction of classroom materials, playground equipment or property hurting or harassing animals we would need to remove the child from the program to ensure the safety of other children, our staff, Stacie’s family & pets

A. Rights of children. Children receiving childcare from Providers have the following rights.

1. Children must be free from emotional, physical, sexual abuse, neglect and exploitation.
2. Each Child has the right to freedom from harmful actions or practices that are detrimental to the Child’s welfare, and to practices that are potentially harmful to the Child.
3. Each Child has a right to an environment that meets the health and safety standards in this rule.
4. Each Child must be provided childcare services without regard 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 Provider and Staff Members.

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 Provider.

7. Each Child has a right to Developmentally Appropriate activities, materials, and equipment.

8. Children with disabilities have the right to reasonable modifications to Provider policies and practices.

Teacher Credentials & commitment

Children in our program thrive because of the dedication of the Early Childhood Education professionals who work directly with them each day as well as plan and implement curriculum and environmental strategies to meet the changing needs of curious learners.

Teachers, students & director all work in conjunction to achieve the program mission. We meet the highest quality (NAFCC) standards for teaching staff & assistant credentials.

All adults involved with care and contact with children must undergo a federal background check & be trained in CPR/1st Aide as listed on the program's childcare license.

We frequently employ SPHS students who are interested in working with young children. Our "student teachers" are 16-17 years old & are CPR/1st aide certified, registered with Maine Roads to Quality & complete 6 hours of Health and Safety training. Staff under age 18 do not work alone, a lead teacher or director is on site at all times.

Minimum requirements for assistant teachers/staff working alone/independently with children.

Must maintain CPR/1st Aide training. Pass a Federal fingerprint background check. Complete and health and competency screening with a health care professional.

Complete ongoing training to meet National Association for Family Childcare (NAFCC) Accreditation guidelines. Minimum is 12 hours training annually.

Minimum requirements for Lead Teacher working in conjunction with director to meet program

mission.

All credentials listed above for staff *plus*.

ECE Associate in Early Childhood Education, social work or related field or enrolled in an approved higher education program.

CDA or credential through Maine Roads to Quality or enrolled in an approved credential program.

2 years professional experience in a classroom or group childcare setting.

Minimum annual training 30 hours of early childhood education training through Maine Roads to Quality, or enrolled in college courses pertaining to child development or education.

Must have the ability to implement care & educational activities based on program philosophies, policies and procedures.

d. Health, Nutrition and Wellness/Gear List

We participate in 5210 Let's Go! and the Federal Food program to support our efforts toward health and wellness for children.

5210 Policy Statement:

Our program is committed to helping raise a healthier generation of children. We have made it our policy to follow the five Let's Go! Priority strategies for healthy eating and physical activity.

1. We limit unhealthy choices for snacks and celebrations
2. We limit (avoid) sugary drinks
3. We prohibit the use of food as a reward (for good behavior)
4. We provide opportunities for physical activity every day (outside play or intentional indoor dance/movement time)
5. We limit recreational screen time. Technology & screen time is not a regular part of our program, we may watch short videos (30 min or less) for educational or enrichment purposes.

Please do NOT bring food from home, we are a NUT FREE

home/program* If you child has eaten peanut containing foods on the way over they will need to change their clothes OUTSIDE before entering the program. Let me know we can wash hands asap.

-The Federal Food program sets guidelines for nutrition that we must follow and enables us to provide nutritious meals & snacks to all children enrolled

-I emphasize healthy, child friendly meals. We serve fresh fruits and vegetables everyday.

We can accommodate most allergies and family/cultural preferences. Please sign MEDICAL INFORMATION form for known allergies.

A sample daily menu might include

Breakfast- waffles, fresh berries, yogurt/milk, water

Lunch- Butternut squash mac & cheese, peas, apple sauce, milk

Snack- crackers, raisins, water

Gear List:

Please bring/ wear:

Wet bag for dirty clothes

small backpack/storage for clean clothes

Extra mitts/ hat (winter)

Extra socks

Rash guard top (summer)

4 changes of comfortable “athletic style” play clothing that may get ruined. (seasonal appropriate)

Shorts for summer but also at least 1 pair of long, loose pants for nature walks

Sturdy sneakers/boots (seasonal appropriate)

Layers are best as we spend time outside in inclement weather such as rain and cold.

check your child’s cubby each day for wet/soiled clothing and replenish for the next day

Please label everything, including socks & underwear I often launder here and it gets confusing!

