



Parent Handbook 2016 – 2017

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Welcome families to Kidz Go Eco Preschool!

We are delighted that your family has chosen to partner with us on this new journey with your preschooler.

Our culture for achievement is to create a school so welcoming, so inviting that every child who walks through our doors has an amazing experience. Our facility is inspired by the “Reggio Emilia Approach” where we create, design, and explore beautiful environments where we provoke each child's interests. As educators, we thrive on helping each child practice good citizenship, conservation literacy, and kindergarten readiness skills.

As educators, we're always there to encourage independent play, participate in play with your children, facilitate a variety of learning experiences, maintain high levels of teacher/child verbal communication, provide a safe, comfortable, and eco-friendly environment where children can grow physically, cognitively, socially, spiritually, and emotionally.

We like to see ourselves as awakeners, recorders, role models, observers, facilitators in a Reggio Inspired Environment, which guide children to discover that they are “capable children” in a learning environment.

We encourage you to read this handbook in its entirety. Please initial the bottom of every page indicating that your family has read and understands the contents in this handbook, and be sure to sign the parent handbook recognition form, which is the last page in the handbook. We welcome your questions, comments, ideas, and we look forward to a rich and rewarding partnership with you and your family.

Sustainably Yours,

Michelle Goulet – Director/Founder
Kidz Go Eco, LLC
“My Little Green Preschool”

Kidz Go Eco Vision

Our Vision is simple—teaching children, connecting them with the external environment, and encompassing their personal growth in areas they’re already passionate about, while fostering and delivering the most trusted early childhood education.

Kidz Go Eco Mission

Our Mission at Kidz Go Eco is to care for the world we live in, from the children we teach to the ways in which we give back to the community. At Kidz Go Eco, we empower children while setting examples for environmental sustainability; we embrace teaching children about the natural world, and we ensure that each child’s life is provided with stimulating educational development.
— *Founder, Michelle Goulet*

Our Identity

Kidz Go Eco is a private, progressive preschool that is inspired by the Reggio Emilia Approach. We offer a rich well-balanced preschool curriculum for children ages 2 years-9 months up to 5 years old. We're a state-licensed preschool and child care facility. We provide the perfect balance of warmth and comfort of a loving, nurturing home environment with the professionalism of a school setting. We are licensed for two small facilities with twelve children in Classroom 1 and twelve children in Classroom 2.

Our unique preschool curriculum is a child-led and play-based; we allow your children to explore his/her own interests, learn organically and authentically. We encourage the development of self-awareness, mindfulness, compassion, healthy-living habits, and a rich connection with self, others, nature, and formless essence of which all life emerges. We serve a delicious, plant-based, that is mostly organic menu, natural and non-GMO.

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At Kidz Go Eco, your child will enjoy a “whole-life” learning experience and will be a well-balanced happy child. We will meet your child in their place of wonder and gently guide and encourage them to awaken to their highest creative potential.

Our program operates as a certified Eco-Healthy child care which is a national program that ensures preschool and child care settings are as happy, healthy, safe and green as possible by reducing children's exposure to toxins. Our facility received an Eco-Excellence Award in 2014 from Eco-Maine, recognizing our preschool for our efforts on promoting sustainability in our community. Not only will your child graduate academically prepared for kindergarten, but he/she will be happy, confident, and possess the passion for learning that will last a lifetime.

Our Inspirations

We're inspired by other countries including the U.S. such as Italy, New Zealand, Germany, Denmark, Switzerland, and Finland for their amazing approaches and concepts on early childhood education.

Our Philosophy: What is the Reggio Emilia Approach?

The Reggio Emilia Approach is an innovative and inspiring approach to early childhood education which values the child as *strong, capable* and *resilient*; rich with wonder and knowledge. Every child brings with them deep curiosity and potential and this innate curiosity drives their interest to understand their world and their place within it.

Background on the Reggio Emilia Approach

The Reggio Emilia Approach originated in the town (and surrounding areas) of Reggio Emilia in Italy out of a movement towards progressive and cooperative early childhood education.

It is unique to Reggio Emilia. *It is not a method.* There are no international training colleges to train to be a Reggio Emilia teacher. Outside of the town of Reggio Emilia, *all schools and preschools (and home schools) are Reggio-inspired*, using an adaptation of the approach specific to the needs of their community.

This is important, as each student, teacher, parent, community, and town are different. No two Reggio-inspired communities should look the same, as the needs and interests of the children within each community will be different.

Typically the Reggio Approach is applied to preschools and early childhood settings but I think, with an understanding of the general principles, this inspiring child-led approach can be adapted to the home as well.

Principles of the Reggio Emilia Approach to Education

The following principles guide the practice and decisions made at Kidz Go Eco are borrowed from Foundations of the Reggio Emilia Approach:

◆ **Image of the Child**

Children are viewed as competent, curious, full of knowledge, potential, and interested in connecting to the world around them. Teachers are deeply aware of children's potentials and construct all their work and environment of the children's experience to respond appropriately.

◆ **Collaboration and Interaction**

Collaboration and cooperation are intentional in a school inspired by the Reggio Emilia Approach to education. The entire system is designed to be connected and in relationship. Nothing is left to sit in isolation. Everything is alive and connected. Children, teachers and families join together to continually improve the system that supports our school community.

◆ **The Environment**

The space within the school or the environment is considered the third teacher. Teachers intentionally organize, support and plan for various spaces for children. The daily schedules are planned to ensure that there is a balance between individual, small and large group activities, child directed and teacher initiated activity and inside as well as outside experiences.

◆ **The Three Subjects of Education: Children, Families and Teachers**

For children to learn, their well-being has to be guaranteed; such well-being is connected with the well being of parents and teachers. Children, parents and teachers have rights; the right to safety, care and welfare, the right to be involved and the right to grow professionally.

◆ **The Power of Documentation**

Documentation is a means to collect information, observations and learning. It can be in the form of observations, photography, video, conversation transcripts and/or visual mediums like paint, wire, clay or drawing materials. Teachers use documentation to identify strengths, ideas, and next steps to support learning.

◆ **Emergent Curriculum**

Emergent Curriculum is a way of teaching and learning that requires teachers to observe and listen to the children. Teachers ask questions and listen for the children's ideas, hypotheses and theories. After observing children in action, the teachers compare, discuss, and interpret their observations. Teachers plan activities, studies and long term projects in the classroom based on their observations. Teachers partner with children and the exchange of theories are referred to as the Cycle of Inquiry. Teachers use their interpretations, intentions and goals (social, emotional and academic) to make choices that they share with children. Learning is seen as a linear process but as a spiraling

progression.

What is an Atelier Studio?

An Atelier is a French word for a workshop or studio. The Atelier is a setting that enriches each child's creative experiences by using paint, wire, chalk, clay, recycled art, beads, and is a space set aside for personal expression, inventions, and originality.

What is an Atelierista?

An art or studio teacher in the visual arts that traces children's discoveries through the artwork, and reflects on how children learn.

The Hundred Languages of Children

Probably the most well-known aspect of the Reggio Emilia Approach. The belief that children use many different ways to show their understanding and express their thoughts and creativity.

A hundred different ways of thinking, of discovering, of learning. Through drawing and sculpting, through dance and movement, through painting and pretend play, through modeling and music, and that each one of these *Hundred Languages* must be valued and nurtured.

These languages, or ways of learning, are all a part of the child. Learning and play are not separated.

The Reggio Emilia Approach emphasizes hands-on discovery learning that allows the child to use all their senses and all their *hundred languages* to learn.

The Role of the Teacher

The image of the child shapes the role of the teacher and involves four major components. Teachers are:

- 1) Co-constructors: partners, guides, nurtures, solves problems, learns, hypothesizes
- 2) Researchers: learns, observes, revisits
- 3) Documenters: listens, records, displays, revisits
- 4) Advocates for children: involved in the community, politics relating to children, speaks for children and presents work to other educators and community members

The Role of Parents

Parents are an essential component of the school. They are an active part of their children's learning experiences and help to ensure the welfare of all the children in the school. All families

are members of the Family Team.

The Role of Time and the Importance of Continuity

Time is influenced by the interests and activities that the children bring to life within the school. This in turn impacts schedules, groupings and routines. Teachers get to know children (strengths, needs and personality) because children stay with the same teacher and the same peer group for two years.

Projects

Projects provide the backbone of the children's and teachers' learning experiences. They are based on the strong convictions that learning by doing is of great importance and that to discuss in group and to revisit ideas and experiences is the premier way of learning. Project ideas come from experiences of the children and teachers, a chance event or problem posed. They can last from a few days to several months.

KGE Values

Incorporating our values show that we believe in the power of nature to awaken a child's senses, curiosity, and desire to learn, and that the best development occurs in groups where children are actively involved in creating their own learning and interests.

Values for Educators

- ✓ Child-driven
- ✓ Family-centered
- ✓ Reggio Emilia Inspired
- ✓ Committed to diversity
- ✓ Project-Wildlife
- ✓ Eco-Friendly
- ✓ Made in Maine
- ✓ Wonder of Learning
- ✓ Nature-explored
- ✓ Emergent-learning
- ✓ Nutrition-wellness
- ✓ Balance mind, body, and spirit
- ✓ Strength-based
- ✓ Conservation-Literacy
- ✓ Citizenship
- ✓ Recycling

Values for Children

- ✓ Respect
- ✓ Honesty
- ✓ Trust
- ✓ Empathy
- ✓ Family
- ✓ Health
- ✓ Love
- ✓ Diversity
- ✓ Peace
- ✓ Nature
- ✓ Passion for Learning
- ✓ Creativity

Small Class Size

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The Kidz Go Eco ratio is 1 teacher for 6 preschool children ages 3-5. This small class size gives us the ability to focus on your child's individual needs, accommodate your child's unique learning styles, and respect his/her learning pace. Your child should never feel lost in the bunch!

Parent Open Door Policy

Kidz Go Eco has an "open door" policy and parents should feel welcome to make unannounced visits, feel welcome to volunteer, and feel they have the opportunity to contribute in any way. Our open door policy is a great way for parents to observe your child participating in our preschool program, and it also helps parents develop a better understanding of your child at this stage of development, and even learn some helpful tips and strategies that you can use to engage your child at home. Having parents present is a delight, we cherish volunteers, and we hope these moments to be a rewarding opportunity to contribute to your child's early childhood education.

Parent/Staff Relationships

Relationships between parents/guardians and staff members is to remain professional at all times. There will be no exchanging of phone numbers or social media. Staff members are not to be asked to babysit for your child.

Parent and Grandparent HELPERS

We love Parent and Grandparent Helpers! Do you have a special trade or skill? For instance, do you or someone in your family play a musical instrument, speak another language, practice yoga, have special animals, do beekeeping, organic gardening, sewing, pottery, photography, or is a police officer or firefighter, or just loves the outdoors, they we would love to have you visit our little green preschool.

We understand that many jobs and/or life commitments make the freedom of donating time very difficult, but if you have a day here and there, and you're brave enough to work with us, we would LOVE to have parent and grandparent HELPERS! Family has a very important role so we would love to include you, and work with families together to instill a love of learning, building lasting connections among children, families, and teaching staff. Here are other ways families can get involved that would be a huge help in our preschool!

- ✓ Reading with students
- ✓ Organizing an Atelier (art) project
- ✓ Laminating or cutting
- ✓ Making copies or preparing packets
- ✓ Sharing your skill or trade
- ✓ Planning a fun class for parents
- ✓ Sharing a healthy recipe
- ✓ Bring a loving pet
- ✓ We can always use help cleaning and organizing

We currently invite families to join us, and if you're interested please reach out to your child's Lead Educator or Director. Thank you!

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Our Volunteers

We encourage volunteers and appreciate the dedication and time donated from individuals that love working with children and families. We have a variety of projects that an individual, group, or company can assist with! We value our volunteers and commend them for their selfless contributions. *A volunteer is considered an individual who is not a relative of a child attending at KGE.* Volunteers who are not related to family at KGE need to fill out a [Volunteer Application](#).

Our Outdoor Classroom Perspective

Our perspective is that children need more wilderness in their programs, and this is why we have a strong emphasis on outdoor classroom experiences.

