



# **Boothbay Region YMCA Child Enrichment Center and Harbor Montessori School**

---

## **Family Handbook**

**Boothbay Region YMCA  
261 Townsend Avenue  
Boothbay Harbor, Maine 04538  
(207) 633-4816  
Fax: 633-6865**

Handbook Updated: October 2021

# Table of Contents

Absences	Page 16
Admission Information	Page 4
Arrival & Pick-up Policies	Page 14
Behavior Management	Page 6
Biting Policy	Page 9
Child Staff Ratio	Page 4
Concerning Behavior	Page 8
Conferences and Meetings	Page 12
Conflict Resolution	Page 8
Curriculum	Pages 3 and 4
Developmental Screening	Page 6
Dismissal	Page 9
Enrollment	Page 5
Family Concerns	Page 10
Family Participation	Pages 11 and 12
Field Trips	Page 13
Fire Drill	Page 16
Holidays / Days Closed	Pages 10 and 11
Hours of Operation	Page 4
Illness Policy 16	Pages 14,15, and 16
Illness Readmission Guidelines	Page 16
Meal Time & Nutrition	Pages 13 and 14
Medication	Pages 16 and 17
Mission	Page 3
Naptime	Page 13
Parental Resources	Page 18
Parent Participation	Page 11
Philosophy	Page 3
Photography	Page 11
Program Goals	Page 3
Registration	Page 6
Reporting Abuse	Page 10
Snow Policy	Page 5
Staff Training	Page 5
Swim Time/Attire	Page 11
Termination of Care	Page 9

### **Boothbay Region YMCA Mission**

- To strengthen individual families and the community guided by Christian principles including the universal values of Caring, Honesty, Respect, and Responsibility through programs that build a healthy spirit, mind, and body for all.

### **Our Vision**

- The vision of the Boothbay Region YMCA is to nurture the potential of youth, promote healthy living for all, and foster social responsibility.

### **Our Philosophy**

- The Boothbay Region YMCA Child Enrichment Programs offer opportunities for children to interact in an inclusive, child-directed environment. We focus on learning in the developmental areas of cognition, social emotion, language, and physical development. We monitor and assist children in acquiring new skills, believing that children learn at their own pace, developing skills as they build upon gained knowledge.
- Families are an integral part of our program. Teachers help to introduce the diversity of cultural, physical, and economic differences while working with the children and families involved in our programs. Our goal is to create an environment that nurtures, encourages response, and promotes self-esteem and trust, the hope is that the experiences we offer will promote unique and positive outcomes for the children and families we serve.

### **Program Goals**

- The Child Enrichment Center is a safe, caring environment where each child is encouraged to learn new skills, express himself freely, and explore the environment. Teachers facilitate independence, and self-esteem and model and support problem-solving skills.
- Teachers provide an environment designed to promote social-emotional, cognitive, physical, and language skills. Using process-oriented and sensory activities, children learn risk-taking in a safe environment and build self-confidence.
- Our day is designed with individual and group activities as well as free and structured work time. Daily, teachers observe and interact with children attempting to maintain an environment that is stimulating and meets the needs of each child at his/her level of readiness. Ultimately, in keeping with the purpose and philosophy of the YMCA, we strive to help children develop fully in body, mind, and spirit.

### **Infant / Toddler Curriculum**

- We believe that children learn through play. Therefore, the environment in our childcare programs is designed to allow exploration

and encourage independence. It is our goal to provide a Montessori-inspired developmentally appropriate curriculum to enhance the healthy growth of each individual child. Through observation, teachers will design creative activities that teach skills needed to move to the next developmental stage.

### **Harbor Montessori School Curriculum**

- We believe that a child from two and a half to six years of age is an avid learner and we strive to foster creativity, curiosity, and exploration within a traditional Montessori setting. The classroom is student-led while teachers take on a passive role, observing and providing guidance, direction, and lessons as necessary. The prepared environment provides a sense of order and allows the child the freedom to develop self-control and self-discipline through the manipulation of the materials. It is a child-centered environment where the emphasis is on the child's progress in the classroom. The child-sized world is filled with specific materials designed to promote the development of the children in the following curriculum areas: Practical Life, Sensorial, Language, Math, and Cultural Studies. In addition, we provide lessons in grace and courtesy as well as encourage the development of a strong sense of self and social responsibility within the community.