-pack Rx medication or Epi-Pen in the original prescription labeled container/package plus Dr note on administration protocol. We do not administer OTC medications.

What not to bring:

Library books

A special or favorite outfit (child’s or parents)

Electronics of any kind

Toys or food from home

Jewelry or accessories

Lanyards, beaded key chains or other choking hazards attached to backpacks

Costumes or dress up clothing

Undersized or excessively oversized clothing

Lost/Damaged/Stolen items: *We are not responsible for lost, damaged or stolen items. Do not*

bring anything “Special” It is very, very likely that if your child brings a special item from home whether it be a stuffed animal, outfit or book that it will be lost or destroyed. We are an indoor/outdoor year round program. Children sometimes bring things outside without us knowing and they are lost to the elements. Things also get brought home unknowingly in others bags- other families may unknowingly lose a wet plastic bag of clothes. We will not contact other families to hunt down lost items but we do have a lost and found in the mudroom.

On sharing & Birthdays:

Birthdays are special and we will celebrate with a special song and snack. Let me know your child’s favorite healthy snack.

Due to food allergies and participating in 5210! we do not allow sweet treats from home during childcare hours, however we make very tasty muffins for birthdays.

e. Communication, Family Involvement & Child Assessment

The relationship between teachers & childcare providers and you (the family) sets the tone for how your child responds to us as significant adults in their life.

A warm greeting between us at drop off & pick up let's your child know we're a team.

We use Brightwheel to send notes on group activities & specifics on your child's day.

You must provide an e-mail address & download the App to receive these notes. I also text photos and anecdotes throughout the day as time allows, the children love to share proud moments with family.

Please communicate with us (childcare teachers & staff) via our Brightwheel App regarding absences, pick up/drop off changes, appointments or other important information about your child’s schedule or well being. This helps our team be on the same page in supporting your child.

Teachers, staff are available during business hours 8am-4:30pm M-Th for electronic communication & questions. We will do our best to respond when possible but caring for the children is our priority. *Absences and illness call outs can be made after 7:00am on the day of, M-Th. Please expect a response after 7:30am.*

If you need special time to chat about a specific issue please schedule time with Stacie. We often need to schedule extra staff to be present for the children so that one of us can step away (even at pick up and drop off) to have a conversation with a parent. Please do not bring up topics of a serious, concerning or confidential nature at pick up/drop off. We schedule time for Parent/Teacher conferences 2x a year as well.

Family Involvement

A goal for our program is to build friendships between children and families. To foster this

1x a year, we will have a Children's Art Show & Potluck! Children are encouraged to give tickets to family members to see their art display.

We post a monthly newsletter with updates, ideas and needs of the program families may be interested in helping with.

Assessments

In 2019 Stacie developed a Digital Assessment Portfolio based on the Maine Early Learning and Development Guidelines for both the Infant-36 months guidelines and the 3-5 year old guidelines, we stay up to date on trainings and research on child development and update Assessment guidelines as needed.

We update Digital Assessment Portfolios 2x a year usually in the Fall & Spring to put together a picture of your child's development here. These are individualized portfolios are based on teacher notes, photographs, observations and conversations. They meant to highlight positive indicators of typical development and be shared with your child and family.

Developmental Concerns and Referrals

If a need arises where we feel outside assessment would be beneficial to your child, we have worked with Child Development Services to offer screening services on site. We also partner with specialized, private programs in Greater Portland for occupational therapy and speech services. Most children can receive services on site here.

A CDS referral can be initiated by myself or you (parents). We also accept outside (private) agencies for support coordinated by parents if all health and safety guidelines set by state childcare licensing are met by contracted support specialists. Plans & approaches for developmental support, evaluations, diagnosis and outside therapies must be shared with Stacie in writing with all confidentiality laws and considerations upheld. If developmental concerns arise and we feel an outside assessment, screening, personalized support, additional staffing or an individualized schedule is needed for a child to thrive or meet health and safety needs of our group, cooperation from a child's legal guardians is required to continue enrollment at our program. If a referral to a more specialized environment is needed we will work with families and handle un-enrollment processes on a case by case basis.

Contact for:

CDS Reach

1011 Forest Avenue

Portland, ME 04103

P: 207-781-8881

F: 207-781-8855

f. Parent Visits/Pick up & Drop off

If a parent/guardian or (designated in writing) drop off/pick up alternate is present the child is the responsibility of that parent/guardian/alternate.