Physical Benefits

- ✓ Increase in Physical Development, capability, and activity
- ✓ Setting up patterns for an active healthy lifestyle
- ✓ Fewer children suffering from diseases such as obesity and diabetes

Cognitive Benefits

- ✓ Stronger language, problem-solving, and communication skills through projects and group activity
- ✓ Developing an interest in math and science through connection with nature
- ✓ Fostering learning through self-initiation, control, and personal responsibility

Psychological Benefits

- ✓ Happier
- ✓ Higher, more self-esteem
- ✓ Effective relationship building in cooperative non-competitive environment
- ✓ Social-emotional mastery

Understanding Benefits

- ✓ Familiarity with and appreciation for nature and wildlife
- ✓ Wide expansive view of how the world works
- ✓ Building stewardship skills for the environment

Our Spiritual Perspective

We believe that our preschool program goes beyond the learning of letters, numbers, shapes, and colors. The foundation of a spiritual approach in our preschool setting is to nurture the spiritual dimension of each child. The children of Kidz Go Eco preschool come from a variety of cultural, religious, and spiritual backgrounds. We are a free-thought preschool, and we recognize

and acknowledge the spiritual dimension of each child, person and living thing. We encourage each child to experience life through their heart-center to encourage the development of compassion, mindfulness, and awareness of their social responsibility, and a reverence and respect for all forms of life throughout our curriculum.

Our Emotional Perspective

The capable child will:

- ✓ Be able to separate from parents
- ✓ Begin to verbalize his/her feelings
- ✓ Begin to develop inner control
- ✓ Be able to take turns and wait
- ✓ Begin to assume responsibilities for self toward the role of independence
- ✓ Be able to try new things without fear of failing
- ✓ Be able to feel secure in preschool
- ✓ Be able to trust other adults
- ✓ Begin to make some choices
- ✓ Develop a positive self-image

Our Social Perspective

The capable child will:

- ✓ Enjoy coming to school and being with other children
- ✓ Be able to stay with a group for an activity
- ✓ Begin to share and take turns
- ✓ Begin to show courtesy
- ✓ Begin to appreciate the right of others
- ✓ Begin to be able to sit through a story
- ✓ Begin to play cooperatively with other children
- ✓ Begin to develop a helpful attitude towards the group
- ✓ Begin to respect the rights and property of others

Our Physical Perspective

The capable child will:

- ✓ Improve large muscle coordination
- ✓ Improve small muscle coordination
- ✓ Develop eye-hand coordination
- ✓ Use equipment correctly, safely, and appropriately for his/her age
- ✓ Dress him/herself with minimal help
- ✓ Use and develop all five senses
- ✓ Develop acceptable toilet habits
- ✓ Discriminate likenesses and differences in objects
- ✓ Respond to listening games
- ✓ Develop a sense of directionality – the ability to perceive and orient oneself to the top, bottom, sides, front and back of an object

Our Intellectual Perspective

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The capable child will:

- ✓ Develop greater language skills including their vocabulary
- ✓ Enjoy learning new things
- ✓ Follow simple directions
- ✓ Increase attention span
- ✓ Match such things as colors, shapes, etc.
- ✓ Develop an inquiring attitude by observing their environment, questioning what he/she has experienced
- ✓ Be introduced to numbers and shapes, measurement, sense of time, sets, and ordinal numbers
- ✓ Know his/her full name and age and be able to recognize his/her name
- ✓ Learn songs and finger plays to develop memory, sequence, ordinal numbers, etc.
- ✓ Begin to develop an imagination and to differentiate reality and make believe
- ✓ Begin to use his/her own inner resources instead of relying on adults
- ✓ Develop increased listening skills
- ✓ Develop increased visual discrimination skills
- ✓ Use equipment and materials appropriately
- ✓ Become aware of language symbols

Our Language and Literacy Perspective

The capable child will:

- ✓ Develop knowledge and skills related to communicating and listening
- ✓ Develop knowledge and skills related to books, showing and understanding that the books and other forms of printed material have a purpose
- ✓ Develop knowledge and skills related to comprehension and understanding that spoken and written words have meaning
- ✓ Develop knowledge and skills related to sounds in spoken language, the ability to hear and work with the sounds of spoken language, and an understanding that spoken words are made up of separate small sounds
- ✓ Develop knowledge and skills related to print concepts, understanding that words they see in print, and words they speak and hear are related
- ✓ Develop the ability to recognize that sounds are associated with letters of the alphabet and that they form words
- ✓ Develop the ability to use symbols to represent words and ideas

Creative Fine Arts & Expression

Our Atelier studio which is a setting that enriches each child's creative experiences by using paint, wire, chalk, clay, recycled art, beads, and is a space set aside for personal expression, inventions, and originality. Children will discover different art techniques and famous artists,

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have the opportunity to try different types of art, and will draw things that interest them.

Music Appreciation & Dance

Children will expand their understanding and appreciation of different types of music, spatial awareness, movement, balance, and coordination.

Children's Yoga

This is a non-religious approach to practicing Yoga. Children that practice the basic "poses" in yoga seem to develop higher levels of confidence, better concentration, promotes physical flexibility, and has amazing benefits on teaching calming and breathing techniques.

Science Discovery & Ecology

Children will learn through the observation of living animals, insects, plants; exploring weather; vermiculture bins in the classroom, life-cycles, various habitats and eco-systems; and discovering the solar system. We guide children on the importance of environmental awareness through conservation literacy and wildlife preservation. *We "adopt" an animal that is on the "Endangered Species" list every year, and will display our Endangered Species of the Month.*

Examples Of Our Curriculum Themes

- Seeking Our Senses
- Energy and Motion
- Weather Science
- Earth Day Workshop
- Magnetic Wonders
- Recycling Lab
- Color Craze
- Music Appreciation
- Helper Of the Day
- Space Adventures
- Insect Discovery
- Calendar Time
- Pledge of Allegiance
- Wildlife Indoors
- Wiggle to Fitness

Assessments

At Kidz Go Eco we use a variety of assessment procedures to get to know your child and plan an active vibrant curriculum based on the results. Assessments guide our planning and our conversations with you about your child. An explanation of our procedures follows:

Purpose of Assessment:

- To support learning and the individual child
- To identify children's interests and needs
- To describe the developmental progress and learning of children

- To improve curriculum and adapt teaching practices and the environment
- To plan program improvements
- To communicate with families
- To identify special needs
- To evaluate our program and monitor trends
- To maintain program and teaching accountability

Conditions of Assessment:

Children may be assessed in the classroom and outdoors by teaching staff using observations, checklists and anecdotal notation. Children's assigned Lead Teacher or Teacher Assistant will individually administer tests to acquire a more detailed picture of their skills. We are using a tailored Handwriting Without Tears Assessment Format for our Explorers (ages 4-5). Children will be assessed in November and April of each year.

Communications with Families Regarding Assessments:

Families will be given their child's progress formally each year. In November a progress report will be given to parents, and teachers will meet with parents to discuss goals for the child if there are any areas of concern.

In April parent/teacher conferences are scheduled for every family to review your child's development, progress and milestones made throughout the year, and offer recommendations and goals for parents to work on with their child over the summer months.

During parent/teacher conferences we will share your child's little green folio (portfolios) and other materials will be shared with your family, and the discussion of transitioning your child to which school/kindergarten they will be attending for the following year.

Please note: As parents, you know your child best. We will work in partnership with you to derive the best assessment method for your child; one that is sensitive to your values, culture, identity and home language. If what we are doing that is not meeting your needs please speak to us.

Assessment Confidentiality:

All records of children's assessment both formal and informal are kept in the individual child's file, which is kept in a locked file cabinet in the teacher's closet. Teachers and administrators will have access to these records. The results of these assessments are used for individual planning and overall program improvement. Parents need to give Kidz Go Eco Preschool written permission in order for us to share any information about your child with a third party. The confidentiality of your child's screenings, assessments, and health records are very important to us and will be protected at all times.

Supporting Your Child's Needs or Delay

If during the course of our evaluations, we suspect that your child may have a developmental delay or special need, we will alert you in a sensitive, supportive and confidential manner. We will provide you with documentation and an explanation for our concern; we will suggest the next steps you can take in the referral process. We will help you through whatever steps are necessary in accessing early intervention for your child. We support and encourage you to make decisions about services that your child may need. We will help and encourage you to advocate for these services, and teaching staff will discuss with families to be sure that KGE has the capability to meet your child's needs. Families can be assured that this information will be kept confidential.

Our program fully complies with Title III of the Americans with Disabilities Act. The ADA requires that child care providers not discriminate against persons with disabilities on the basis of disability, that is, that they provide children and parents with disabilities an equal opportunity to participate in the child care center's program and services. We do not exclude children with disabilities from our program unless their presence would pose a direct threat to the health and safety of others or require a fundamental alteration of the program.

Preschool Graduation

Children, parents, and teachers have been working together to reach this incredibly important milestone. This is such an exciting time for children, parents, extended family, and teaching staff! We will communicate with parents on where, what time, and preschool graduation details.

- **Current Location:** Preschool Graduation is at the Maine Wildlife Park
- **Current Time:** Third Saturday in June at 11:30 am
- We work collectively with the Maine Wildlife Park so families can receive discounts to enter the park on the day of graduation (avg. ticket price \$4 per person).
- Kidz Go Eco covers the expense to reserve the preschool graduation space at the Maine Wildlife Park for families to enjoy for the day.
- Parents usually bring a packed lunch for family to enjoy after the ceremony.
- Children, parents, and extended family get to explore the park and appreciate the emphasis on conservation literacy, Maine wildlife preservation, and the wonderful attributes the Maine Wildlife Park brings to our area.
- If inclement or rainy weather occurs we will keep parents informed of a rain date.
- Caps and gowns can be purchased for \$25 or your child can reuse one of KGE's for the day and then return to KGE after the ceremony.
- We look forward to this day every year; such a wonderful day!

Preschool Programs

Investigators — Preschoolers, *Ages 2 and 9 months-3*

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Children in this program are being introduced to a preschool classroom setting. Our Investigators follow the same approach as the Explorers, but the program is developmentally appropriate. We like our learning programs to foster a secure, supportive environment in which children will receive the necessary encouragement to develop increasing levels of independence. Our educational principles provide children with age appropriate learning so they have the ability to move onto the Explorer Program.

Explorers — Preschoolers, Ages 4-5

Goals of the Explorer Program includes delivering early childhood education by developing self-esteem, motor skills, creativity, self-mastery, and autonomy; helping the child with gradual separation as their days being to get longer in a school setting, and developing skills in language and communication, socialization, logical and sequential thinking, literacy, and mathematical concepts.

Preschool Daily Schedule *(Example: Explorers Class)*

This is a sample daily schedule. These events take place during school about the same time daily:

Time	Activity
8:00am - 8:30am	Meet & Greet & Play, Tidy up, Restroom Breaks
8:45am – 9:45am	Morning Circle, Movement, Literacy
9:45am - 10:45am	Organic Snack/Drinks, Atelier Studio, Imaginative Play
11:15am – 11:30am	Outdoor Investigations/Parent Pick-up

These are some areas of Kindergarten Readiness we incorporate into our program daily:

- Exploring Concepts from previous week
- Exploring new letter, new word, new animal
- Pledge of Allegiance to American Flag
- Eco- Friendly Pledge
- Exploring Spatial Awareness
- Exploring New Monthly Song
- Exploring Question of the Day
- Exploring Music Appreciation
- Exploring Math Concepts
- Exploring Earth Sciences, Natural Sciences
- Exploring Calendar Activities
- Exploring Recycling/Sorting
- Exploring Cooking Fun
- Exploring Creative Arts
- Exploring Computer Lab
- Exploring Worksheets
- Exploring Writing Skills
- Exploring Conservation, Sustainability, Nature, Wildlife Rehabilitation & Encounters

Private ChildCare — Ages 3-5

Early childhood education is important to parents, and most families are looking for programs that offer full-time care that provides and offers students to participate in a setting that promotes well-developed practices for Kindergarten Readiness. Private child care is designed to help preschool children to “adapt”, and have the ability to develop a sense of familiarity with a longer school day. Children ages 2 years old and 9 months – 5 years may register for this program.

Children enrolled into this program will have additional time to gain a sense of self, explore, play with their peers, have spontaneous observations of nature, ask questions about “how the world works”, and take advantage of using our premises natural materials and eco-compatible furnishings and learning instruments.