### **Admission Information**

- The Y admits families without regard to sex, race, national origin, religion, political beliefs, marital status, or disability.

Enrollment at the Center is limited and structured to provide the most positive experience for the children.

All of our programs are licensed through the State of Maine Child Care Licensing Department.

### **Child Staff Ratio**

- All programs will follow the Maine State Rules for Licensing of Child Care Facilities ratios of children to staff are as follows:

<b>Age of Child:</b>	<b>Number of Staff:</b>
6 weeks to 1 year	1:4
1 year to 2 ½ years	1:5
2 ½ years to 3 ½ years	1:7
3 years up to 5 years	1:10
5 years old	1:8 (If a student is aged 5 in the group)

- **Center Hours of Operation**

7:00 am-5:00 pm

Monday through Friday

- **Montessori Hours** (for children 3 to 5 years old)

Half Day Friends:

8:30 am-11:30 am

- **Full Day Friends:** 8:30 am-2:30 pm  
Before and after care is included in the weekly fee.
- **Young Montessori Hours** (typically for children from 3 to 5 years old)  
Three mornings per week 8:30 am-11:00 am  
Must be enrolled full-time to participate in this program.

### **Staff Trainings**

- It is our belief that quality child care happens when staff have education and training. However, we reserve the right to close child care for training and will provide at least two weeks' notice for parents to find alternate care.

### **Snow Policy**

- The program will follow this Y Policy for late or no opening: Please tune in to Storm Center on Channel 6 or check their website at [www.wcsh6.com](http://www.wcsh6.com) to see if the Boothbay Schools are closed. If they are, then scroll down on the website to Maine Private and this is where the Boothbay Region YMCA Child Enrichment Center will be listed if we are delayed or closed. Please note: Although we try to follow the school closing, there are some cases in which we do not close even though the school has.
- If the center is open and if the weather should worsen, we will contact parents and let them know what time they will need to pick up their child/ren.
- If we are closed due to inclement weather, tuition will remain due for the first four occurrences. Thereafter, credits will be issued for closed days. There will be no credits issued if the Center closes early due to worsening weather.

### **Enrollment**

- We require incoming families to arrange an appointment with our Child Care Director to learn about our programs and to tour the Center. It is important to have questions answered, view the design of the classroom, and observe interactions between children and teachers. It is also important to discuss the transitions available to your child. As with all changes, a period of adjustment is to be expected when a new child joins our group.
- Enrollment is offered year-round for the Infant and Toddler programs. Enrolling in the Harbor Montessori School is a school-year commitment. If needed, a wait list will be developed and as openings occur, they will

be filled from the list. Summer Camp is offered during the summer months.

### **Registration**

- The following forms must be submitted before your child begins our program:
  1. Emergency Information
  2. Child Care Contract & Fee Agreement
  3. Immunization Records
  4. Release & Waiver of Liability
  5. Questionnaire
  6. Signed Parent Handbook Acknowledgment Sheet
- To enroll at our Center, a family membership at the Boothbay Region YMCA must be established and maintained throughout the entirety of your child's enrollment.

### **Tuition**

- Weekly tuition is due the Friday before the next week of care. In other words, **tuition will be paid prior to the week of service.** A two-week written notice is required to terminate care. Lack of notice will result in payment being required up to two weeks after your child's last day.
- Direct withdrawal from a debit/credit, checking, or savings account is required to enroll a child in the program.
- **Our Center closes promptly at 5:00 PM. A late fee of \$15 for every 10 minutes or fraction thereof will be charged for a child who remains at the Center beyond closing time.** If there is an emergency and you can't be here on time, please call the Center and let us know. Inclement weather is not a valid excuse for late pickup.
- We reserve the right to terminate services when tuition is repeatedly unpaid or a parent is repeatedly late for pick-up.