Upon arrival for pick up please promptly pick up your child and exit the premises, do not stay and linger in the driveway, front yard or allow children to play in the driveway, front yard or street. This is unsafe for children, obstructs traffic flow and makes it difficult for staff and my family to use the driveway. There is a public playground (Frank I Brown Elementary) and South Portland Main Library down the street. If parents wish to visit with their child on site please arrange with Stacie beforehand and plan to arrive 40 minutes before closing so that you may use our backyard which is a safe, licensed play space. If you arrange to play with your child on site in the backyard please leave at 4:25pm as staff will be bringing children in for cleanup and pick up.

****If families frequently interfere with the flow of other families (including Stacie's) or staff obligations during pick up and drop off Stacie will discuss a plan specific to your child/family which may include a designated time period for drop off/pick up, a suspended period where your child may not attend until the issues are resolved or in some circumstances ending the childcare contract****

You may call or text on our Brightwheel App anytime during the day to check on your child, we will respond as quickly as we can. If you need to pick up your child during the school day due to a scheduled appointment we require communication on Brightwheel the day before or before we open that day. You may be asked to keep your child home during an appointment day if pick up/drop off will interfere with our normal activities and routine. Naptime pick up/drop off may be limited.

We cannot release your child to anyone other than his or her parent/legal guardian without written notice (Brightwheel text preferred). Please list emergency contacts or others authorized to pick up your child & return. **We require a photo ID. Please (Brightwheel) text a photograph of ID for babysitter, family member or friend to pick up if we are not familiar with this person.**

Do not give out our door code without permission.

Please let us know any scheduling changes that may occur so we can prepare your child.

Drop off is between 8:00am & 9:00am Pick up is between 3:30pm-4:30pm

Drop off after 9:00 am may be refused if it is a regular occurrence or otherwise interferes with our normal activities and routine.

Pick ups between 1:00pm-3:00pm disrupt children who need sleep & quiet time. They are for

extenuating circumstances only.

Parents/Caregiver/Designated pick up person on site are responsible for their own children. If you are on site to pick up or drop off you are responsible for the safety of your child and any behavior that is disruptive to our group activities at that time. Children should not be without a parent or designated pick up person in the driveway. Do not leave children unattended in vehicles.

Late pick up is not permitted. We close promptly at 4:30pm. Late fees apply to late pick up and recurring late pick up or late pick up that significantly affects staff, owner or owner's family missing appointments, athletics or other personal obligations will result in immediate ending of your childcare contract without refund.

Driveway/Parking etiquette:

Do NOT let your child run unattended into the driveway, street or front yard. Staff cannot leave the premises to chase a child who is running off if a parent/guardian or alternate cannot retrieve a child running down the street or into an unsafe situation YLA Preschool will call 911.

Our program takes place in my home. Be considerate of my family's comings and goings for work and school and do not block our cars or trucks in the driveway by standing, parking bikes, cars or strollers in the driveway.

We are in a residential neighborhood and parking is limited. You may park on the road but you *must* not park in such a way that traffic is obstructed on either side of the road. *Do not idle vehicles. Do not leave litter in my driveway. \$50 clean up fee will be charged for litter in my driveway.*

Car Seat Safety: Parents and designated caregivers/family members may leave car seats here during the day. We may move them to the garage to keep exits clear if the mudroom becomes too cluttered. We *cannot* release a child to a vehicle without a carseat. We cannot buckle children into car seats or assist family members with installing car seats or buckling children in. Please properly buckle your child in their car seat, removing snow pants/coats and winter gear, light flannel or fleece tops are car seat safety approved. If you or your designated pick up person does not have a car seat on site and your child stays on site while one is retrieved our late pick up policy & fees apply.



Be on time: If you do not have an approved reason (doctor appointment) for late drop off (after 9:15am) your child may not attend that day. Most young children need a transition time from familial care to a childcare setting & it is too disruptive to have late drop offs. We plan activities for the morning between 8:00am-9:00am to help children ease into the day. If your child misses this transition time it is expected that they can come in and join us where we are; inside or outside, be clean, dressed and ready to participate. We serve morning breakfast/snack between 9-9:15am. If you anticipate your child will have a difficult drop off, communicate this with us & plan to come at an earlier time where teachers can be more supportive- we are involved in group activities, meal & classroom planning and cannot do 1:1 drop off support unless it's planned.

If your child is being picked up before 3:30pm due to an appointment we will have them ready and may need to restructure the day to accommodate. Arrive promptly at the time you requested early pick up.