The Private child care option helps children to discover they can do things for themselves when being separated from their parents for longer durations, in addition to strengthening their social skills, learn how to compromise, be respectful to others, and problem-solve. Parents have sincerely expressed how they could utilize a program that provides extended care, with approaches to help children build a relationship between the internal and external environment that engages children’s five senses and facilitates exploration.

Migrators — Afterschool Care, Ages 5-8

This is our Afterschool Program serving children ages 5-8 from 3:20pm – 5:30pm, offering children and parents a unique, nurturing experience that offers more “one-on-one” interaction with children and staff. Children in this program are referred to as Migrator’s. These age groups have developed the independent skills to “migrate” from their school to KGE by the Saco School’s Bus System, and we recognize for most children that his is a special milestone. When children arrive at our facility, a Lead Educator or Assistant Educator will be waiting for your child’s arrival. The Migrator Program is mindful of the supervision expectations of working parents who want enrichment for their child, or have been recommended by the school system for families who prefer a small, more private, aftercare program.

This program is designed to offer mentoring and guidance by our educated facilitators, so students have the opportunity to improve academically, encourage good citizenship, while exposing them to topics surrounding environmental sustainability, earth sciences, ecology, social activities, and other educational opportunities. Our afterschool program is designed to serve the needs of both children and parent who do not need a comprehensive aftercare program for snow days, vacations, etc. *Most after our aftercare students are children with parents who are teachers in the school system.*

Please note: Our Migrator Program “Daily Schedule” is under Parent Resources on our website.

Summer Institute — Camp EcoAvocado, Ages 3-8

Welcome “Little Naturalists” and families to Camp EcoAvocado! Summer offers our unique

educational summer program, and our days of operation are Monday through Friday from 7:30am—5:30pm.

Our culture for achievement was to create a Day Camp so welcoming, so inviting that every child who walks through the doors has an amazing experience. Camp EcoAvocado is inspired by an outdoor camp experience where our Little Naturalist can develop a deeper connection with nature, love and appreciate wildlife, have a better understanding of how the world works, and how to become future stewards of the planet. Our Little Naturalists explore a variety of Maine wildlife habitats on the EcoAvocado Trail and Hedgehog Loop, and we model and encourage children to develop compassion and sensitivity for all living creatures. Camp EcoAvocado is an outdoor experience that strengthens physical well-being, promotes a happier well-balanced child, increases cognitive development by children having to problem-solve and work in groups, and creates a better understanding of the human-nature connection. As educators, we thrive on helping Little Naturalists practice good citizenship, conservation literacy, and enjoying what summer is all about!

Little Naturalist:

Children are referred to as Little Naturalists at Camp EcoAvocado, and each Naturalist receives an ecology hat from KGE as a memento.

Camp Trails:

- EcoAvocado Trail
- Hedgehog Loop

Camp EcoAvocado's Summer Schedule & Themes

Animal Savers:

If your little naturalist adores animals, wants to be a zookeeper, park ranger, veterinarian, wildlife rehabber, or help less fortunate animals, then they will love our Animal Savers Camp! Little Naturalists spend time learning how to care for animals and how to contribute to local organizations to see other ways people are working to make the world a better place for animals and wildlife.

Growing Green:

Getting your child's botany experiences in the garden is a wonderful way to welcome the Summer Season in Maine. This is an opportunity for your Little Naturalist to learn about what flowers and shrubs can attract hummingbirds, butterflies, and even the very important insect of Maine, the "Honey Bee." Children learn the importance of pollination in agriculture, and the difference between annuals and perennials. The Garden of Life teaches the importance of composting, vermiculture, healthy soil, how to water flowers, plant unique wildflowers, maintain

a small vegetable garden, and will take home their own planted flower in a reusable container!

Atelier Studio (atelier means Art Studio in French):

Unleash your child's inner Picasso in an art camp where Old World Masters meet High Tech Digital Media! Little Naturalists will create masterpieces using various mediums such as chalk, watercolor, acrylic, outdoor natural materials, and clay, while learning about artists of the world. Other art projects will involve emergent learning art activities in which the children will teach us which they are most interested in.

Maine Wildlife Discovery:

Exploring all the unique species in Maine that are threatened, endangered, or extirpated! Teaching Little Naturalists how we can support our local conservation and wildlife preservation in our own backyard. Little Naturalists discover animal tracks, Maine birds, Maine amphibians, Maine turtles, and Maine mammals. Miss Michelle, our Director/Founder, is a volunteer at the Maine Wildlife Park and is extremely passionate about supporting and protecting Maine Wildlife. This is a wonderful week to show appreciation for what Maine is all about!

Drama:

Stage Play will certainly be a highlight of the summer reviews! Little Naturalists will work collectively to develop the stage production, including designing the set, costumes, puppet play, and acting out roles. Voice projection, stage presence, and the art of acting will be the focus of this stimulating week. Costumes will transform Little Naturalists into the character as they act out the special part.

Coral Reefs:

Little Naturalists will learn about the intertidal regions of one of the most diverse eco-systems on the planet. They will explore everything from crabs, sea urchins, sea stars, mussels, snails, varieties of seaweed, barnacles, lobsters, various aquatic themes and oceans, sea mammals, and hands-on fun with seashells and sea rocks. The most important focus during the week is the emphasis on keeping our oceans clean, taking part in marine wildlife conservations, and the significance of endangered coral reefs.

Park Rangers:

What animal did that scat come from? Is that a New England animal? Who left those tracks? Just like little park rangers, Little Naturalists will investigate the evidence of animal activity, how insects, plants and weather play a major role in an ecosystem and meet the needs of our native New England animals. Games and outdoor discovery will help reinforce the imagination of being a Park Ranger and caring for wildlife.

We Go Safari:

Let's create a little guided imagination and take your Little Naturalist on a Safari!! Learning about Endangered Species in Africa, how extraordinary exotic wildlife really is, and how to discover how each animal lives and interacts in their very own habitat. We have Safari hats, binoculars, and vests to give your child the added dramatic play and sense of wonder in the wild! Great learning experience!

Rookie Naturalists:

How do Little Naturalists care for the Earth? We discover the simple joys of nature and the loving ways children can develop appreciation for it. During this great week children learn how to make their own nature walking stick to take with them when they are out hiking. We explore the appreciation for nature in various forms from our mountains, forests, beaches, lakes and rivers. Also, the Ferry Beach Ecology School visits our center to perform a small skit for all the children! During this week we will also focus on teaching the children the relationships between organisms and their environments. Using magnifying glasses, Little Naturalists inspect insects like ladybugs, observe life cycles from tadpoles to frogs, caterpillars to butterflies, and much more to show how the relationship of these organisms relate to us. Southern Maine has eight ecosystems, and Little Naturalists will touch base on ecological issues: biomass, energy flow, nutrient cycling. Emphasis on recycling and that everyday is "Earth Day".

Enchanted Forest:

This is a magical and whimsical week! Little Naturalists dress up as "little gnomes" with hats or "little fairies" with wings! Children using their imagination turn bubbles into potions, sticks and ribbons into magic wands, turn silk scarves and flowers into Fair Soup, and design enchanted castles out of recycled cardboard! Little Naturalists have fun creating gnome and fairy houses out of leaves, sticks and milk cartons while children's imaginations will take them on the EcoAvocado Trail and transform the nature trail into a magical Enchanted Forest!

Let's Talk School:

Wow.... Summer is already coming to an end!!! This is the last week our Little Naturalists are at KGE, and they will slowly take on the idea of transforming back into students! We'll be discussing classroom etiquette, school safety, how to meet new friends, and how to introduce themselves to their new teachers!

Social fun for parents!!!

We feature a special Saturday night a couple times of year and school opens from 4:30pm-7:30pm. This helps parents to have some social fun with friends and colleagues. You can drop your child off for a healthy meal, arts-n-crafts, story-time, games and activities—then pick-up!

Social Fee: \$39.00

Santa's Night Out

Christmas Shopping Night Out! Parents can drop off children off where they can pretend to be Kindness Elves to create "green" winter crafts, make eco-friendly reindeer food, go caroling, food festivities, and it's a day to get into the holiday spirit. We open our school on a Saturday during the month of December from 4:00pm–8:00pm, so your family can drop off your child and take the day to do some holiday shopping!

Santa's Night Out Fee: \$25.00

Weekend Childcare Enrichment Services

Our facility understands and acknowledges that in our 24/7 society with unlimited lifestyle demands creates a need for families who could utilize a program that services weekend child care. We are licensed with experienced staff who love what they do, love working with children, and are tremendously passionate about teaching, exploring, and inspiring "going green."

With a shortage of available quality weekend child care services, we wanted to be one of the first facilities in our community to expand these options and to give us the opportunity to serve parents who work weekends, single parents trying to work two jobs, mom's or dad's trying to further their education who are taking classes on the weekends, and other parents who simply need time off to prepare for an event or an exam.

More parents have expressed they would feel more at ease and safe having professionals in a licensed facility to supervise and care for their children, rather than having a caregiver in their own home.

Weekend Hours & Classes:

Saturday		Sunday	
KGE Open Studio	9:30am – 12:30pm	Birthday Parties!	12:00pm – 3:00pm
Kidz Craft Green	1:00pm – 4:00pm	We help educate on how to have an eco-friendly birthday and one that's fun & healthy! Please contact Miss Michelle at 571-9444 to schedule your birthday party and to discuss party details.	
Other Classes	Art in Nature, Recycle Paper Lab, Sketch & Sculpt, Lil' Picassos, Ooey Gooey Lab, Seasonal Art		

"TEAM GREEN"! What is "Team Green?"

“Team Green” is a tool to establish and maintain supportive relationships with children and parents. We as teachers can use “Team Green” as a way to communicate amongst the Director, Lead Teachers, Teacher Assistants, and Floaters to continuously improve the developmental care in which we provide. A collection of ideas can be approached to implement new curriculum and to support children’s natural curiosity. “Team Green” will take the opportunity during our meetings to adopt and promote eco-friendly tips as we are committed to supporting health and well being. “Together we work on behalf of the environment that sustains us all.”

Community Involvement

Our facility emphasizes buying local, supporting local agriculture and organic farming, we invite The Ecology School (formally The Ferry Beach Ecology School) to attend KGE to support their non-profit programs for children, we participate in donating to the Animal Welfare Society by having their educational programs attend KGE to educate children on the importance of pet care or adopting a loving animal in need, we enjoy making contributions to the Scarborough Veteran's Home, our teachers get involved and look forward to the Center for Wildlife attending our school each year as another way of giving back to a wonderful non-profit organization. We acknowledge local community needs such as food bank donations and toy donations around the holidays.

On a global level we interact with organizations such as the National Resources Defense Council, and we adopt an Endangered Species Animal through the World Wildlife Fund each year. Most importantly, we have fun doing our part by recycling, reusing, and reducing to help impact our community.

We Compost It

If parents see a really large orange dump truck with a Big Carrot on it, then you have seen We Compost It! They are a local curbside composting company that picks up our compost weekly. This was a really simple way to help the planet, create healthier gardens, and they deliver organic compost directly to KGE in the spring!

Our Eco-Friendly Pledge

Today, I will be kind to the earth, I will eat healthier foods for my body, and I will encourage others to make better choices for the environment. By living eco-friendly each day, I will create a safer, healthier, greener life for myself and in the lives of others.

How can I get my child prepared for preschool or childcare?

As educators, we like to introduce ourselves beforehand and have your child visit Kidz Go Eco while in session. This is an excellent way for your child to meet all the children and to get a feel for what Kidz Go Eco is all about! We understand that the first week or two can be difficult, so therefore, our compassionate and sensitive educators can assist in making the transition process

as nurturing as possible for children and families.

Attending a preschool might be a new experience for both the child and the parents, and we want this to be an exciting milestone for families. If your child is experiencing separation or attachment anxiety, we will help guide children and families until they feel comfortable and safe in a new environment.

