



**ABC PRESCHOOL**

**FAMILY HANDBOOK**

**2022**

**293 Wilson Street  
(207) 989-4348**

# WELCOME TO ABC

We are excited to welcome you into our ABC family. At ABC, we strive to provide a fun, nurturing environment that fosters growth in social, emotional and academic development. The first five years of life are such a crucial part in your child's development and we are honored to be a part of it. We are excited to work together and great lasting memories with your child.

In this handbook, you will find information about our programs, tuition, enrollment, staff and other policies. We are here to answer any further questions that may come up.

## PROGRAMS

Our facility is licensed for 34 children.

### **PRESCHOOL PREP (class size of 14 students)**

TTH Mornings 9 – 12 \*\*FULL Day options are available for ages 3 and over

Ages: 2 ½ - 3 ½

Teachers: Ms. Melanie and Ms. Heather

This program is designed to introduce your child to a Preschool setting. Our mornings are spent fostering friendships, learning through play, singing, art, dancing, storytelling, sensory play and learning what it is like to be a part of a classroom. We introduce letters and begin introducing our *Handwriting without Tears* curriculum through sensory and center activities. Your child does not need to be potty-trained for this class.

### **MWF PRESCHOOL (class size of 15 - 16 students)**

MWF 8:30 – 1:30 \*\*FULL Day and FULLTIME options are available

Ages: 3-4

Teachers: Ms. Gabby and Ms. Heather

Our MWF Preschool class fosters social and emotional development as they begin to dive into our *Handwriting without Tears* curriculum. This class uses movement, centers, play, sensory fun and creative art to explore letter and number sense and all areas of early education. We love to play and we love to learn! If not fully potty trained, we do ask that students are working towards potty training at home to be enrolled in the class.

### **PRE - KINDERGARTEN (class size of 15 - 18 students)**

MWF 8:30 – 1:30 \*\*FULL Day and FULLTIME options are available

Ages: 4-5

Teachers: Ms. Melanie and Ms. Kristen

Our Pre-K program here at ABC prepares your child for Kindergarten and gives a solid foundation to grow both academically and socially. Throughout the year, students will learn letters, letter sounds, numbers, basic math skills, fine motor skills and will be introduced to journaling, reading and kindergarten sight words all while having fun

playing and developing life-long friendships. We want our students to leave our program with confidence and a love for learning!

## **SUMMER PROGRAM (limit of 34 students each day)**

Monday – Friday

**\*\*Part – time and Full – time options are available**

Ages: 3-8

Our summer program is a full- filled program with themed weeks and activities. Each week we learn and explore a different theme and often welcome people from our community to visit and share their expertise. We hatch chick eggs, welcome farmers to visit, explore nature with our friends from Fields Pond, learn about different community helpers from our Brewer Fire and Police Department and love having Spencers Ice Cream visit with Petunia, their ice cream truck! We also spend a lot of time at the park and outside getting wet and dirty!

## **BEFORE AND CARE FOR BCS STUDENTS (5-10 students each day**

)

Monday – Friday   \*\*Minimum of two days

Grades: Kindergarten – 3<sup>rd</sup> Grade

BUS PICK UP: 7:35am

BUS DROP OFF: 3:05pm

We have limited spots for before and after care for Kindergarten thru 3<sup>rd</sup> grade students at Brewer Community School. Bus students are provided snack and homework help as well as a safe and fun environment to wind down after a busy day at school!

## **ABC STAFF**

**Ms. Melanie McGrath: Director/Owner, Pre-K teacher, Preschool Prep teacher**

**Ms. Kristen Washburn: Pre-K teacher**

**Ms. Gabby Hogan: MWF Preschool Teacher**

**Ms. Heather Umel: Preschool Prep teacher, MWF Preschool teacher**

**Ms. Kate Kotredes. TTH Morning childcare teacher**

**Ms. Ginni Maddox: Afternoon childcare teacher**

**Ms. Brooke: Afternoon childcare teacher**

**Ms. Keely: Afternoon childcare teacher**

## **TUITION/PAYMENT INFORMATION**

Tuition is paid weekly and must be paid on the Monday of each week. We do offer Automatic withdrawal and encourage all families to pay this way. Payment is taken out no later than Tuesday morning each week. Payment can be received by check or cash but must be paid in advance (paid on Monday for that week). We do ask that when paying by cash, the week in which you are paying for is listed on the memo line and that

payment is placed in our tuition box on Monday morning. Tuition remains the same all year. You are required to pay during personal vacations and school vacations.