If you are early you will be charged for an early drop off if you park in the driveway more than 5 minutes before opening time (8:00am).

If you are late for appointment picks up we will continue activities with your child and you will be expected to pick them up where we are and are responsible for any diapering/bathroom needs & cleanup your child needs at that time.

We eat at scheduled meal times daily *if your child has missed a meal due to pick up/drop off changes you are expected to have your child fed & cleaned up* before dropping them off. No outside food is permitted and due to food allergies present in the program children should be free of outside food debris upon entering the home.

Sick/Injury related Dr. appointments: If your child needs a sick child or injury related Doctor visit they should be home for the day & follow the illness policies as warranted. Siblings: For families with multiple children enrolled please try to schedule sibling appointments at the same time or one after the other on the same day to drop off/pick up your children at the same time. If this is not possible please minimize disruptions by following the drop off/pick up policies with the child you are taking to an appointment.

Drug/Alcohol or Nicotine use is 100% NOT permitted on my premises. You may not park and

smoke or vape in my driveway or impede traffic flow of other parents, staff or community members to sit and smoke or vape at pick up/drop off time. Do not leave cigarette butts on my property. The \$50 *litter clean up fee applies for cigarette butts*. Do not dispose of cigarette butts in my municipal trash bin. We will not allow a child to get into a vehicle with a parent or caregiver who we suspect is impaired by alcohol or substances. We will use our best judgment on this and if we suspect a child is endangered by riding in a vehicle with an intoxicated driver we will call local authorities.

g. Enrollment Policies & Closings

Enrolling in Your Little Artist is a commitment to an early childhood education program, some call us a “first school”. We hope families can connect with one another and find a safe, supportive community in which their child(ren) can spend their early learning years with familiar friends and loving teachers. We believe early childhood is a time of building relationships which lay the foundation for a love of learning. Our enrollment procedures and policies are designed to help the director handle enrollment efficiently so that her focus can remain on the developmental goals of the children and quality of the program throughout most of the year.

Enrollment Procedures and Policies:

- Enrollment decisions are based upon meeting NAFCC guidelines for child to adult ratios as well as mindfulness regarding the unique needs of the group.
- We accept enrollment applications throughout the year but encourage applications as early as possible. We open enrollment for Fall of that year in the Spring and ask our currently enrolled families to “re-enroll” for Fall & pay a non-refundable, re-enrollment fee in the amount of 1 week tuition to hold their spot for the following Fall.
- We *do not* keep a waitlist that prioritizes a child at “the top of the list”. Parents cannot pay to keep their child at the “top of the list”.
- During busy enrollment times (Spring) we may charge a non-refundable application fee of \$50 to assure we have available staff in ratio; as the director handles parent visits, questions and meet & greets. An application fee does not guarantee enrollment.
- Please expect to respond within 24 hours of your child’s acceptance into our program, if your child is part-time please expect to respond within 24 hours if additional days become available. Generally we e-mail acceptance notifications but will do our best to call or text message if possible. We cannot *hold a spot* for your child with a verbal agreement, we will require a non-refundable deposit in the amount of 2 weeks tuition to hold a spot. If you accept a spot and pay a deposit, then decide you no longer need the spot or need fewer days of care we cannot refund any of the deposit. Enrollment paperwork and signed contract are due at the time of acceptance.

-We cannot guarantee “part-time” enrollment. If you enroll on a part-time schedule and a full time spot becomes available we will offer it to your family. If you refuse you may or may not be able to add additional days or full time in the future. We will prioritize filling full time spots entirely before part-time spots become available. If you enroll full-time and would like to reduce enrollment to part-time you will be expected to complete the contracted term before any changes can be made. If we are able to fill another part-time spot and your child attends fewer days no refunds or credits are given for deposits or hold fees paid. If your contract ends and you chose to not continue with full time and we cannot fill another part time spot we may fill the full time spot resulting in your enrollment ending. We will discuss this beforehand.

-We do not offer “tours” or observations of our program by potential families, only background checked, qualified professionals observe our program for licensing, Accreditation or teacher support services. This is for the safety of children, staff and our directors home.

-Families are *invited to visit* our program during closed hours after preliminary enrollment is accepted. A virtual “meet & greet” with the director is required before families visit in person.

-Tuition & deposit refunds are not given for program withdrawal before the end of the contract. Last week tuition deposit is not applied in the event that parents withdraw from the program before the completion of the contract.

We offer 2 enrollment options. To provide continuity to all children enrolled we require a commitment to one of our options.