### **Developmental Screening**

- One of the early childhood agencies with whom we collaborate is Child Development Services. This organization screens, evaluates, and provides the following services to children with disabilities from birth through school age five:
  1. Free Developmental Screenings
  2. Evaluations in the area(s) of concern
  3. Early intervention services for eligible children
  4. Service coordination to support the family and monitor the child's progress
  5. Transition planning for public school entry

- All children are eligible for evaluation by a CDS professional. The Child Enrichment Director may make referrals with parental permission.
- In addition, any family may, at any time, request a developmental screening by contacting CDS at (207) 563-1411.

### **Behavior Management**

- In our classroom, we use various techniques to guide each child in using appropriate behavior yet encourage them to manage his/her behavior. In our **classroom design**, we create areas in which the children can access material independently and provide more than one of the most interesting materials to alleviate conflicts.
- Another technique we use is **language**. We use conversation, songs, and books to broaden language skills. As skills increase, we assist each child in communicating his/her needs to peers directly, encouraging problem-solving.
- Teachers use **modeling** as an effective teaching tool in behavior management. Teachers model the appropriate use of language, positive affect, and problem-solving skills. Using this technique, children can observe appropriate strategies to use when they enter a difficult situation. In addition, teachers facilitate suitable responses when a child is unable to respond appropriately.
- We offer many **choices** for children during the day including the materials they use as well as self-care routines (toileting, meals) and how to solve the problems that arise in group care. In using choices, we are enabling the child to learn skills to resolve problems independently. As an example, "Would you like to leave the book on the shelf or take it to the playground with you?" If a child is not able to make a choice, we may prompt them by counting to three and sometimes make the choice for him/her.
- When these usual techniques become ineffective, a teacher may require that a child take some **time away** from the group, child, or activity contributing to the disturbance. Allowing the child time to think about the consequences of his/her behavior and the effects of his/her behavior on another child or the group as a whole enables the child to return to play when he/she is more able to be productive. Teachers support the child as he/she refocuses and rejoins the classroom by setting limits and encouraging the child to recognize and talk about his/her feelings.
- **Holding** will be utilized in extremely rare cases where a dangerous threat to a child exists. Supportive holding is characterized by holding for less than five minutes, picking up a child and moving him/her to a safe location, and intervening calmly and predictably. This will be considered only in the following situations:
  1. A child's safety is at risk;

2. The safety of other children or adults is at risk;
  3. The child must be moved to be safely supervised; or
  4. The child demonstrates a sustained behavior that is highly disruptive and/or upsetting to other children necessitating moving the child.
- At no time do we use shaming, withholding of food, verbal abuse, or corporal punishment as a means of managing behavior.

### **Conflict Resolution**

- Our primary concern is to provide a safe environment for all children, all the time. The teachers in each program have been trained in using conflict resolution and will work to model this approach to the children in their care by helping children calm down, identifying the problem, generating solutions, reviewing solutions choosing one, and checking back.

### **Supervision**

- Infants and toddlers remain in sight and hearing (in the case of sleeping infants) of a staff member at all times. Older Montessori children may be allowed to go to their cubbies and the bathroom independently.

### **Concerning Behavior**

- When a concerning behavior is observed, we have a plan to support those involved as follows:
- Observations Recorded by Teachers in the Program or Center Director  
The teachers in the program or the director will record observations regarding the child's behavior and interactions in the classroom. These observations will be shared with the parent(s) to:
  1. Discuss concerns: (both from parent and classroom teachers)
  2. Create a plan: (suggest possible strategies to support the child and reduce behavior)
  3. Schedule a date to meet again: (for a period of time or only one more time, dependent on behavior)
- Continued Observations  
The teachers in the program will follow the plan for a period of time (approximately two weeks), and document any changes. If the behavior increases or becomes harmful to other children, the child himself, or other teachers, a meeting will be called to discuss the next steps.
- If the plan does not seem to improve the behavior or when concerns about developmental issues are present, a referral will be made to an early childhood support agency if there is parental consent. This will allow experts in the early childhood field to observe the child and offer suggestions or support the child. This may include developmental



therapy, support staff to work with the child, other types of therapy, or additional services.