Parent Checklist/Mandatory Forms

Below is a checklist parents will need to complete before your child begins preschool and items your child will need to bring for their first day of preschool:

- Complete Registration Form/Financial Agreement
- Registration Fee \$150.00
- Sign Social Media Form
- Complete Health History Form
- Emergency Transportation Form
- Tick Removal Form
- Non-Medication Topical Form
- Sign Illness Policy Form
- Emergency Consent Form
- Allergy & Asthma Form if child has severe allergy, Epi-Pen Prescribed.
- Updated Immunizations for your child. If parents choose to not vaccinate we need a letter indicating your family's wishes or sign Religious Exemption Form.
- Custody Documents if applicable
- Toothbrush and toothpaste if your child is staying over four hours
- Pillowcase with your child's name on it if your child will be resting at KGE
- Parents please review our "[Operational Policy](#)" online so you're aware of our school holidays and school closings
- Extra change of clothes in a small backpack (shirt, pants, underwear, non-skid socks)
- Tuition payment is due on the first of each month for Preschool and Afterschool
- Private child care tuition is due every Monday with one week payment in advance
- Parents need to arrive 10 minutes early prior to their child's session ending or KGE closing
- Private child care students bring cold, nutritious lunches (we are a peanut/nut aware school, no nuts, no pastries, no cookies, no candy, no chocolate, no juice)
- Preschool and child care Enrollment Packet is located [here](#)

What *NOT* to Bring to Preschool or Childcare

- No chewing gum
- No cough drops (choking hazards)
- No toys (except for days we have Show-n-Tell)
- No electronics (tablets, gaming devices, phones)
- No change or money your child has from home
- No candy
- No scary costumes
- No play guns of any kind
- No sippy cups or bottles
- No pacifiers
- No peanuts/nuts in lunches (we are a peanut/nut aware school)

Sign In and Sign Our Procedures

All teaching staff sign-in and sign-out children at the beginning and end of each day. The staff member that greets the family and child upon arrival will sign-in the child, and the staff member that greets the family picking up the child will sign-out the child each day.

Enrollment Policy

- **Current Family Members:** re-enrollment begins November 15 – January 31 of each year.
- **New Family Members:** enrollment begins February 1 of each year.

Tuition Rates & Hours

We offer quality and affordability and understand that for many families preschool education is an expense and a source of anxiety for most, we keep our prices competitive with our specialized programs, and we hope you can feel good to join our program! We accept tuition in the form of cash, credit card or check.

Please ask about flexibility and hours. We like to offer children and families a variety of options to make the right program work for you and your child.

Please visit our website <http://www.kidzgoeco.com/> to learn more about our additional programs.

Preschool Tuition:	
Investigators (Age 3) • Tues & Thurs	Explorers (Ages 4-5) • Mon/Wed/Fri
Session 1	

9:00am - 11:30am	\$62.00 wk	8:00am - 11:30am	\$82.00 wk
7:30am - 1:00pm	\$107.00 wk	7:30am - 1:00pm	\$117.00 wk
7:30am - 5:30pm	\$117.00 wk	7:30am - 5:30pm	\$167.00 wk
<i>Session 2</i>			
1:00pm - 3:30pm	\$62.00 wk	12:00pm - 3:30pm	\$82.00 wk
12:00pm - 3:30pm	\$72.00 wk	11:30am - 5:30pm	\$117.00 wk
11:30am - 5:30pm	\$107.00 wk		
Early Drop Off is 7:30am for Preschool for an additional \$10 a week.			

Childcare Tuition:	
Mon – Fri • 7:30am - 5:30pm	
Baby Nido (6wks - 24 mos)	\$247 wk
Tambini Class (Age 2)	\$227 wk
Bambino Class (Age 3)	\$217 wk
Scuola Class (Ages 4-5)	\$207 wk

Migrators (Afterschool) Tuition:	
Monday – Friday • 3:00pm - 5:45pm	
1 day	\$24 wk
2 days	\$39 wk
3 days	\$49 wk
4 days	\$59 wk
5 days	\$69 wk

Summer Institute Tuition:			
Session 1 • 7:30am - 1:00pm		Session 2 • 7:30am - 5:30pm	
1 day	\$47 wk	1 day	\$57 wk

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2 days	\$107 wk	2 days	\$117 wk
3 days	\$117 wk	3 days	\$167 wk
4 days	\$147 wk	4 days	\$187 wk
5 days	\$157 wk	5 days	\$207 wk

Weekend Enrichment Tuition:		
Saturday & Sunday	One Class per child	\$39.00

Payment Options

- Cash
- Check
- Credit Card (if paying for tuition in full for the year or in an emergency)

Financial Agreements

We ask families to sign the registration form with Financial Agreement. Parents just need to give a two week notice if withdrawing.

Late Tuition Fees

Tuition for preschool and afterschool programs are due on the 1st of every month, and Private child care tuition is due every Monday. A late fee of \$5.00 per day will be assessed to your families account for every day tuition is received late. We will attempt to contact parents regarding late payments.

Late Pick-up Fees

Parents that arrive late for any program or past 5:30pm will be charged \$2.00 per minute.

Non-Sufficient Funds

Non-sufficient funds will result in a \$25.00 service charge fee. Parents are responsible for all additional fees accrued by a non-sufficient check.

Additional School Fees

We want our programs to be extremely unique, so we do occasionally have supplemental fees that may apply to cover costs of additional or specialized activities. For instance, we have Wildlife Organizations and New England Zoo's bring wild and exotic animals that are endangered or

threatened in their habitats, so this is a wonderful part of our educational program that allows children to see animals that, in the future, may not exist. We promise to give families ample notice to when we are having supplemental programs and parents can always pay a little at a time to ensure child's participation.

Payments Still Received

We unfortunately do not have reductions or deductions in tuition for child absences, family vacations, staff training days, school vacations, emergency closings or holidays.

Year-End Statements

At the end of each fiscal year, KGE will begin their end of year preparation process to prepare for the actual following year, therefore parents will receive "end of year" tuition statements for their child by January 31st of the new year. For tax deduction purposes, our Quality Rating Number is 1277.

Health and Nutrition Awareness

Kidz Go Eco program provides healthy and safe meals and snacks that meet the nutrition requirements established by the federal and state law and regulations. Agreements with the food 5210 Let's Go Program and the CACFP offers menu and nutritious food choices that emphasize nutrient-rich foods, including fruits, vegetables, whole grains, low-fat or non-fat dairy, lean meats, eggs, and legumes. We encourage organic or locally grown "snacks", so we ask parents to bring one nutritious snack weekly (for instance: bag of apples, bananas, yogurt). This is so parents can bring one snack weekly and not have to worry about providing a snack daily.

Very Important – Please Read

Promoting a healthy lifestyle is important to our educating staff at KGE. Supporting children with food allergies, recognizing cultural and religious beliefs, and trying to prevent childhood diabetes and obesity is a requirement from our staff and facility. Therefore keeping a healthy guideline for meals and snacks is an obligation we have to our children, families, and as child care professionals. Sending children consistent healthy messages and optimal nutrition around food is strongly promoted, and we do not reward children with food for good behavior. We have guidelines for foods served around holidays and celebrations, so we ask parents to not bring in cake, candy, pastries, cupcakes, and we celebrate with healthy non-food treats. Staff members do not consume unhealthy foods or drinks in front of children during meal time, and we are a **Nut Aware and Peanut Aware Zone.**

Organic Meals Served

_____Initials

- Organic Breakfast
- Organic PM Snack
- Organic Beverages (Milk, Soy, Coconut Milk, and Water), we do not serve juice.
- We provide mostly fresh fruit, vegetables, yogurt, cheese, hummus, and dried fruit for snacks.

Breakfast and afternoon snack are organic and natural as possible and provided daily to children which is included in the tuition. If the organic version of a certain food item is unavailable, we do our best to find the most natural alternative possible. Our menu was created with the right nutritional balance in accordance with dietary guidelines and recommendations for a young developing child. Our meals reflect an emphasis on vegetables, fruit, and whole grains. We do not serve meat or pork.

Meals Parents Provide

Parents provide a cold health lunch from home for your child. Providing good nutrition for your child is a partnership. We ask parents to be mindful when packing your child's lunch that we would prefer that parents only send health foods. We highly and strongly recommend packing fruit, vegetables, dried fruit, yogurt, cheese sticks, pastas, soups, etc. We will provide families with a healthy food list option at the time of enrollment. If your child has ongoing beverage needs, we ask parents to bring in what your child needs with their name indicated on the beverage (rice milk, oat milk, flaxseed milk, coconut milk). **Please label your child's lunch boxes and water bottles.**

Mealtime Atmosphere

The atmosphere at mealtimes is made comforting and relaxing for children. We sometimes play soft music in the background. Mealtimes create a sense of community but most of all it creates a sense of togetherness—a sense of family. It sparks within each child a willingness to serve for the great good of the whole, which helps foster the development of social awareness and social responsibility. At the end of mealtimes, everyone is usually willing to help clean up. Also, teachers will not indicate in what order your child should eat his/her food. We routinely send home uneaten portions of sandwiches and food in your child's lunchbox. We believe this enables parents to see what their child has eaten during lunch.

Choking Awareness

1. hot dogs (recommend cutting small)
2. raw carrots (recommend cutting small)
3. whole grapes (recommend cutting small)
4. seeds
5. raw peas

6. hard pretzels
7. chips
8. peanut butter in spoonfuls
9. marshmallows
10. popcorn
11. chunks of meat larger than can be swallowed whole
12. Any foods that are round, hard, small, thick, sticky, smooth and slippery.
- 13. No gum, candy, hard candy, foods with chocolate, soda, and fruit boxes allowed at school.**

Allergies

All children with life threatening allergies or special needs will need a plan of care written and signed by their physician. We will provide you with the necessary forms. Please let us know immediately if your child requires special needs or has a life threatening allergy. In the event that a child with a severe food allergy (peanuts, nuts, milk) is enrolled, we reserve the right to ask ALL families to respect the health and well-being of that child and refrain from sending the indicated foods to school. The Asthma & Allergy Form needed for your child's pediatrician can be found [here](#).

Nut Aware & Peanut Aware Zone

In this handbook, we wanted to inform parents that there could be children in our school with life threatening allergies to peanuts/tree nuts. Some children have such a high sensitivity to the peanut/tree nut protein that even a trace amount from a known peanut/nut product or a food product/item that has come in contact with a peanut/nut source (cross contamination) and is ingested can result in a life threatening anaphylactic reaction.

The most serious reaction being respiratory difficulties, blockage of the airways, which if not medicated immediately, can lead to death. To provide the minimized allergen environment, we need the support and cooperation of you, the parents/guardians and our family community.

In the event we have a child/children enrolled in our program that has a nut/peanut allergy, we ask parents to bring lunches and snacks free of peanuts and tree nuts and products that may contain peanuts/tree nuts such as donuts, granola bars, etc.

We ask you to read food labels, checking for peanut/nut ingredients prior to sending food to school. Truly, this is a life saving measure. If you have other caregivers who provide your child(ren) with lunches or snacks, we encourage you to share this information with them.

We realize this request may require added planning and effort on your part when packing your child's lunch and snacks, however, we wish to express our sincere appreciation for your support

and cooperation. We recommend cold lunches, sun butter, veggies, fruits, and as little as possible, processed foods.

School/Staff Responsibility if child/children enrolled with sever food allergies

- KGE will do its very best to maintain Nut-Aware/Peanut Aware school when a child(red) are enrolled that have a nut/peanut allergy.
- Information pertaining to child's allergies will be shared with teaching staff who have contact with the child, but otherwise will be kept as confidential as possible.
- KGE will provide anaphylaxis training opportunities for staff.
- KGE will keep epinephrine/Epi-Pens on hand for children it's prescribed to, and first-aid kits for treatment of an anaphylactic response.
- KGE will strive to instruct teachers to recognize symptoms of an allergic reaction and to respond appropriately as necessary.
- KGE will email or send a letter home letting families know we have a child(ren) enrolled with a nut/peanut allergy.
- KGE has designated an eating area to separate children who have life threatening allergies as an added precaution.
- The Asthma & Allergy Form needed for your child's pediatrician can be found [here](#).

Parents Responsibility if child/children enrolled with sever food allergies

- If child(ren) is enrolled with severe allergies we ask ALL parents to NOT send your child with nuts/peanuts to school, including the following:
 - Peanut butter or any other nut butter including Nutella
 - Crackers with peanut butter or other nut butter filling
 - Any muesli bar, biscuit or other product that list nuts as an ingredient
 - Trail mixes with nuts, granola bars with nuts, or dried fruit with nuts
 - Cereal with nuts (EG: Honey Nut Cheerios)
 - Nuts in salad
 - Candy or cookies containing nuts
 - Anything cooked in peanut oil or other nut oil that has been cold pressed, expelled or extruded
- Please make sure that you always check the labels on the food you are sending in to school. The FDA requires all manufacturers to list on their label if peanuts and/or tree nuts are in their product. If it says peanuts/tree nuts are contained in the food, consider it a banned item. Remember, manufacturing processes change, so a food that was safe, may not continue to be. It's still important to read the ingredients label each time you

purchase a food.