## CURRENT RATES/CHARGES

**Fulltime Rate:** \$210/week (Fall 2022)

This includes Preschool/PreK tuition as well as TTH childcare and before and after school care from 7am-5:30pm.

**Pre-K Rate:** \$135/week (Fall 2022)

This includes all care during our PRE-K academic hours (8:30 – 1:30 Mon, Weds and Fri).

- **Pre-K with full day care MWF:** \$165/week(Fall 2022)

**MWF Preschool Rate:** \$135/week(Fall 2022)

This includes all care during our Preschool academic hours (8:30 – 1:30 Mon, Weds and Fri).

- **Preschool with full day care MWF:** \$165/week(Fall 2022)

**TTH Preschool Prep Rate:** \$90/week

This includes all care during our Preschool academic hours (9:00 – 12:00 Tues and Thurs).

- **TTH Preschool with full day care:** \$110/week

**BCS Afterschool Rate:** \$17/day (minimum of 2 days)

This includes childcare from 3:00 – 5:30 Monday-Friday.

**Fulltime Summer Camp Care:** \$195/week

This rate includes all ABC activities and 1 snack per day from 7:00 – 5:30.

**Parttime Summer Camp Care:** \$50/day

This rate includes all ABC activities and 1 snack per day from 7:00 – 5:30.

**REGISTRATION FEE:** At the time of registration, a deposit of \$100 is expected to secure your child's upcoming spot in our program. (Fall 2022)

**LATE PICK –UP FEES:** ABC reserves the right to charge a \$5 late fee for every 5 mins past closing.

**LATE PAYMENT:** ABC reserves the right to charge a \$30 late fee if tuition is more than 10 days past due. If paying by cash, tuition is expected the first day your child attends for the week.

**OVERDRAFT FEE:** ABC reserves the right to charge a \$20 overdraft bill to your account if your tuition is kicked back through our auto-withdrawal program.

A two - week notice is required when leaving our program.

## RIGHTS OF STUDENTS and PARENTS

### Chapter 32, Section 10 of Maine State Childcare Licensing Rules

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

# CHILD DEVELOPMENT SERVICES

We at ABC work closely with Child Development Services to provide screenings and services for students with developmental needs. In October, CDS offers developmental screenings here at school for those families who are interested. A referral for testing can be initiated at any time throughout the year by parent or teacher. The contact for Two Rivers Child Development Services is: (207) 947-8493 and they are located at 250 State Street Brewer, Me.

## IF YOUR CHILD WILL BE ABSENT

If your child will be absent due to sickness, family event or travel we do ask that you let us know so we can adjust our planning and staffing for the day. As a reminder, tuition is still due despite personal travel or sickness.

## LUNCH/SNACK

All three classes eat a morning snack and lunch here at school. We ask that a snack and lunch be packed each day for your child. We do allow heat ups here at ABC. When sending a heat up, we do ask that macaroni and cheese be already made (no easy macs) and in a microwave safe container. In order to have get through lunch in a timely manner we ask that heat ups take 1- min or less to re-heat. Thank you!

**SNACK:** \*\*For those students staying all day/or are full-time please send a second snack for the afternoon. Afternoon snack is served 2:30-3:00. We do have school snacks here for those who need it.

## BIRTHDAY CELEBRATIONS

We do celebrate birthdays here at ABC. If you would like to celebrate your childs' birthday here at school we do allow cupcakes, or a small treat to be sent in. Please let us know beforehand if you will be sending a special treat for your child so we can plan accordingly and give you a head count on the number of students in your childs class. Thank you!

## PARENT/TEACHER COMMUNICATION

It is important to us to have open communication. We are always here to answer any questions or provide any further information. For daily communication and or reminders we use REMIND. This is a phone app that works much like text messaging. Each family will receive an invite to their childs Remind classroom. Through this app you can send a message directly to your childs teacher. This app is a great way to communicate if your child will be absent, late or if you need to provide any non-emergent information. This is also a great way for teachers to send a quick reminder to all parents about an upcoming event in the classroom

Phone Number: (207) 989-4348 Email: [ABCPreschoolME@gmail.com](mailto:ABCPreschoolME@gmail.com)

Find us on FACEBOOK: ABC Preschool  
(All families must sign a release for their child to be used on our Facebook page)

## PARENT INVOLVEMENT

We at ABC believe that parent involvement is very important at these crucial years of development. Throughout the year, we encourage parent involvement with events such as Open House, Muffins with Mom, Family fun nights at the park, family home projects, special holiday parties contributions and end of the year performances by our Pre-K students. Be on the lookout for sign ups and flyers about these special events.