Rates for 2025

Full year (52 weeks)

4 full days \$20,540

School year (42 weeks)

4 full days \$17,850

Summer only (8 weeks)

4 full days \$3,400

Days/hours M-Th 8:00am-4:30pm F 9am-3pm

Fridays are available as a drop in or contracted spot for an additional fee

Drop in care is subject to availability and not guaranteed.

Tuition includes 3 meals/snacks, all curriculum materials, field trips, diapers & diapering supplies.

Tuition Assistance

As a State Licensed child care provider we accept tuition payments through the Child Care

Subsidy Program. Please let me know if you need assistance or would like the contact for our program subsidy representative.

Tuition Policies

Tuition is due on a weekly basis.

Families must enroll in ACH tuition processing through Brightwheel..

Tuition payments are due every Friday by 9am for the following week.

Late fee of \$35 is charged for late payments (after 5pm Friday is considered late) Full tuition + late payment must be made before your child can resume care.

Please pick up your child on time. Late pick up fee will be charged beginning at 5 minutes past closing. Billed beginning at \$10 then \$1 per minute. Cash payment is due immediately at pick up directly to teacher present, as this reimburses their over-time.

Increases in tuition are assessed on an annual basis and may be between 2%-8%.

Closing Policies and Procedures:

Families will be provided an annual closings list upon enrollment and each year in September.

We are closed following the South Portland School Department Calendar federal holidays.

Tuition is paid for 3 weeks of teacher vacations, federally recognized holidays & the day after Thanksgiving.

Staff/Director sick/personal days are paid in the event of a closing up to 10 days annually.

In the event of a natural disaster or contagious illness warranting a full closure tuition is paid outside of our normal vacation & closing schedule.

Tuition is due regardless of child attendance and is based on our enrollment contract (annual or school year).

Snow/Bad Weather Days:

If South Portland Public Schools close for inclement weather we *may* close as a safety precaution or have a delayed opening to make sure driveway & exits are clear and safe.

We make every effort to stay open but may have limited staff due to travel. Please check for early morning messages regarding closure if hazardous driving conditions are expected.

If we must close after opening due to weather/loss of power/water we will notify parents as soon as possible. If we close early or open late we will notify parents, you must arrange for transportation for your child. Your usual daily tuition is still due for weather/power/water outage closings & delays.

Emergency Preparedness.

If the program is advised to close by the CDC, DHHS licensing or other governing body due to contiguous outbreak and/or community safety hazard tuition is still due.

Emergency Evacuations plans are hung by the doors.

We practice Fire Drill Exits 1x each month. Emergency evacuation drills are practiced annually and involve walking children to a parked vehicle and simulating how we would leave the premises. All adults in ratio with children are CPR/1st Aide certified.

YIKES emergency evacuation plan is on site in case of emergency evacuation.

In case of an injury or severe illness emergency when you cannot be reached I need your written consent to obtain emergency treatment for your child. Please sign Medical Information Form.

h.Illness and Injury.

Young children are active, curious beings; we encourage active play, especially outdoors and tumbles are not uncommon. We report day to day bumps, bruises, cuts and scrapes parents verbally or through our digital communication App.

We can easily provide first aid here for minor injuries.

Injuries, allergic reaction or illness serious enough to warrant medical attention or a 911 call on site are reported to childcare licensing. In the rare and unusual case of death from illness or injury on site childcare licensing is notified.

Illness Policy and Protocol: (please read carefully and keep a copy for your records).

Our illness policy is centered around the well-being of all children & families enrolled.

Copies of immunization records need to be on file at the childcare site to comply with state licensing. It is the parent's responsibility to update us when vaccines are received/updated at well child visits. To comply with state laws regarding vaccines we are required to exclude children who are not up to date on vaccines according to the state vaccine schedule.

_____You may not administer symptom controlling medicine (for fever, cough, congestions, diarrhea) at home in the morning and bring your child to care. Doing so is a breach of illness policy and our childcare contract agreement.

You will be permanently excluded from our program for knowingly bringing an ill child, even if symptoms are masked with medicines. Refunds are not issued if you are expelled due to breach of illness policies.

We will not administer remedies and/or symptom controlling OTC medicine at childcare.

If a child is prescribed a medication or using a OTC medication or remedy recommended by a Doctor and their symptoms resolve on the medication but return after the medication has worn

off the child is still contagious and may not attend until symptoms have resolved without symptom controlling medication.