- Food labels that say: “May contain peanut or tree nuts” are NOT OK to bring to school.
- Food labels that say: “Made on equipment that also processes peanuts or tree nuts” are NOT OK to bring to school.
- Parents
- Parents of children with allergies must submit this form to your child's pediatrician, located [here](#).
- Parents of children with life-threatening allergies must provide KGE with emergency medications and a written medical treatment protocol for their student for addressing allergy-related events. KGE will maintain the medication, inhalers, and Epi-Pens, and other information in a medical bag that is accessible to teachers and staff in the event of a life threatening allergic reaction.
- Parents are responsible to educate their child about their life threatening allergies to foods or any other life threatening allergy (bee stings, etc).

Kidz Go Eco cannot guarantee that a child will never experience an allergy-related event while at school, nor can we guarantee all foods are free of nuts and peanuts. KGE is committed to children's safety, and therefore has created this policy to *reduce the risk* that children with allergies will have an allergy-related event. Our goal is to promote a *Nut Aware and Peanut Aware* school in the event a child enrolled in our program has a life threatening allergy.

We appreciate your cooperation with this policy and your help in keeping our children safe and healthy.

Information on peanut/nut allergies and safe food ideas:

- <https://www.foodallergy.org/allergens/peanut-allergy>
- <http://www.kidswithfoodallergies.org/page/choosing-safe-foods.aspx>
- <https://www.foodallergy.org/allergens/tree-nut-allergy>
- <http://www.foodallergy.org/teal-pumpkin-project#.Vjqnpulz-bl>
- <http://sunbutter.com/google/>

Health Birthday's & Celebrations

These celebrations are encouraged to be recognized with homemade playdough, birthday hats children can color, a special toy to bring in to show the class, or healthy dishes such as veggie pizza or fruit cups with whip cream are all examples of how to make substitutions for cake and candy.

Holidays like Halloween, Thanksgiving, Christmas, New Years, Valentines, St. Patrick's, Easter, Fourth of July, can be celebrated with stickers, erasers, cards, art activities, a book to read to the class, or any other creative, healthy idea parents have are encouraged! Thank you for helping us

_____Initials

keep children healthy!

5210 Let's Go

Our program is committed to helping raise a healthier generation of children. The staff at Kidz Go Eco has made it our policy to follow the five *Let's Go!* priority strategies for healthy eating and physical activity.

1. We have eliminated unhealthy choices* for snacks and celebrations.
2. We have eliminated sugary drinks.**
3. We prohibit the use of food as a reward.
4. We provide the opportunities for physical activity every day.
5. We limit recreational screen time.

* Unhealthy choices include foods and drinks high in sugar and/or salt such as soda, candy, cookies, cake and chips. ** Sugary drinks include juices (including 100% fruit juice) and sugar-sweetened drinks such as Sunny Delight, soda, sport drinks such as Gatorade, energy drinks such as Red Bull, lemonade and sweetened coffee, tea drinks such as Snapple.

Teeth Brushing

Teeth brushing is a requirement for children that have been served a meal or are in care for at least four hours or more. The children will brush their teeth just after lunchtime. Toothbrushes, toothpaste, and container to hold these items will be provided by parents. Please note that the parent has the option to opt their child out of teeth brushing in writing.

Hand Washing

We kindly ask visitors, parents, children, and staff to wash hands when entering the building. Frequent hand-washing is encouraged at Kidz Go Eco as a conscious effort to minimize the spread of germs.

Shoeless Environment/Slippers

As the children arrive and are signed in, the children are required to first remove their shoes. Outdoor shoes and all outdoor wear will be stored in their assigned space. We ask parents to provide non-skid slippers for their children since most of our classrooms are carpet free for sustaining better indoor air quality for children.

Toilet Learning

Given that Kidz Go Eco is a preschool and not equipped with changing tables, we do require children to be toilet-trained prior to enrolling. We are happy and willing to support children in the

process with infrequent accidents, so please make sure your child has extra change of clothes just in case! We do recommend that if your child is still new to toilet-training to be dressed in “user-friendly” clothing such as pants/dresses with elastic waists so this avoids added difficulty for children trying to remove clothing with snaps, zippers, overalls and buttons. Soiled clothing will not be washed at KGE, but will be tightly bagged and sent home with the child for laundering.

Outdoor Dress

We at KGE understand that active play is important for healthy growth and development of young children. Since we know that children stay healthier if they play outside every day, we play outside at least 60-90 minutes each day as a minimum, and if much nicer weather permits, we may even take our classroom outside for outdoor discoveries and investigations. We have a trail called the “EcoAvocado Trail” and we utilize outdoor play and outdoor learning as much as possible. It is especially important to send your child well-bundled for winter months, which include hats, mittens, boots, snow pants, scarves, and jackets. **We ask parents to please label all clothing during winter months with your child's initials or name.** During the summer, a bathing suit, towel, water bottle, eco-healthy bug spray, eco-healthy sunscreen, and water shoes with toes enclosed (no flip-flops for safety).

For your child's safety we monitor the outdoor temperature, wind chill factor, and air quality daily. We will take children outside as long as it's 19 degrees, and as long as the air quality and wind chill factor is safe. Please have appropriate outdoor clothing available for your child at all times.

Clothing Needs

Many of the activities we provide can be messy, so please be sure to send your children in comfortable play clothes. Play clothes are clothes that can get dirty! Children should not feel required to avoid certain activities because they are concerned about spoiling their clothing. A change of clothes should be replenished daily in children's backpacks if used (socks, underwear, pants, shirt, shorts).

Footwear

Play shoes, sneakers, or athletic sandals that fully cover your child's feet are recommended in our program. No flip-flops are allowed. We play outside everyday so footwear that is rugged enough to protect your child's feet and little toes is extremely helpful. Footwear should be appropriate for weather conditions.

Jewelry

If your child wears jewelry, we request your child to wear pieces that are secured to your child and not easily pulled, tangled, or hooked on to the child's clothing or to other children. If your child wears earrings, as a safety precaution, please make sure that the earrings are properly

secured to the child's earlobe and the design will not hook onto clothing of another child. It should not easily be pulled out or fall out. We will not be held responsible for the loss or damage of jewelry or any valuable items that a child wears or brings to preschool.

Pins

Due to the sharp nature of pins, we kindly ask parents to not have children wear pins on hats, clothes, school bags, etc.

Eyewear

We understand that we are responsible for the safety and well-being of children, but we are not responsible if children's eyewear or glasses are accidentally broken. We ask parents to make sure they are discussing eyewear care with their children at home, and our staff will help guide children on the importance of eyeglasses and safety. If another child breaks another child's glasses we are unable to disclose the other child's name due to confidentiality. If your child shares with you who broke your child's glasses, then your family can decide if you would like to approach and discuss with the other family on replacing your child's eyewear.

Toy Policy

Although we understand that children want to share their toys and new possessions with their friends, we ask that toys from home not be brought into school. Our classroom materials and supplies are selected for their developmental merit. Also, staff will not accept responsibility for any personal toys that are broken, lost, or damaged in any way. It is our strongest recommendation that items remain at home. Teachers and parents can work together on decided if the child is having separation or attachment difficulties, and in these circumstances we can have a child use a toy to help with the new transition to school. If the child is not experiencing separation or attachment difficulties, then we do have a "No Toy" policy. We do allow children to bring a special toy for "Show-n Tell", which are indicated on children's curriculum calendars. We make this day extra fun and extra special!

Quiet Time

KGE provides all sheets, all fleece blankets, and all sleeping mats for children. Soft music is played in the background to help the energy of the room to become still, quiet, and relaxing and overall comforting for the children. This gives children the opportunity to slow down and unwind. Naps are not required; any child is free to read books, do puzzles, coloring, or any quiet activity. The state of Maine requires by law to provide children a minimum of one hour for quiet time for any child in a program over four hours. **We ask parents to bring in one pillowcase with your child's name on it if they will be staying at KGE for quiet time.** We wash children's sheets and blankets weekly, and we wash all mats on a weekly basis as well.

Discounts

We offer our families a 5% sibling discount, and will work with the state funded subsidy programs. If parents submit Preschool or child care tuition in full for the year, we offer a \$150.00 discount off your child's annual tuition.

Registration

Kidz Go Eco has a one-time registration fee of \$150.00. The first week and second week tuition is due in advance for Preschool and child care students if registering for the very first time.

Re-Registration

All children must be re-registered each year from November 15 – January 31, which gives families time to re-register and reserve their child's space for the following year. Parents need to update new Registration Form only, and do not need to complete a new enrollment packet. If a child is not re-registering by January 31, the family is forfeiting their child's space for the following calendar year. *Each year we will need updated parent information, updated immunizations, and all current custody documents are needed if applicable.*

Parent Communication

At Kidz Go Eco the close relationships we maintain with parents contributes greatly to the success of our preschool program; we make it a priority to communicate with parents on a regular basis. Communication is done mainly through email. We also post updates in the entrance, we have a bulletin board which includes curriculum themes, school calendar, and other upcoming events.

1. Monthly Newsletter: Every month KGE sends a newsletter out to our families.
2. Monthly Calendar: Every month our calendars are posted on our website and bulletin board.
3. Social Media: Another avenue we use to communicate greatly with our families and the public. You might find video clips of children playing, pictures of children's adventures, inspirational sayings, blog posts, parenting tips.
4. School closings are also posted on our Facebook Page and on Channel 13 News.

Our Social Media:

KGE social media pages and profiles are below. Please make sure to visit, like and follow!

- Facebook: www.facebook.com/kidzgoeco
- Twitter: www.twitter.com/kidzgoeco
- Pinterest: www.pinterest.com/kidzgoeco/

- Website: kidzgoeco.com

Holidays

Kidz Go Eco has a yearly listing of all paid holiday/vacation dates, so please refer to the list provided and our operational policy that is on our website at www.kidzgoeco.com. If a holiday falls on a weekend, it will be observed on the day before or the day after the actual holiday. If a holiday falls on a Tuesday or Thursday, we will create a long weekend by substituting the preceding Monday or the following Friday for a holiday not taken. (For instance, Thanksgiving is on a Thursday, we will be closed Friday as well.)

- New Years' Day Observance
- Martin Luther King's Birthday
- Patriot's Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day (the day "before" and the day "after" Thanksgiving)
- President's Day
- Christmas Day (the day "before" and the Day "after" Christmas)

Kidz Go Eco is closed for one week per year for *all* programs – Christmas Week Vacation.

Workshop Days

With State and Federal laws requiring employees to be more educated and on-going training hours which have increased, Kidz Go Eco will use these holidays as educational workshops for teachers. These holidays give us the opportunity to review CPR and First Aid, sanitize the building, or reviewing updated information regarding preschool standards.

Drop Off Policy

Children and parents are not allowed to enter programming before facility opens at 7:30am, or before your child is to begin his/her program. Under no circumstances are children allowed in the building without an adult. For your child's safety, parents are asked to park, then walk your child into the preschool entrance. *If someone is dropping off your child that KGE is unfamiliar with, if possible, we kindly ask parents to give KGE a courtesy of knowing prior to so teaching staff are aware.*

Pick Up Policy

KGE is required by law and for the safety of our children that all students that leave our facility are to be with the parents that have custody rights to their child and individuals that have been

listed on your child's "allowed" pickup list. Please be aware that KGE will ask for personal identification on anyone picking up a child that is on your allowed pickup list to confirm that is the correct individual. KGE reserves the right to not allow a child to leave our facility with an individual that is not properly listed as a safe pick-up person for your child. Your child's safety is extremely important to us, so we ask parents to cooperate with this policy. Parents need to pick up 10 minutes prior to their child's program ending.

Absences/Dismissals

We appreciate a phone call for any reason your child will not be attending on a regular scheduled day. If your child is to be picked up by someone other than yourself, we need to be told in advance, preferably in the morning, so that we can make sure they are on the pick-up list, and to prepare your child as well. As parents/guardians, you will be responsible for payment even when you take a vacation or are absent for any reason, since your child's preschool session will be reserved for you.