## WHAT TO PACK EACH DAY

**It is important that all items in your child's backpack are labeled.**

1. Two filled spill-proof water bottles
2. Two changes of clothing
3. Sneakers/slippers
4. Morning and Afternoon snack
5. Lunchbox (with ice pack)

**\*\* Please keep toys safe at home**

## NAP / QUIET TIME

For those families who would like their child to nap here at school we ask that you send a blanket in a labeled bag for your child to leave here for the week in our nap closet. Many students also like to have a travel size pillow and or stuffy to sleep with. We simply ask that items that are sent can remain here for the week. Items will go home on Friday to be washed. We provide nap mats that are sanitized after each use. Students are not required to nap here at school and nappers are able to leave the nap room once awake to join peers in play centers.

## SCHOOL CALENDAR and HOURS of OPERATION

We are open from 7am – 5:30pm

We follow the Brewer School Department school calendar. We do not have Preschool/Pre-K during school Christmas break, February vacation or April vacation but we are open for childcare for all families who need us. Tuition remains the same during these weeks.

**We are closed and still require payment for these holidays:**

- |                |   |
|----------------|---|
| New Years Eve  | Thanksgiving Day (Thursday and the following day) |
| New Years Day  | Christmas Eve                                     |
| Fourth of July | Christmas Day                                     |
| MLK Day        | Memorial Day                                      |
| Veterans Day   | Indigenous People Day                             |

**SICK POLICY**

If this is your child's first experience in a school setting it is likely you will experience a runny nose, cold or some childhood bug throughout the year. We ask that you follow these protocols when assessing your child for symptoms.

<b>Condition</b>	<b>When child is able to return</b>
Fever above 100.4*	After the child has been fever-free for 24 –hours without the use of fever reducing medication.
Vomiting	After child has gone 24 hours without vomiting
Pink Eye/Conjunctivitis	After your child has been treated with medication for 24 hours and symptoms have improved.
Head Lice	After first treatment and no signs of nits or live lice.
Diarrhea	After your child is diarrhea-free for 24 hours without the use of medication.
Strep Throat	24 hours after antibiotics have begun.
Close contact with COVID	After your child has quarantined and is symptom free 10 days pasted the last day of exposure.
Tests Positive for COVID	After 14 days from the day of diagnosis and is symptom free.
RSV	48 hours symptom free.

**MEDICAL RELEASE:** If your child needs to take prescription medication while here at ABC we must obtain a signed written parental consent stating the dates and times in which the medication needs to be administered and the dosage. This Medical release must be signed by the parent and kept in the child's file. If your child needs to take an over the counter medication at school, we require a signed medication form stating the name, dosage and time of administration.

**SAFE SLEEP PROTOCOL**

Nap is not required here at school but is offered each day. Vinyl labeled nap mats are used and are lysoled after each use. We do ask that each child bring a blanket and traveled pillow in a labeled bag. This bag will remain here for the week and will go home on Friday to be washed. The nap room is supervised until all students are asleep. A video monitor is also used throughout nap with staff in the neighboring room. Nappers are allowed to exit the room and join peers when they wake.



# DISCIPLINE POLICY

We strive to have a positive environment that promotes friendships, kind words, hard work and positive reinforcement. We follow strategies that align with the Conscious Discipline model. As with this age brings various amounts of conflict at times and we take this opportunity to teach conflict resolution and problem solving between peers. Our most preferred model of discipline is investigating the problem at hand while helping students work through these problems encouraging dialogue and problem solving. Having children feel safe both physically and mentally at our school is our biggest priority and we take physical and verbal aggression very seriously. If we feel that a child's behavior is negatively impacting their experience or the school experience of their peers, we will ask for a meeting to address these concerns. If the behavior continues and/or there are 2 or more issues with aggressive behavior (biting, punching, hurting peers) we will reassess their future in our program and hold the right to dismiss them from our care.

## EMERGENCY PROCEDURES

### **In-neighborhood Relocation Plan:**

In the event that we must leave the building due to an unsafe situation (ie: a fire, gas leak, heating issue, carbon monoxide concern, etc) we would relocate to the Brewer Rec Dept at 318 Wilson Street Brewer, ME. In the event that this would happen, staff would take out emergency plan backpack and safely walking all students with walking rope across the street to the Brewer Rec. Dept. When safe, family would re-unify with their child at the Brewer Rec. Once safety is provided to all children, parents will be contacted for further instructions as to how to pick up your child. This Procedure will be practiced twice per year with both students and staff.