If a household member is sick please keep your child home 24 hours from last symptoms in the household to reduce exposure the childcare program while your child is exposed to illness.

We do not accept physician notes that a child is able to attend care with symptoms in lieu of following our illness policy exclusion times.

We may ask for physician notes regarding illness confirmation or treatments to comply with record keeping guidelines regarding contagious illnesses.

We follow CDC protocols for preventing illness in public school and childcare settings, please respect our illness policy. For the protection of all our children and staff children need to be kept home/will be sent home if any of the following symptoms are displayed:

_____ **Fever:** If your child needs medication to lower a fever please keep him or her home until the fever has completely subsided without use of medication. Child should be free from fever for 48 hours before returning to childcare. We use an Infrared touchless forehead thermometer here.

If your child is presenting with a fever of 99.9 or higher you and/or your emergency contact will be called to pick up your child. Children are expected to be picked up within 20 minutes of contact.

_____ **Vomiting/Diarrhea:** If your child vomits 1x or has diarrhea or instance of soiling clothing for a usually potty trained child they need to be picked up. We understand sometimes young children have loose stools for a variety of reasons however if it is not typical for your child to have loose stool they will need to be monitored for further illness at home. Child must be free from symptoms of vomiting and/or diarrhea for 48 hours before returning to care.

If your child is nauseous(belly hurts, refusing favorite foods/water), vomits 1x or has diarrhea 1x you and/or your emergency contact will be called to pick up your child. Children are expected to be picked up within 20 minutes of contact.

_____ **Impetigo, Cold sores, Wounds:** Mouth sores, open wounds that require sterile dressing may not be treated at childcare. Please keep your child home with wounds/sores that need sterile dressing. Please keep your child home with an active cold sore/impetigo or open wounds.

_____ **Pox viruses.** Your child must be home if they present symptoms that resemble or are a confirmed Pox virus. If anyone in your household is experiencing symptoms congruent with a Pox virus or is a confirmed case of a Pox virus your child should be home until 48 hours after all household members are well. Parents/emergency contact will be called to pick up their child if child is showing signs/symptoms of a Pox like virus or has continued discomfort from a recent

outbreak. Children are expected to be picked up within 20 minutes of contact.

Molluscum is a virus in the wart family and needs to be confirmed by a physician. If your child has molluscum they can participate in childcare if the lesions are closed, non-irritating to your child and can be covered by clothing. If they bleed, are raw, require dressing or prevent your child from typical childcare activities like hand washing, wearing close toed/well fitting shoes, running/playing your child should be home your child may need to be excluded from water activities if they have an active case of Molluscum. Parent/emergency contacts will be called to pick up your child if Molluscum is causing pain or interfering with your child's activities.

Warts should be covered and pose no irritation or discomfort to your child. If they bleed, are raw, require dressing or prevent your child from typical childcare activities like hand washing, wearing close toed/well fitting shoes, running/playing your child should be home. Your child may need to be excluded from water activities if warts are severe.

_____ **Hand, foot & mouth** requires exclusion from childcare from onset of symptoms until child is fever free for 48 hours and sores/blisters are burst, scabbed over and healed. *It can take 5-7 days from onset of symptoms for this illness to run it's course*, children should be home during this period. If your child has excessive flaking, scabbing or continues to be itchy and uncomfortable they should stay home.

Parents/emergency contact will be called to pick up their child if child is showing signs/symptoms of Hand, Foot & Mouth disease or has continued discomfort from a recent outbreak. Children are expected to be picked up within 20 minutes of contact.

_____ **Rash, ringworm, fungal infection:** Sudden onset rash or hives, ringworm. Child needs to be treated at home if being treated for viral, bacterial or parasitic skin infection.

Eczema, diaper rash or diaper thrush are acceptable at childcare, please sign permission to dispense if OTC ointments are needed.

_____ **Conjunctivitis:** 24 hours of antibiotic treatment, or for viral non treatable (diagnosed by a physician), controlled non-itchy, irritating symptoms.

_____ **RSV/respiratory infection/sudden onset breathing difficulty:** Unusual shortness of breath or labored breathing are reasons to keep a child home & seek medical attention.

If your child is prescribed an inhaler that he/she uses regularly we can administer it here with a physician note & signed parent consent form.

If your child is presenting with sudden onset difficulty breathing and/or your emergency contact will be called to pick up your child. Children are expected to be picked up within 20 minutes of contact.