### **Biting Policy**

- Even though biting is a normal stage of development for many during childhood, it is required by the Maine Department of Health and Human Services Child Care Licensing and Regulatory Division that childcare centers maintain a safe and healthy environment for all children in care, and a chronic biting situation creates an unsafe environment.
- Biting occurs for many reasons whether it is teething, a lack of language, frustration, attention-getting, or being overly tired.
- Our Center's policy on biting is as follows:
  1. ▫ If your child bites 3 times (as long as the skin on the other person is not broken) on any one day then your child will be sent home for the remainder of that day.
  2. ▫ If at any time the skin is broken due to a bite, the child will be sent home immediately for the remainder of that day.
  3. ▫ If the biting continues and it becomes necessary to send the child home on a daily basis or is adding undue stress on the other children or the environment, it may become necessary to terminate child care arrangements. This is not something we like to do and please know that this would be a last resort.
- How we minimize biting at the Center:
  1. ▫ Shadow the biter so that he is she is always near the providers or within arm's reach.
  2. ▫ Provide lots of language such as "Biting hurts," and "We use our teeth for food."
  3. ▫ Provide frozen teething rings for those who need something to chew on.
  4. ▫ Provide supportive information to parents who are worried about their child biting and offer suggestions on how to stop the biting habit.

### **Dismissal**

- The parent/teacher relationship is crucial to supportive care for children. If a difficult behavior or condition exists that threatens the health and safety of children or teachers in the program, a child may be dismissed from care for the remainder of the day and perhaps longer. It is our hope to work with all children and families collaboratively to avoid this outcome.

### **Termination of Care**

- On rare occasions, the Center terminates care. We reserve the right to terminate childcare services at any time. Children may be unenrolled if a behavior or condition exists which threatens the health and safety of children or teachers in the program, or for non-payment of tuition or assessed fees.

### **Reporting Abuse**

- The safety of children in our care is our utmost responsibility. Essential to this responsibility is that parents support the state policy which considers physical, sexual, or emotional abuse intolerable and that immediate action will be taken if such an allegation is made. The following procedures will be followed in the event of an allegation:
  1. The alleged victim will be our primary concern ensuring safety, protection, and comfort;
  2. A staff person, as soon as he or she is accused of abuse, will be suspended immediately with pay until the investigation is completed and a report issued;
  3. The accusation, suspicion, or risk of harm will be reported immediately to the appropriate State authority;
  4. The Boothbay Region Y will cooperate fully with the investigation;
  5. The Boothbay Region Y will act responsibly when the investigation is over to ensure that all children in our program are protected.
- In the case of an event observed by a staff member, or a direct report of a staff member, we will follow the following procedure:
  1. The staff member will report the observation/incident to the immediate supervisor/lead teacher;
  2. The supervisor/lead teacher will immediately report to the Director, and will determine what action should be taken;
  3. If a report to the Department of Human Services is needed, the above procedure will immediately be put in place;
  4. If no further reporting is necessary, the Director will report back to the initiator the rationale for this decision.

### **Resolving Family Concerns**

- In the event there is a concern, a meeting with the Director or teaching staff may be requested at any time. For programmatic issues, lead teachers are an excellent resource. The Director is available to assist with policy issues as well as support classroom issues. The Y feels that positive parent-teacher communication is necessary to create the best possible environment for children. When you have concerns or questions, we encourage you to communicate them to us in a timely manner. Only in this way may we hope and expect to be responsive to your needs. Please be mindful of the personal lives of our teachers and consider the timing of your communication. During the workday, teachers have limited time to communicate by phone. The best time to discuss an issue is during drop off or pick up, or during a scheduled conference. We ask that you do not contact the teachers during non-business hours as that is their well-deserved personal time.

### **Holidays/Days Closed**

- Our childcare programs will be closed on the following holidays:

1. New Year's Eve day (close @ noon)
2. New Year's Day
3. Memorial Day
4. Fourth of July
5. Labor Day
6. Indigenous People's Day (Columbus Day)
7. Veteran's Day
8. Thanksgiving Day and the next day
9. Christmas Eve Day (close @ 12:00)
10. Christmas Day and the following day

- **\*All hours/holidays and closures are subject to change\***

- The Montessori program will not operate during Christmas break, February break, and April break. However, child care will be available for Montessori children during these times, and full tuition will remain due.
- Tuition will remain due on these closed days as it stated in the Child Enrichment Contract form.
- Additional closed days may be scheduled with notice provided if it appears that attendance will be too low to be open.