**Out-of neighborhood Relocation Plan:** In the event that we must evacuate the building and must leave the area, we would re-locate to Brewer Community School at 92 Pendleton Street Brewer, Me. Please see attached transportation parental agreement for this emergency situation. This would ONLY occur in the extreme chance that remaining in the neighborhood was unsafe for students. This procedure is must be simulated and practiced twice per year. Transportation will NEVER occur expect in the event of an actual emergency.

**Fire Drills:** Fire drills are practiced one per month here at ABC and are documented on our Fire Drill log.

# REGISTRATION and DISMISSAL

All students must have an updated registration packet completed and signed, a copy of the most recent immunization records and a signed park permission slip before starting at ABC. We also require all families to visit our facility with their child to meet the Director. Having your child do a short stay while you run a quick errand is also encouraged before dropping off for their first full day of school.

If you have reason to pull your child from our care mid-year, we do ask for a paid two-week notice. This gives us time to fill your child's spot.

ABC reserves the right to suspend or end care for the following reasons:

- 1 Biting, spitting or any aggressive behavior that is not resolved quickly with intervention and behavior plan.
- 2 Late Pick-up: If pick up exceeds 5:30 more than 3 times.
- 3 Late Payment: ABC reserves the right to suspend care if payment is more than 2 weeks late until tuition is paid in full. If late tuition persists, ABC reserves the right to stop care.
- 4 If we at ABC feel your child's needs (academically and/or socially) are not being met in our environment.

## PARKS AND REC GYM AND PARK FIELD TRIP

At the time of registration, you will sign an agreement for your child to walk with their class on a walking rope to the Rec gym and playground directly across the street from ABC. When walking to the Rec, at least two teachers are always present (one in the front and one in the back of the line). Students must be able to show that they can walk holding a loop on our ABC walking rope successfully before being allowed to cross the street.

### **ABC REC PLAYGROUND RULES**

1. Feet must stay on the woodchips at all times – students are not allowed to go onto grassy area without a teacher.
2. No swing or tire swing allowed due to safety reasons and number of students.
3. Feet first at all times down the slide.

## OUTDOOR PLAYGROUND POLICY

### **Outdoor ABC Play Rules**

1. Woodchips must remain on the ground.
2. No climbing on fence
3. No climbing up slide.
4. Only 4 children in the sandbox at one time.
5. 3 children maximum in a playhouse at one time.

### **Outdoor Ratio:**

- 20 students: 2 Staff
- 10 students: 1 staff (with staff member within hearing distance)

· 20 student maximum outside at one time.

### **Staff Supervision while outside**

1. While outside staff is monitoring play and walking the perimeter at all times.
2. When lining up to come inside, a head count and a sweep of the playground is completed.
3. Staff must always have a phone with them at all times when outside in the play area.

## *MANDATED REPORTING*

Maine law identifies any childcare worker as a mandated reporter. As such, we at ABC are required to inform all families that we must report any suspicion of abuse or neglect to DHHS Child Protective Intake Hotline @1-800-452-1999. We as educators are required to be trained in mandated reporting laws every 4 years. As noted in our Childcare licensing guidelines, we must report all serious injury or death to our licensing specialist within 24 hours. If a staff member suspects abuse/neglect, ABC director is notified immediately and the situation is discussed and evaluated. If abuse is suspected, a phone call by the director or staff member will be made to DHHS Child Protective Services for further guidelines. The director will also report the incident to our state licensor, Barbara Jones. An incident report must be made detailing the child's information, the information provided to DHHS and the steps that are being taken, if any by ABC.

## *SNOW DAY/SCHOOL CLOSINGS*

We follow the Brewer School Department lead in determining a snow day cancellation. If there is a closure due to inclement weather at Brewer Community School, our Preschool and Pre-K programs will not be in session. We will however remain open when possible for childcare for those families who need us. A post will be made on our facebook page and parents will be notified via email and text (REMIND app) by 6:00 am of ABC's decision to close or remain open for childcare in the event school is cancelled in Brewer.

Mandated Reporting  
Child Abuse and Neglect

**ABC Preschool Policy and Procedures**

As early childhood educators, we believe it is important to remember each child is part of a family and building a strong relationship between us that supports you in raising a healthy, happy child our goal. I understand every household can have a different parenting style and at ABC Preschool, we strive to understand and respect the rights of each child's parents/legal guardians.