Illness Backup Person

Parents will need to ensure a safe backup person in case your child unfortunately becomes ill with a fever, vomiting, diarrhea, or needs one-on-one care. Kidz Go Eco ensures a healthy and safe environment so please keep your child safe at home until symptoms have subsided. Please refer to [Kidz Go Eco Illness policy](#) for further information. We want to keep our children healthy!

Illness Policy

Illness is always a concern in any child care environment. Since children are susceptible to disease, we as teaching staff are always looking out for the best interest of all the children at Kidz Go Eco, therefore, for the protection of all children and staff, your child should be kept home and will be sent home if he/she displays any of the following signs or symptoms.

Chickenpox:

Chickenpox is a very highly contagious disease caused by varicella zoster virus. A vaccine against chickenpox is now available for those who might consider the vaccine. Some signs and symptoms of chickenpox are little red bumps on the scalp that spreads to the stomach or back before spreading to the face. Patterns can vary depending on the individual. Chickenpox is usually spread person to person when a susceptible person is exposed to respiratory tract secretions or directly to fluid from the open sores of an infected person. Pregnant women can also have more severe health problems and complications. Child is excluded until blisters have formed scabs, child is fever-free without acetaminophen or ibuprofen for 24 hours and can comfortably participate in the program.

Conjunctivitis (pink-eye):

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Conjunctivitis can be caused by bacterial or viral infections or by allergic reactions to dust, pollen and other materials. A child will be considered to have conjunctivitis when there is white or yellowish pus that accumulates in or around the eye. If the physician has determined the cause of the conjunctivitis to be infectious and requires treatment, child is excluded until medication has been administered for 24 hours.

Coxsackie Virus (Hand Foot & Mouth Disease):

Hand, Foot and Mouth Disease is a common childhood illness caused by coxsackievirus A16. Infection may result in painful blisters in the mouth, on the gums and tongue, on the palms and fingers of the hand, or on the soles of the feet. The fluid in these blisters contains the virus and symptoms may last for 7 to 10 days. The virus can be passed through saliva from blisters in the mouth and through the fluid from blisters on the hands and feet. Child is excluded until fever-free without acetaminophen or ibuprofen for 24 hours and can comfortably participate in the program.

Diarrhea:

Unfortunately, diarrhea can be triggered by a variety of different causes such as germs, bacteria, viruses, and parasites. Children can also have diarrhea without having an infection, for instance food allergies and antibiotics can result in diarrhea as well. As teachers at KGE we will monitor a child's bowel movements and if they are more frequent (twice per hour) and looser/watery than usual, children will be excluded until symptoms have disappeared.

Fever accompanied by behavioral changes or other symptoms:

Any child with an elevated temperature of greater than 101°F orally or 100°F axillary is excluded until fever-free without acetaminophen or ibuprofen for 24 hours and can comfortably participate in all program activities.

Fifth Disease:

Fifth Disease, also called "slapped cheek disease," is an infection caused by parvovirus B19. Symptoms begin with a mild fever and complaints of tiredness. Within a few days, the cheeks take on a flushed appearance that looks like the face has been slapped. There could also be a lacy rash on the trunk, arms and legs. Fifth disease is believed to spread through direct contact or by breathing in respiratory secretions from an infected person. Children with sickle cell anemia, chronic anemia, or an impaired immune system may become seriously ill when infected and require medical care. If a pregnant woman becomes infected, the fetus may suffer damage, including possibility of stillbirth. Child is excluded until fever-free without acetaminophen or ibuprofen for 24 hours and can comfortably participate in the program.

Head Lice:

Head Lice are tiny insects that live primarily on the head and scalp. Lice is primarily spread through direct head to head contact. Sharing personal items such as hats, brushes, combs and linens may also play a role in the spread. Although small, adult head lice may be seen with the naked eye, head lice suck blood and the rash caused by their feeding may be more noticeable than the insects themselves. Lice attach their eggs at the base of a hair shaft. These eggs, or nits, appear as tiny white or dark ovals and are especially noticeable on the back of the neck and around the ears. Adult head lice cannot survive for more than 48 hours apart from the human host. Children with head lice will notify KGE immediately. Child is excluded until he/she has been treated with lice-specific medicated shampoo, rinse, or lotion as directed. Child will be checked daily for up to 2 weeks for evidence of new infection.

Impetigo:

Impetigo is a skin infection that is usually caused by one of two types of bacteria. Impetigo appears as a blistering rash. When the blisters open, they produce a thick, golden-yellow discharge that dries, crusts and adheres to the skin. Impetigo is spread among children in close contact. Child is excluded until blisters are gone, rash is dry, and he/she has been on medication for at least 24 hours. Both oral antibiotics and antibiotic cream may be prescribed.

Ringworm:

Ringworm is a fungal infection of the scalp or skin. Symptoms include a rash that is often itchy and flaky. Ringworm on the scalp may leave flaky patches of baldness on other areas of the skin. Ringworm causes a reddish ring-like rash that may itch or burn. The area could be dry and scaly or moist or crusted. Ringworm is spread by direct contact with a person or animal infected with the fungus. It can be spread indirectly through contact with articles (such as combs or clothing) or surfaces, which have been contaminated with the fungus. A child is infectious as long as the fungus remains present in the skin lesion. The fungus is no longer present when the lesion begins to shrink. Child is excluded until treatment from pediatrician has begun and infected area begins to shrink.

RSV (Respiratory Syncytial Virus):

RSV causes infections of the upper respiratory tract (like a cold) and the lower respiratory tract (like pneumonia). It is the most frequent cause of lower respiratory infections, including pneumonia, in infants and children less than two years of age. RSV is highly contagious and is spread through direct contact with infectious secretions. Child is excluded until fever-free without acetaminophen or ibuprofen for 24 hours, is free of any breathing difficulties, and can comfortably participate in the program.

Strep Throat/Scarlet Fever:

Strep Throat is easily spread and is caused by A Streptococcus bacteria. It is spread when an infected person coughs or sneezes contaminated droplets into the air and another person

inhales them. A person can also get infected from touching these secretions and then touching their mouth or nose. Symptoms of strep throat may include severe sore throat, fever, headache and swollen glands. If not treated, strep infections can lead to scarlet fever, ear infections and pneumonia. A bright red, rough textured rash that spreads all over the child's body characterizes scarlet fever. Child is excluded until he/she has received at least 24 hours of antibiotics, has been fever-free without acetaminophen or ibuprofen for 24 hours, and can comfortably participate in the program.

Thrush:

Thrush is an oral infection that appears as creamy white, curd-like patches on the tongue and inside of the mouth. Outbreaks may be the result of increased antibiotic use. The infection can be passed through nasal and oral secretions. If physician has determined that treatment is required, child will be excluded until treatment begun.

Vomiting:

Children who experience any episode of vomiting will not be able to attend KGE until there is no sign of vomiting for 24 hours.

If your child exhibits any unexplained rashes, complaints or ailments, parents will be notified and the child sent home accordingly.

Documentation:

In the event of an accident, injury, or emergency, Kidz Go Eco will have documentation available to parents and legal guardians. As guides/providers, we are trained in CPR and basic first aid. Please notify us if your child has pre-existing medical conditions so we can achieve the training and guidance needed for your child.

Illness Reminders:

- Parents should exercise every caution to keep their child home should other unusual symptoms occur. If your child has been knowingly exposed to a contagious disease, such as chickenpox or fifth disease, please contact the center two hours before bringing your child. We will need this time to contact all pregnant mothers.
- For the safety of all children, if your child is put on medication of any kind, please allow 24 hours for symptoms to subside and medications to take effect. All medications Kidz Go Eco administers must be in the original container with only the patient's name on the label.
- Please keep in mind that there are only guidelines. If teaching staff feel your child cannot fully participate in the child care, you will be notified to pick up your child. We ask that you do so within **one hour** of our request.

- The Illness Policy will be provided along with the enrollment packet at the time of enrollment. *Kidz Go Eco requires an Illness Policy to be signed and returned when enrolling your child.* Thank you for helping make our environment healthier and safer!

Influenza and Infectious Disease Policy

Purpose:

To prevent the spread of infection when the flu vaccine is not available or the present strain of the flu is not covered in the current vaccine.

Policy Statement:

This facility will institute a plan to help protect the preschool children and staff from contracting the flu.

Signs or Symptoms of the flu in the building:

- This facility will isolate the children as needed if signs and symptoms arise, and send children home until signs and symptoms have ceased for 48 hours.
- Staff that have signs or symptoms are required to stay home until signs and symptoms have ceased for 48 hours.
- Group activities will be suspended as needed to prevent the spread of the virus.
- The Health Consultant for KGE will be notified for further direction if needed.

Positive Case in the Building:

- This facility will restrict all visitations, activity visits, volunteers, from coming into the building.

Infection Control Policies and Actions:

- Hand-washing is promoted when children enter the facility, after playing with pets or animals, before and after sensory play, before eating and after toileting.
- Toys and dress-up clothing are washed/sanitized weekly or when visibly soiled.
- We encourage parents of sick children to keep the children home and away from the child care setting until the children have been without fever for 24 hours, to prevent spreading illness to others. Similarly, we encourage sick care providers to stay home.
- We encourage children and staff to use soap and water to wash hands when hands are visibly soiled, or an alcohol-based hand rub when soap and water are not available, and hands are not visibly soiled.
- We encourage children and staff to wash their hands to the extent possible between

contacts with infants and children, such as before meals or feedings, after wiping the child's nose or mouth, after touching objects such as tissues or surfaces soiled with saliva or nose drainage, after diaper changes, and after assisting a child with toileting.

- We keep a good supply of things we need to help control the spread of infection (for example, keep on hand plenty of soap, gloves, and tissues).
- Experts recommend yearly flu shots for all children 6 months to 5 years old and for anyone who cares for children in that age range.
- We encourage our staff to get flu shots each year.
- We ask parents to let us know if their child is sick. We keep accurate records of when children or staff are absent. We include a record of the kind of illness that caused the absence (e.g., diarrhea/vomiting, coughing/breathing problems, rash or other).
- Staff are asked to check children and adults each day as they arrive to see if they are sick.
- We emphasize that any child or adult who is ill will not be admitted into the program.
- We observe children for symptoms of respiratory illness and have a plan for keeping children who become sick at the program away from other children until the family arrives.
- We require staff members to stay home if they think they might be sick. If they become sick while at the program, we require them to go home and stay home.
- Tables washed after each activity, before and after breakfast, lunch, and snack.
- Silverware, plates, cups, all washed in the dishwasher
- Water bottles washed daily
- Opened or un-eaten food is not stored in the fridge and is placed in sealed containers
- Each child has his/her own individual resting mat. Individual sheets and blankets washed weekly, and mats sanitized monthly.
- Classroom surfaces are cleaned and sanitized daily.

Reportable Illnesses

The Maine Center for Disease Control maintains a list of diseases that must be reported to them when they occur. The list includes such diseases as Chickenpox (Varicella), Diphtheria, Hepatitis, Influenza-associated pediatric death, Lyme Disease, Measles, Meningitis (bacterial), Mumps, Pertussis, Smallpox, Streptococcus pneumonia, and Tetanus. The number for reporting diseases is 1-800-821-5821.

Medication Administration

KGE will not administer any medications prescribed or over-the-counter medications unless signed by a pediatrician. Parents need to fill out a medication administration form indicating dose, time, and what the medication is being used for then given to your child's pediatrician to be

signed. We do not provide or give any medications to children at anytime that are not provided or prescribed to your child by a pediatrician. KGE does not carry any Tylenol, Advil, Pedialite, etc that is given to children.

If medication is prescribed by a pediatrician, your child's name must be written on the prescription bottle, put in a secure place, given to the teacher immediately at arrival, have proper forms filled out, and with pediatricians note. We will keep the medication in a safe, secure place. We are not allowed to put medication in children's bags to be sent home; they need to be handed directly to the parent only.