### **Photography**

- We believe in the use of photographs in the classroom to promote a sense of self and encourage an understanding of multi-cultural differences. Additionally, we use photographs in our curriculum, in art projects, for bulletin boards, etc. We also post pictures to social media periodically.

### **Family Participation**

- Family members are welcome to visit, observe, and participate in our programs. Although it is not necessary to notify the teachers that you will be dropping in, it is preferred to have family members set up an observation time in advance so children can be informed and to ensure we will be in the classroom at that time.
- There will be times when we may request extra help to provide your child the opportunity to experience field trips. Also, if you would like to share your professional, special talents, a game, or your favorite story with our children, please make arrangements with the teachers or the Director.
- We believe that children learn through modeling and we, as teachers, work to interact respectfully with each other. Therefore, we ask that parents follow the following guidelines when they interact with other adults in the classroom environment:

1. Use respectful language;
2. Listen attentively;
3. Talk or meet outside the classroom, away from children, if there is sufficient teacher coverage in the classroom; and
4. Avoid adult conversation in front of the children.

### **Child Abuse Report for Parents**

- Child Protective Intake (24 hours a day/7 days a week)  
800-452-1999  
711 (Maine Relay)
- If you suspect that a child under age 18 is being abused or neglected by a parent or caregiver, call us to file a report!
- Are you concerned that a parent/caregiver is:
  1. Chronically calling a child names
  2. Threatening to harm a child
  3. Physically harming a child (excludes spanking in a reasonable manner)
  4. Sexually abusing a child
  5. Exposing a child to substance abuse
  6. Exposing a child to domestic violence
  7. Failing to provide a child with adequate food, shelter or clothing
  8. Exposing a child to unsafe or unsanitary living conditions

### **Conferences & Meetings**

- Parent/teacher conferences are held twice during the year (late fall & spring) for the Harbor Montessori School. All of our teachers are always happy to meet with parents upon their request in addition to these conferences. Please contact your child's teacher to set up a meeting.

### **Weather Preparation and Daily Attire**

- Children should wear clothing appropriate for freedom of movement and active exercise. Daily clothing should also be easily washable, because as you know these are the active and dirty years. State law requires that your child be given access to the outdoors for a minimum of two hours daily, weather permitting. This will include winter weather, so remember those boots, mittens, hats, and snow pants. Summer brings some program changes, including a more relaxed daily schedule to provide for extended project work outside, special events, or field trips. Please prepare your child for summer activities with appropriate clothing and sunscreen with an SPF of at least 30. Some other suggestions include a wide-brimmed hat and water shoes.

- We ask that you provide a seasonally appropriate change of clothes to be kept at school at all times. Please keep in mind your child's developmental abilities when selecting clothing as we encourage your child to do things for himself/herself while at school. We suggest shoes of an easy on-and-off style as well as clothing that allows for independent dressing and undressing. Please mark all clothing with your child's name in a conspicuous place with a permanent marker to avoid loss and confusion.

### **Field Trips**

- Throughout the school year, all children except infants and toddlers could go on field trips. Toddlers may attend announced field trips sporadically. During the summer months, we increase the frequency of our field trips for children enrolled in Summer Discovery (three years and older). Family members are more than welcome to join us by coordinating with your child's teacher to arrange to chaperone. If there is a fee charged by the field trip venue, family members will be responsible for their fees.
- Transportation is provided by Y buses. If you do not wish for your child to attend field trips, the child may join his or her class at the Center when the field trip is over. Tuition will remain due for the full day.