_____ **Strep:** Antibiotics for 24 hours and no symptoms (must be fever free and eating/drinking normally).

_____ **Covid-19:** If your child is exposed to anyone with Covid-19 or undergoing testing they should be absent for 10 days or current CDC protocol with may vary for very young children. If your child is positive for Covid-19 they should be absent for 10 days plus 24 hours after symptoms subside.

_____ **Common Cold:** Children are to be symptom free for 24 hours before returning to childcare. *Excessive mucus, cough, sore throat*, malaise, exhaustion are all reasons to keep your child home. Your child will be sent home if nasal discharge & cough are present. Your child will be sent home if they say “they don’t feel good” and can’t participate in normal childcare activities.

If your child is presenting with sudden onset Excessive mucus, cough, sore throat, malaise, exhaustion you and/or your emergency contact will be called to pick up your child. Children are expected to be picked up within 20 minutes of contact.

_____ **RSV, Croup, Whooping Cough, Pertussis.** Children with steady cough or upper respiratory infection are excluded from childcare until symptoms fully resolve without the use of medication (Rx or OTC). This can take up to a week in many cases.

If your child is presenting with sudden onset cough, malaise, exhaustion you and/or your emergency contact will be called to pick up your child. Children are expected to be picked up within 20 minutes of contact.

_____ **Allergy symptoms:** Young children sometimes have unknown allergies, we are trained in EPI-PEN usage and are aware of symptoms of anaphylaxis. We will call 911 if we suspect anaphylaxis even if there is no previous allergy history. If your child has unusual facial swelling, sudden hives, choking sensation with or without vomiting, difficult breathing or a combination of symptoms you will be alerted to pick up your child. If your child requires an EPI-PEN, we require it in an original, pharmacy labeled container with expiration date clearly printed, Allergy Protocol form must be filled out by a physician and accompany your child on first day of care.

_____ **Seasonal Allergies:** Sudden onset of congestion, sneezing, wheezing, continuous cough or itchy eyes are reasons to keep your child home or send them home.

Please have antihistamine allergy medication (not symptom controlling cold/cough medicine) on board & symptoms under control for 24 hours before returning to care. You can consult your pediatrician as to safe medicines and dosages for your child. We can not administer remedies, OTC meds or homeopathic meds here, if multiple doses are needed each day to control symptoms your child should be home.

_____ **Teething** toddlers may have drooling, gnawing and very slight, clear runny nose. Nasal mucus must be completely clear and manageable at childcare for them to attend. Constant thick, nasal discharge, irritability, difficulty napping & need for Tylenol or other pain relief

medications are reasons to keep your child home. We cannot provide continuous 1:1 care during teething.

_____ **Antibiotics:** Most Antibiotics need to be on board for 24 hours before returning to care, if your situation is different please have a Dr. note accompany your child's return to care.

_____ **Asthma Inhalers/Nebulizer:** If your child is regularly prescribed an inhaler or nebulizer we can administer it here. It needs to be in the original Rx packaging and accompanied by a Dr.'s note for use. If your child has a NEW inhaler/nebulizer for control of acute symptoms due to viral infection they need to be kept home until symptoms resolve without the use of medication.

_____ **Lice** Live bugs must be under control before sending your child to care. Thorough nit picking must take place at home before returning to care. Child will be checked on site at drop off before returning to care, if live bugs are seen or nits are excessive your child will be sent home.

If your child is presenting with lice you and/or your emergency contact will be called to pick up your child. Children are expected to be picked up within 20 minutes of contact.

_____ **Immunizations: Please Bring Updated Immunization Records.** If your child has recently had immunizations they must be well enough to participate in normal program activities to attend. If your child needs pain reliever medication, fever, has swelling or pain at injection site, is excessively fussy, difficulty eating or other side effects from immunizations they need to be home 24 hours or until symptoms resolve.

_____ **Well Child Appointments:** Your child may attend childcare before and after *well child visits "check ups"* or regular Dentist appointments. Please note our pick up/drop off policies.

_____ **Sick Child Visits:** If your child is sick and you have scheduled an appointment or they have medical procedures that require close monitoring before or afterwards they should not attend before their appointment or 24 hours after their appointment. In the case they are not well typical illness policies and procedures for contagious illnesses apply to prevent the spread of illness in the childcare setting, even if the Doctor does not recommend treatment.

We can apply use common household OTC preparations such as Vaseline, diaper rash cream, baby powder, sunscreen, bug repellent and Neosporin.