Maine law identifies any child care worker as a mandated reporter. As such, we at ABC MUST contact the appropriate authorities when faced with the suspicion that a child is being abused or neglected, or witness an incident. As a mandated reporters we can not report anonymously.

Mandated reporters are required to take training in child abuse/neglect recognition, prevention and mandated reporting laws. We continue to also take the required retraining every 4 years.

**Reporting Abuse and Neglect**

A report must be made when there is reason to suspect that a child has been abused or neglected. Waiting for absolute proof may result in significant risk to the child. It is not the job of the individual reporting the abuse/neglect to validate the abuse; this is the job of CPS caseworkers or law enforcement officers who have been trained to undertake this type of investigation.

If we at ABC were to suspect that a child is being abused or neglected, we will follow this procedure:

1. When there is reasonable cause to suspect child abuse or neglect, it will be reported it to the appropriate community agency.
2. When providing information about the family, we will be conscious of the rights of children and parents. Great care will be taken to ensure the confidentiality of information and to share it only with those persons officially involved in the case.
3. If there is any question about whether the abuse/neglect is reportable, We will consult our state licensing specialist for advice about the procedure to follow.
4. ABC will follow any of the mandated procedures by DHHS.
5. Written documentation will be made of suspected abuse/neglect.
6. will preserve the confidentiality of all records pertaining to child abuse and neglect
7. As the owner, I, Melanie McGrath will represent ABC Preschool in any discussions with the child's family.

When the provider or house member is suspected or accused of abuse/neglect of a child at ABC Preschool, the plan of action is as follows:

1. When there is reasonable cause to suspect child abuse or neglect, it shall be reported by the individual with first hand knowledge of the situation it to the appropriate community agency.
2. Documentation of the accusation is made and added to the appropriate records/files.
3. ABC must notify our licensing specialist of the situation.

4. ABC will follow the procedure outlined by DHHS for this type of situation. Once cases of child abuse or neglect have been reported, they must be investigated and verified. In Maine, a screening process is used to determine whether a report will be accepted; this process includes a review of the report in the context of the state's definitions of child abuse and neglect. Maine mandates that child protective services begin an investigation within a timely manner, usually within 72 hours, and in even less time when there is reasonable cause to believe that the child is in imminent danger.

The following may be reasons for concern and may be reportable events:

1. Parent arrives to pick up child smelling of or visibly impaired by drugs or alcohol.
2. Child presents with unexplained bruises or injuries.
3. Child constantly comes to school missing items, dirty clothes, lacking food and expressing hunger.
4. Parents pick up or drop off child with no car seat.
5. Child expresses fear of going home.

# OUTDOOR PLAY POLICY

## Outdoor Play Rules

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- No climbing up slide.
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- 3 children maximum in a playhouse at one time.

## Outdoor Ratio:

- 20 students: 2 Staff
- 10 students: 1 staff (with staff member within hearing distance)
- 20 student maximum outside at one time.

## Staff Supervision:

- While outside staff is monitoring play and walking the perimeter at all times.
- When lining up to come inside, a head count and a sweep of the playground is completed.
- Staff must always have a phone with them at all times when outside in the play area.

**Emergency Transportation Permission Agreement**

ABC Preschool and Learning Center

I hereby give permission for ABC Preschool child care program to transport my child,  
\_\_\_\_\_ to an emergency relocation site for staff,  
teachers, and children when it is unsafe to remain at the child care facility.

I understand that normal safety rules will be followed as much as possible, but that the  
highest priority is to relocate to a safe location.

This agreement shall remain in effect until 8/31/2023. The agreement may be  
terminated before this date by either party, but only with written notification.

**Parent/Guardian:** \_\_\_\_\_  
(Print)

**Home Address:** \_\_\_\_\_  
(Street) (City) (State)

**Phone Number:** \_\_\_\_\_

**Alternative Phone Number:** \_\_\_\_\_

**Special Considerations for Emergency Transportation:**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Date)

## Parent Contract and Agreement

\_\_\_\_\_ I have read and agree to all terms listed in the ABC Preschool Family Handbook.

\_\_\_\_\_ **Sunscreen** I give permission for all staff at ABC to apply sunscreen to their child at ABC Preschool multiple times per day.

### ABC Preschool Facebook page

\_\_\_\_\_ I give permission for my child's picture to be posted on the ABC Facebook business page.

\_\_\_\_\_ I do not give permission for my child's picture to be posted on the ABC Facebook page.

Child's Parent/Legal Guardian Signature:

Date

\_\_\_\_\_

\_\_\_\_\_