### **Naptime**

- Since our childcare programs are designed with various activities to utilize each child's whole body and mind, a naptime is included to allow time for each child's body to rest. Our state licensing requirements also dictate that children receive sufficient opportunity to rest. The Center provides each child with his/her own mat. Every mat is cleaned and disinfected weekly, or more often as needed. Each child is asked to rest quietly for the first half hour to an hour. Then, for children who no longer nap, an alternative quiet activity is provided.
- We ask that you provide a blanket from home, clearly labeled. Due to State Licensing, pillows will not be allowed. However, you may bring a favorite, small stuffed animal or an extra blanket

### **Meal Time, Nutrition & Exercise**

- Our program is committed to helping raise a healthier generation of children. We have made it our policy to follow the priority strategies of 5210 Let's Go, a state-wide program aimed at increasing healthy eating and opportunities for physical activity for children, by:
  1. Offering fruits, vegetables, and other healthy foods for snacks.
  2. Limiting unhealthy choices for snacks and celebrations.
  3. Making drinking water clearly visible and freely available to children at all times.
  4. Limiting the availability of sugary beverages to less than one time

per month, if served at all.

5. Prohibiting the use of food as a reward.

6. Providing opportunities for physical activity every day.

- For celebrations and holiday parties, we encourage sending in healthy options, like fruits and vegetables along with any celebration food.
- Electronic media can impede exploring, playing, and interacting with others, which encourages learning and healthy physical and social development. Therefore, very minimal screen time, if any, is provided at the Center.
- Active play is important for the healthy growth and development of young children. In this spirit, our policies are as follows:
  1. Montessori Students will receive at least 90 minutes of active play (both indoor and outdoor) each day. At least 45 minutes for partial-day Montessori students.
  2. Toddlers will receive at least 45 minutes of active play (both indoor and outdoor) each day. At least 30 minutes for part-day students.
  3. We will provide short, supervised, and engaging tummy time activities for all infants two or more times a day.

#### **Arrival and Pick-up Policies**

- An adult must accompany his/her child into and out of the classroom daily.
- Written authorization from the primary caregiver must be given to the Center Director or teacher if someone other than the primary caregiver is picking up, and picture identification will be requested at pick up.
- For the Harbor Montessori School, pick-up/drop-off of Harbor Montessori students is outside of the classroom. This allows the children the opportunity to be independent and gain the ability to be responsible for settling in.

#### **Illness Policy**

- The health of all the children in our care and their teachers is our priority. Please make an effort to assist us with reducing the transmission of childhood diseases by noting your child's behavior and checking for a sign of illness. We use common sense in our decision-making regarding sickness and trust that you will follow these simple guidelines:
  1. A child not well enough to participate in all of our daily activities, including swimming, field trips, and outdoor play, should not attend, whether or not the illness is readily diagnosable.
  2. A child who is presenting any of the following symptoms, should be kept home and will be sent home, if any of these symptoms are noted:

- Sick for any reason
  - Fever (temperature over 100.4 degrees Fahrenheit)
  - Diarrhea or Vomiting
  - An Unexplained Rash or a diagnosed contagious rash
  - Discharging Eyes or Ears
  - Severe sore throat that lasts more than 48 hours, especially with a fever.
  - Large amounts of discolored nasal discharge (especially when it cannot be controlled)
  - Severe ear pain
  - Uncontrolled cough
  - Severe headache (especially with a fever)
- If you show any symptoms (outlined below) of COVID-19
    - Has a cough, fever, shortness of breath, difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, or a new loss of taste or smell.
    - Has been in close contact with someone with COVID-19, in the last 5 days, and does not have a negative COVID-19 test.
3. Healthy children with the following symptoms/conditions may attend programming:
- Allergy symptoms (with no fever) that cause coughing and a clear runny nose, if they have medically diagnosed allergies and follow medical treatment plans.
  - Well controlled, mild asthma
4. A child who is sent home with a fever or contagious condition may not attend care or school the following day, and cannot return until symptom-free, without medication, for 24 hours.
5. If your child has been exposed to a contagious illness, please notify us. Strep throat, viruses, measles, mumps, chicken pox, conjunctivitis, diarrhea, etc., are among the most highly contagious illnesses. Children with these conditions should not be near other children. If a contagious illness is suspected, we will notify to inform all parents of possible exposure, symptoms to look for, as well as treatment. If your child has a contagious disease and there is a question as to when he or she should return to care, we may request a doctor's note stating it is safe for them and others if he or she returns to care.
- If your child does not feel well at school, we will ask you to pick him or her up, as soon as possible, and no longer than one hour after we contact you. The child cannot return to the Center for the next 24 hours, and until he or she is symptom-free without medication for 24 hours.