Admissions Policy

The admission process at Kidz Go Eco is as follows:

- Visit our website to review preschool programs.
- Children must be at least 2 years and 9 months at the time of enrollment.
- Children must be toilet-trained (no pull-ups or diapers).
- Call and schedule a tour to meet and greet your child's teachers.
- Submit [enrollment forms](#) and one-time non-refundable registration fee of \$150.00.
- Deposit of first and second week tuition.
- Introduce your child to the preschool with scheduled visits if needed.
- Please supply verification of updated immunization records, custody documents or asthma and allergy form if needed.

Our Waiting List

Our preschool spaces are very limited in our program, so before families can be placed on our waiting list, we require families to visit our program, then after the visit if your family has determined that KGE is a wonderful fit for your child and family, then we require families to fill out a registration form, submit waiting list fee of \$25.00 (non-refundable). This \$25.00 will be credited to your one-time registration fee of \$150.00 if an opening becomes available. We give families five business days to accept a position for your child from the day we contact your family. If a decision has not been made within five business days then your child's space will be forfeited.

Non-Discrimination Policy

Kidz Go Eco preschool welcomes children of any race, color, nationality or ethnic origin to all the rights, privileges, programs, and activities of the child care. We like to think we make everyone feel good about being part of one global community.

Abuse and Neglect Policy

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Kidz Go Eco Preschool is “required” by the State of Maine Law, if we as teachers have a strong reason to suspect child abuse or neglect, the situation will be reported to the Department of Health and Human Services as well as Child Protective Services without giving parental notification.

Television Viewing

Kidz Go Eco Preschool meets the state mandated policy of educational, age appropriate television. However, we do not offer television viewing as part of our program, but will have a special “Movie Day” for occasional seasonal holidays, or for a classroom reward. Our program focuses on keeping our learning environment interactive and hands-on.

Smoking

Kidz Go Eco is a smoke-free environment.

Gun-Free Zone

Kidz Go Eco is a gun-free zone.

Storm Delays/Closings

Kidz Go Eco understands that parents do not like to travel with their children in severe inclement weather, so in case of severe weather conditions, or possible closings we will alert families by posting our closing on Channel 13 News website. www.wgme.com

Kidz Go Eco has two specific listings for closures that could be listed on www.wgme.com, so please look for the program your child is enrolled in to know if your program has been cancelled due to inclement weather.

- Kidz Go Eco Preschool Classes
- Kidz Go Eco Childcare & Afterschool Programs

Confidentiality & Security of Children's Records

Kidz Go Eco teachers are the only personnel that have access to children's files. We keep our records in a locked file cabinet for extra security. Teachers and administrators of KGE will have access to these records. KGE will not release a child's record to anyone or to any organization without written permission from the parent or guardian. The only exception would be a court order by the Department of Human Services for the State of Maine or when Licensing and Regulatory Services for the State of Maine reviews our program to make sure our program is meeting standards, record keeping, state policies, and is in good compliance. Parents have the right to request a copy of their child's record for a \$15.00 fee.

Custody Agreements

Any restraining orders or custody agreements must be on file. Without legal documentation, Kidz Go Eco has no legal way to prevent a child's natural parents from removing their child from the preschool grounds.

Amendments

Kidz Go Eco reserves the right to amend policies under special circumstances with notice to parents.

Behavior Guidance

A Kidz Go Eco every child is recognized and respected as an individual. We acknowledge the feelings of each child, and strongly believe that it is important that a child's development is nurtured through love, attention, compassion, patience and understanding.

- We feel understanding is more important than discipling, providing the child guidance as educators, redirection, clear limits, quiet and safe spots, discussion of inappropriate behavior and alternatives, and positive role modeling. We are firm, fair and consistent.
- The basic goal of positive behavior guidance is to help children develop self-discipline, self-control, and self-direction through positive guidance.
- Praising and rewarding a child for appropriate behavior through words, redirection, and leading by example will only reinforce desirable behavior.
- We as teachers have age appropriate expectations. We do not expect children to always understand and to follow the rules and will be tailored to the developmental level of the child.
- If conflict arises between children, we will encourage children to reach their own potential as problem-solvers by challenging them to come up with their own positive solutions. If conflict continues, they will be redirected away from the problem, towards a more constructive activity in order to reduce or cease the conflict.
- We will guide children to resolve conflicts, and if a child exhibits unacceptable behavior we will direct the child towards a more constructive activity.
- If a behavior persists and we have taken all the steps to direct, discuss, reason, and reflect with a child on their behavior then a meeting with parents will be required to discuss the child's behavior and develop a plan to help encourage the child onto a more positive behavioral path.
- If at anytime the child is having a difficult day, a child's behavior becomes excessive, and if the child's behavior were to create an unsafe environment for themselves or others we will document the incident, and call to have your child picked up within one hour.
- If excessive, unacceptable behavior continues and a child is sent home on numerous

occasions for disruptive/aggressive behavior, further action may result in possible termination in preschool or child care.

- If the child is posing a danger to other children, staff, or causing damage to preschool grounds or contents, an immediate termination may be the only solution and Kidz Go Eco reserves the right to exercise this right to our discretion.
- Our teaching staff uses a term called a "safe spot" where a child is guided and redirected to if a child were creating an unsafe environment for themselves or other children. Examples of unsafe behavior: kicking, throwing toys, hitting repeatedly, etc. If teachers are unsuccessful in helping the child to move to a safe spot, we prompt the child saying, "I'm going to gently pick you up and move your body to a safe spot." We guide children to a safe area until parents are notified.
- Under no circumstances will Kidz Go Eco use corporal punishment as a means to control a child's behavior. This includes and not limited to: rough handling, shoving, spanking, slapping, kicking, etc. We will never subject a child to punishment that could cause distress such as yelling, name-calling, shaming, punishing for toileting accidents, withholding food or water, etc.

As teachers at Kidz Go Eco we believe in positive behavior guidance and collaboratively work with parents/children to develop consistent appropriate behavior. We work as a team and use incentives to achieve the best direction for each child. Parents are encouraged to discuss any matters or concerns about their children's behavior with us, and we will plan together how to respond to certain behavioral concerns. We will always continuously communicate with parents so we can attempt to help each child have a positive experience at Kidz Go Eco.

Withdrawal

If parents decide to withdraw their child for any reason from the program, we require a parent to fill out a withdrawal form and submit it to the Director at least two weeks prior to withdrawal date. If parents choose to withdraw their child prior to the two week notice, parents are still responsible for paying tuition up to the two weeks notice of the withdrawal date.

Termination

Kidz Go Eco is committed to providing a warm inviting, nurturing, and supportive environment for children and families. We are committed to working with children and families so that each child's experience is positive and rewarding. If we have any concerns about a child's needs or concerns about the actions of the parents, we will meet with the parents to discuss our concerns and establish a plan that will benefit the child, the family, and Kidz Go Eco. Although we will make every effort within our means to support our families in difficult and challenging situations, some circumstances may call for an immediate termination of the agreement and we reserve the right to exercise this option to our discretion. If an immediate termination occurs, tuition will be prorated for that month, and unused amounts will be refunded (deposits and registration fee are non-refundable).

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Some circumstances that could call for an immediate termination, but not limited to these reasons are listed below:

- Tuition payments are overdue and parents are unable to mutually agree upon suitable arrangements.
- Parent exhibits a pattern of consistently paying tuition late causing hardship to the operation of KGE.
- If a child is having an extremely difficult time adjusting for an extensive period of time and making it a challenge for the teaching staff to attend to other children.
- If a child exhibits a pattern of severe emotional or social behaviors that are detrimental to the other children in the classroom.
- If a child exhibits a pattern of destructive behavior that results in the harming of the other children, harming of teaching staff or damage to the preschool space or contents.
- If the child's needs are beyond the scope of Kidz Go Eco's scope of care and our teaching professionals.
- If parent abuses the policies and procedures in the parent handbook.
- If parent abuses the closing policy and repeatedly arrives late to pick up their child.
- If parent exhibits disrespectful, threatening or intimidating behavior towards staff, children or other families.
- If a child is absent for more than five consecutive days and the parent has not contacted KGE to communicate on whether child is returning.

Emergency Management Plan

If a state emergency were to occur teachers will work together to alert parents and guardians via phone. Kidz Go Eco will rely on the public safety departments to aid us and supply transportation to a secure site if needed. Each staff member has a cell phone available as another form of contact in case the landline is interrupted.

Emergency “Missing Child”

- Teaching staff immediately conduct a thorough search of the immediate surroundings.
- Call 911 or Emergency Number
- Notify parents
- The Department of Human Services/Licensing Regulations will also be notified.

Emergency Preparedness Policy

Child care settings must safeguard each child in care. All staff should be prepared to deal with any emergency that may happen during child care in order to minimize the effects of such events. Regular practice of emergency drills is essential to that responsibility and promotes calm,

competent use of plans in an emergency such turnover of both staff and children, in addition to the changes in developmental abilities of children who participate in frequent practice drills critical.

Procedure and Practices including responsible person(s). Director, Teaching Staff, should at least monthly initiate an Emergency Evacuation Drill which will include all children in care, all staff, and any other person who may be on the premises at the time. All drills will be conducted as if there were a real emergency taking place.

At least once a year Kidz Go Eco shall have a representative of local emergency or Disaster Planning Services observe a drill, and seek input for possible improvements to the facility's procedures, including the education of all children in care on what to do in the different crisis situations. Such input shall be taken into account during the annual review of this policy.

Following every Emergency Evacuation Drill, Kidz Go Eco shall complete an entry regarding the drill on the Emergency Evacuations Drill Log. Any problems or errors occurring during each drill will be noted, addressed, and corrected immediately.

When this policy applies:

At varied times and places, using all building exits, and during all types of activities (meals and nap times included) and weather conditions, throughout the year while child care is being provided.

What this Emergency Preparedness Policy Includes:

- Communication with parents
- Evacuations
- Relocation
- Emergency closing
- Safe place (sometimes called "Lock Down")
- Shelter-In-Place
- Continued operations
- Reunification
- Planning for vulnerable children
- Providing support after a crisis

Communication plan for parents

Parents In Case of School Emergency:

- We will make sure that parents know children are safe, what the nature of the emergency is, any changes in our relocation plan, or schedule if communication is available to us.
- Parents that have children with special needs or infants will be called first.

- Although your first reaction would be to call or rush to your child, please follow the tips listed below:
 - Do not call or rush to your child's child care or preschool. Phone lines and staff are needed for emergency response efforts.
 - Tune in to the local TV/radio stations for official news alerts.
 - Check KGE's website, social media sites for updates.
 - Rely only on official communication from child care/preschool or public safety officials.
 - Listen for official communication regarding reunification with your child.
- All parents will receive a copy of this policy in this Parent Handbook upon their child's enrollment. Written notification will be given of any updates.
- A copy of the Emergency Evacuation Drills Log will be posted where parents and staff can see Evacuation Drill Log.
- Staff and volunteers will receive a written copy of this policy in their Orientation Packets before beginning work.

Code Green/Evacuation Plan

Notification:

As soon as any staff member becomes aware of any situation with the potential for significant violence (bomb threat), or any unsafe situation that would result in an evacuation, the staff member shall immediately notify the Director and Lead Teachers by the fastest means possible (phone, radio, direct contact) and isolate the incident.

Staff Members:

- Signal and announce evacuation: Code GREEN
- Emergency Kits/Emergency Information will be taken when the safety of children is not compromised.
- All children are safely evacuated; in case of the need to evacuate children through windows, children will be placed out of windows first, using any items available to place on ground.
- Call 911, identify yourself, identify crisis P.D. 284-4535 or F.D. 282-3244
- Take attendance to make sure all children are accounted for.
- Contact evacuation sites (Neighborhood, Out-of-Neighborhood, Out-of-Town)
- Parents will be notified of the evacuation
- Announcements will be made when possible on radio/tv/phone
- Transportation to evacuation locations, children will walk/be pushed in portable play yards, strollers, or children will be driven by all staff members in a crisis. All transportation

safety measures will be taken to the best of our ability, but getting children to safety is our priority.

Evacuation Procedure:

Walk all children to Kidz Go Eco playground by the EcoAvocado Trail (nature path). Teachers lead all children to evacuation destinations.

Evacuation Sites:

1. **Neighborhood Site:**

Jonni Peace
40 Flag Pond Rd.
Saco, ME 04072
207-494-8085

2. **Out-of-Neighborhood:**

Young School
36 Tasker St.
Saco, ME 04072
207-284-7053

3. **Out-of-Town:**

YMCA of Southern Maine-Biddeford
3 Pomerleau St.
Biddeford, ME 04005
207-283-0100

Saco Bus Transportation: 284-5959

SBT has offered to re-locate our children to these evacuation sites in the event of an emergency; if their buses are available.