Please fill out the Permission to
dispense form attached to forms, update 1x per year.

i. Attendance, Termination of Services, Grievances

We are licensed for 12 children and serve ages 6 weeks- 5 years

Number of Providers	Mixed Age Combination
1 Provider	3 children under 2 years old + 3 children 2 to 5 years old + 2 children over 5 years old (Total: 8 children) OR 8 children 2 to 5 years old + 2 children over 5 years old (Total: 10 children)
2 Providers	6 children under 2 years old + 6 children over 2 years old (Total: 12 children)
3 Providers	12 children (No more than 9 children may be under 2 years of age)

Attendance is important, young children need consistency to adjust and thrive in an early education program. We expect that attendance in our program will be considered akin to attendance at elementary school. This helps us form a cohesive group where all children get the time and attention they need to thrive.

We understand family time is important, if you do schedule vacations and holidays on scheduled program days please give advance notice in writing. If your child misses a project or piece of curriculum they may miss that opportunity and not be able to make that up. Tuition is due on schedule for absences to remain enrolled in the program. If you choose to unenroll for a period of time there is not a guarantee of reenrollment.

An abrupt absence of 5 school days without payment or communication terminates our child care contract and you forfeit your childcare enrollment. You forfeit your last week deposit for “no call/no show” absences a minimum of 1 week. There are no refunds for prior paid tuition or non-refundable deposits paid at the onset of enrollment for abrupt “no call/no show” absences. Re-enrollment after this instance requires authorization from the owner/director and may be refused. If re-enrollment is accepted all tuition back fees, plus late fees and updated non-refundable tuition deposits must be brought current before your child begins again. This includes any lapse in attendance even after contact has been made for re-enrollment.

A parent’s right to withdraw a child from the program is respected; you may withdraw your child at any time however tuition policies in our contract are to be withheld unless there is an extenuating circumstance. If the terms of the contract are not met the director reserves the right to fill the childcare spot asap. If terms of the contract are not met families forfeit any deposits, holding fees or tuition paid in advance when they or the director ends attendance. The director reserves the right to terminate care without refund of deposits, fees & tuition if the program is no longer a good fit or policies, protocols and agreements are not respected. Policies and protocols outlined in handbook including but not limited to illness policy, payment policy & late pick up policy must be adhered to per enrollment contract. Recurring breach of contract in excess of 2 occasions is grounds for termination of child care services.

We will not tolerate abuse (verbal or physical), discrimination, manipulative or aggressive behavior of any kind from families, alternate pick ups, children’s siblings or enrolled children. Your Little Artist staff, Stacie’s children and visiting friends/family are to be treated with consideration and respect. Childcare

families and children are to expect the same in return. Please grievances to Stacie directly and expect 24-48 hours for a response.

j. Safety & Mandated Reporting

I am inspected by DHHS in accordance with State of Maine Child Care Licensing and the Fire Marshall. Smoke Detectors are in working order and my home/child care space is safe for children.

In the case of an emergency will well be at the following locations:

- A. On site at the end of the driveway
- B. If we must relocate from the site at my neighbors house at 81 Pitt St. Denise Boivin
(207)838-1639
- C. If we must leave the neighborhood we will relocate to another childcare program 70 Frost St.
Portland, ME Sasha Shunk (207) 415-7505

I (and staff) am a Mandated Reporter. Any instances of child abuse or neglect I am required by law to report to

the Maine Department of Health and Human Services. Serious injuries or death are reportable events and reported to DHHS.

Department of
Health and Human Services
109 Capitol Street
11 State House Station
Augusta, Maine 04333
Phone: (207) 287-3707
FAX: (207) 287-3005
TTY: Maine relay 711

Confidentiality Policy

Information about your child's health, behavior, family or anything else of a personal or sensitive nature will not be shared without permission. We may ask permission to share children's activities, policies, comments and correspondence, child development or program goals in a professional manner for the education and training of teachers and staff. Teachers and staff are involved in ongoing education through graduate programs, community college & Maine Roads to Quality trainings. Information shared for the purpose of classes, training and education does not reveal personal information such as name, gender or address of a child. Confidentiality includes any written information you provide on forms, any correspondence we may have both verbal and written. I cannot share information about another child in my program without their parent/guardian permission. My DHHS licensor or NAFCC observer (Accrediting body will ask to see child records to assure the program is in compliance and delivering the highest quality

education and care.

Thank you for taking the time to read our Family Handbook. It is updated annually and posted to our website YourLittleArtistPreschool.com. You may ask for an updated paper copy at any time.