- Please plan backup care arrangements for when your child is ill, as we cannot make exceptions to this sick policy.
6. Please notify us if your child has or has been exposed to lice. We have a no-nit policy. If a child in our program has been identified, we will do head checks daily for all children until we are no longer finding cases.

### **Medication**

- To dispense medication during childcare hours, we must have a signed Medication Authorization Form on file.
- For medications needing refrigeration, please give the medication to a staff member along with the completed form.
- Prescription medication must be in the original prescription bottle or otherwise accompany written instructions from a physician specifying the child's name, name of medication, amount to be given and the time to be administered.
- Over-the-counter medications will not be given without written permission from the parents including the above-mentioned directions.

### **Absences**

- If your child is sick or will otherwise miss school, please notify us. The normal weekly tuition will remain due. There are no credits issued for missed days.

### **Fire Drills at the Center**

- Fire drills are conducted monthly at the center and recorded for licensing. Evacuation routes for each classroom are clearly posted in each classroom. Children and staff evacuated the building and gather at the flagpole for school head count.

## **BOOTHBAY YMCA CHILD ENRICHMENT CENTER AND HARBOR MONTESSORI SCHOOL ILLNESS READMISSION GUIDELINES**

**These guidelines are an effort to minimize others' exposure to illness.**



## **ILLNESS AND GUIDELINES**

- **Chicken Pox**
  - Child may return 7 days after the rash first appears and after all lesions have crusted over.
- **Conjunctivitis**
  - Child may return when there is no longer **any** discharge from the eyes and no sooner than 24 hours after medical treatment has begun. REQUIRES A NOTE FROM PHYSICIAN AS TO TREATMENT.
- **Impetigo**
  - Child may return after 24 hours of oral and topical medical treatment has begun. REQUIRES A NOTE FROM PHYSICIAN AS TO TREATMENT.
- **Head Lice**
  - Child may return after documented treatment and all nits are removed from the head. Upon return, a parent may not leave the child until a staff member has done a thorough check.
- **Ringworm**
  - Child may return after medical treatment has begun and all lesions are securely covered. REQUIRES A NOTE FROM PHYSICIAN AS TO TREATMENT.
- **Scabies**
  - Child may return 24 hours after medical treatment. REQUIRES NOTE FROM PHYSICIAN AS TO TREATMENT.
- **Strep Throat**
  - Child may return 24 hours after medical treatment has begun but must have also been fever-free for 48 hours **without medication**. REQUIRES NOTE FROM PHYSICIAN AS TO TREATMENT.
- **Diarrhea**
  - Child must have a 24-hour absence and may not return until there has been **no** incident of diarrhea for 24 hours. Severe cases may require a note from your physician.
- **Fever over 100.3 Degrees F**
  - Child may not return until fever-free for **24 hours without medication**. TEMPERATURE HIGHER THAN 102 DEGREES F, WILL REQUIRE A NOTE FROM A PHYSICIAN AS TO TREATMENT.
- **Hand, Foot, and Mouth**
  - Child may return after all sores are closed fever has passed, and all discomfort has ceased.

In the case of any illness, a child requiring near-constant one on-one comfort and/or continuous medication to tolerate symptoms should not be in attendance.

## **Parental Resources for Developmental Screenings**

- [https://maineddc.org/images/PDFs/Track\\_Development\\_brochure.pdf](https://maineddc.org/images/PDFs/Track_Development_brochure.pdf)
- <https://www.cdc.gov/ncbddd/actearly/milestones/index.html>
- <https://www.maine.gov/earlylearning/standards/infantsandtoddlerguidelines.pdf>
- [https://www.maine.gov/dhhs/sites/maine.gov.dhhs/files/inline-files/Infant%20and%20Toddler%20MELDS\\_2021.pdf](https://www.maine.gov/dhhs/sites/maine.gov.dhhs/files/inline-files/Infant%20and%20Toddler%20MELDS_2021.pdf)
- <https://www.maine.gov/doe/learning/cds>
- <https://www.mpf.org/early-childhood.html>
- <https://umaine.edu/autisminstitute/2021/02/08/learn-the-signs-act-early-resource-cdc/>