Evacuation Response Assignments:

- Red Emergency Crisis Binder & Emergency Number Binder: Lead Teachers
- Medical Bag & Epi Pen Bag: Teacher Assistants
- Activity Bag: Located in garage, a teacher can grab last after everyone is evacuated

Parent Reunification:

Reunification is the process of reuniting children with their parent, guardian, or other person listed on the emergency pick-up list. Reunification is conducted after an emergency disrupts the normal dismissal process and regular dismissal procedures cannot be followed. Parents/guardians will be directed by KGE or public officials by phone, tv, radio, website, or other

social media as soon as it's SAFE.

- Parents/guardians will be provided information to evacuation site.
- Contact information for Director Miss Michelle 229-6440 (cell phone)
- Parent/guardian phone numbers are stored in Director's cell phone, located in outside emergency bag and Emergency Contact Binder.

Release:

Children will only be released to parents/guardians and to emergency contacts on pick-up list (proper identification will be needed).

Protecting Vulnerable Children in a Crisis

If KGE had a child or children enrolled with special considerations, and depending on the needs of the children, additional items we would consider if we had to evacuate might include: *(no children enrolled with special needs at this time)*

1. Planning for transportation needs if you need to evacuate off-site.
2. Copies of medical prescriptions, doctors' orders, and the style and serial numbers of the assistive devices they use with at least a week's supply of any medication or medical supplies they use regularly, or as much as you can keep on hand.
3. Written descriptions of the child's disability and support needs, in case you are unable to describe the situation in an emergency.
4. Medical insurance cards, Medicare/Medicaid cards, physician contact information, list of the child's allergies and health history.
5. A list of the local non-profit or community-based organizations that know you or assist people with access and functional needs similar to the children you serve.
6. Extra eyeglasses; backup supplies for any visual aids.
7. Extra batteries for hearing aids; extra hearing aids if the child has them.
8. Battery chargers for motorized wheelchairs, or other battery-operated medical/assistive technology devices.
9. Supplies for service animals.
10. If a child uses a motorized wheelchair, have a light weight manual chair available for emergencies. Know the size and weight of the wheelchair, in addition to whether or not it is collapsible, in case it has to be transported.
11. If children have allergies or chemical sensitivities, be sure to include items that they are able to use for personal hygiene and for cleanup.
12. Additional diapers and formula/breast milk for infants and baby food for toddlers.
13. Activities for children with behavioral support needs.

Emergency Closure

There will be times when it is not safe for the children to come to the child care program, such as severe weather or power outages that occur before you open for the day, or the children may be at the child care program and then it becomes unsafe to stay due to an emergency situation. In order to reduce confusion when closing, it is important to have an emergency closing plan with which everyone is familiar. The Director will make the decision, then the director and teaching staff will create a telephone tree to start reaching out to families as soon as possible using our emergency contact list that families provide us. We will take into consideration when it's most wisest to close, such as listening to road reports, listening for severe weather updates, watching for local school closings, and monitor for any other local emergency situations.

Medical Emergencies/Accidents

All educators and staff at KGE are trained in infant/child CPR and first aid. All accidents or injuries requiring more first aid such as a band-aid or ice pack will be reported on an Accident Report Form. Parents are required to read, sign, and return form to your child's teacher. Minor scrapes will be cleaned with soap and water, bruises and bumps treated with ice. Immediate care for more serious injuries will be referred to our child care Health Consultant or Rescue 911 will be called to transport a seriously injured child. Parents or their emergency contacts (in the event the parents cannot be reached) will be notified.

Please make sure your emergency phone numbers are up-to-date. You **MUST** have an alternative adult who can pick up your child if you cannot be reached. Parents must make arrangements to pick up a sick or injured child within a half hour. If your child is transported by rescue and 911 is called, we ask parents to fill out an [Emergency Consent Form](#), which is in the enrollment packet.

To help prevent medical emergencies teaching staff:

- Make sure the play area is free of hazards.
- Supervise children closely at all times.
- Keep toxins and hazardous materials where children cannot see or reach them.
- Have a cell phone or landline when outside or on a field trip.
- Make sure that the first aid kit is well-equipped at all times.
- Employees are first aid and CPR certified.
- Have emergency numbers posted at all times in outdoor emergency kit and inside classrooms.
- Know how to respond to allergic reactions, including food allergies and bee stings.

Fire Drills

We hold fire drills once a month in order to prepare for emergency evacuations. Children are escorted out either the main entrance or by alternative exit needed to evacuate safely. In case of

a split group we meet in the far corner of the property by the EcoAvocado Trail or by the playground. The teacher takes the red emergency binder, first aid kit, the land-line phone or cellphone, and makes sure everyone is accounted for by taking attendance. We use the emergency red bind that is by the door for evacuation, since this also holds our emergency numbers. In the event of a real fire or disaster, children will be taken to an off-site location or wherever instructed by Public Safety Personnel. Parents will be notified immediately or as soon as it is safe to do so.

CODE RED/Lockdown/Safe Place Plan

Our mission is to provide a safe child care and preschool for our children, employees, and volunteers. Code Red outlines a procedure that is employed in the event that an intruder attempts to invoke harm to children, staff and volunteers at Kidz Go Eco.

How to Respond:

The first person that is aware of the situation, immediately directs nearby children/staff into their classroom or work areas that can be locked and then notifies the Director by phone, radio, cellphone, etc.

The Director or designated staff member announces "Code Red". This will signal the activation of a LOCKDOWN. Director or designated staff member notifies police by calling 911 or direct line 284-4535 for police department.

Indoor Crisis:

1. If doors are open, bring all children inside, lock all doors, and quickly move to SAFE PLACE ROOM.
2. LOCK all doors to safe place room, close all windows, draw all shades, close all lights.
3. Children, staff and visitors should remain in safe area away from windows and doors without talking until lockdown has concluded.
4. Staff can use shelving, bookcase or any other heavy furniture to put in front of locked door to add additional barrier.
5. Staff should take attendance to account for all students.
6. Keep children calm.
7. If any children or staff member is unaccounted for, notify the Director or other designated staff member upon completion of lockdown.
8. If a staff member was helping a child in the bathroom, we ask that the staff member tries to help the child and themselves and move quickly to the safe place room or to remain quietly in the bathroom with door shut until it is safe for them to exit.
9. If children and staff members are on the playground and hear "Code Red", we ask that staff gather children and assemble them behind the playground apparatus. Staff will stay

with children until the “all clear signal” directive is given.

** In the event of a CODE RED/Lockdown/Safe Place Plan we will use the nationally accepted “RED BIRD PLAN” for our children. This plan has been used successfully for many years as a way of preparing children for dangerous situations in a developmentally appropriate way.*

The classroom has a place designated as the RED BIRD NEST. The phrase “RED BIRDS FLY TO YOUR NEST” is the signal for children and teachers to go to the designated area. We will remain there until all clear signal is given. We will have a cellphone or landline, red emergency binder, lockdown kit is stored in room for water/snacks, porta-potty, doors will be locked in the room, shades will be drawn, attendance will be taken, and everyone will be crowded and a bit uncomfortable, but safe. All emergency numbers are located in lockdown kit as well. The plan is used as preventative and proactive response to anticipated emergencies. Due to the unpredictable nature of these types of situations, no guarantee of safety shall be implied through the use of the RED BIRD PLAN. However, the regular practice and training of staff will be a step in response to dangerous or threatening situations. We hope, as you do, to never have to use this plan in a real situation.

Emergency Supplies/Lockdown Kit:

In a short-term 72 hour emergency, we have supplies in eight basic categories that are stored in a large sturdy container called our “Lockdown Kit”:

1. Important papers, emergency contact list
2. Water (information on how to safely store water can be found in Appendix C)
3. Food
4. Clothing
5. First Aid
6. Sanitation
7. Comfort and Safety
8. Communication

Shelter-in-Place Procedure

In the event we had to create a “Shelter-in-Place Plan” we would seal the room with duct tape, close and lock all doors and windows to the outside. Turn off all heating systems by heating control panel, turn off all air conditioners, and switch intakes to the closed position. We would turn off exhaust fans in bathroom, seal gaps around window-type air conditions with duct tape, close as many internal doors as possible, and supplies for sealing out air such as duct tape is located in the tape drawer in Atelier Room/Tape Drawer.

We would use tape and plastic food wrapping, wax paper or aluminum wrap to cover bathroom exhausts, grilles, range vents, dryer vents, and other openings to the extent possible. We would seal any obvious gaps around external windows and doors. Close shades for additional

protection. Water and clothes located in red emergency lockdown kit. If vapors begin to bother the staff and children, hold wet cloths or handkerchiefs over the nose and mouth of children and staff. We will access emergency supplies for snacks and activities if needed.

Tornadoes/Hurricanes

If children are on the premises in the event of severe weather, we will proceed to the Safe Place Room inside KGE facility. A teacher will take the red emergency binder with emergency numbers, a landline or cellphone, the first aid kit, and move all children to the Safe Place Room that has our lockdown kit and snacks and water. Attendance will be taken and parents will be notified immediately or as soon as it is safe to do so.

Emergency Transportation Permission Agreement

Parents will have an Emergency Transportation Permission Agreement Form inside their child's enrollment packet giving KGE permission to have staff and teachers transport your child to an emergency relocation site if children were unsafe and couldn't remain at the child care facility. Parents will need to understand that normal safety rules will be followed as much as possible, but the highest priority is to relocate to a safe location.

Emergency Drills and Procedures Checklist Include

- Plan the drill
- Talk the drill
- Walk the drill
- Run the drill
- Evaluate the drill

After the Emergency

After the emergency is the time to REAP the benefits: Recover, Evaluate, and Plan.

Recovery From the Emergency

Recovery means to return to normal operations. This may be a long-term process depending on the damages incurred. However, it is important to get back up and running as quickly as possible. We would need to be aware of the physical and mental health and safety of children and staff.

Evaluate:

We put a lot of time and thought into preparing for an emergency. Now that we would have survived one, we would evaluate how our plan actually worked, and what would work better next time.

We would meet with our original planning partners and assess how each step in the plan worked for children, parents, staff, and local emergency officials.

Plan:

Now is the time to plan for the next emergency.

- We would update and revise our emergency plan if our evaluation shows the need.
- We would restock the emergency supplies you used.
- We would involve parents in the planning process to update communications, reunification, and contact information.
- We would continue to stress that family preparedness is the best way to plan for the next emergency!

Providing Emotional Support to Children After a Trauma

Young children, toddlers, and preschoolers know when bad things happen, and respond to emergency events with limited understanding or are unable to talk about their needs. As the people, places and routines they depend on for safety and care are affected, children need help. The better prepared that caregivers are, the more helpful they can be to others around them, especially children.

Children depend physically and emotionally on their caregivers. Children's reactions depend on their age and how close they were to an upsetting event; their exposure to watching TV or hearing radio reports, and how they see their caregivers reacting. During an emergency, young children need their caregivers to know how to respond, including where to go, what to do, things to take and how to reunite them with their family. Children need help as they don't fully understand how to keep themselves safe. Young children may freeze, cry or scream. Mental stress from a crisis event can be harder on children as they feel less in control, and have less experience in bouncing back from hard situations.

After a scary event, we often see changes in children's behavior. Preschool children may feel helpless, upset or frightened about being separated from their parent or caregiver. They may develop aches and pains, such as stomach or headaches. It is common for preschool children to become clingy with a caregiver or need to stay in a place they feel is safe. They may fear strangers, darkness or monsters. They may cry more, have temper tantrums, withdraw from people and not play with their toys, hit others, have problems sleeping or bedwetting, become afraid of the dark or things that did not bother them before, or lose skills they previously had. These changes are a sign that they need extra help.

In most children, these common changes will be temporary. Children who were directly exposed to a disaster or have special needs can become upset again and these changes may resurface if they see or hear reminders about what happened. If they continue to be very upset, if their behaviors hurt their activities or important relationships after six weeks, then a referral to a

professional provider who specializes in children's needs may be appropriate.

Ways Caregivers Know How to Help After a Traumatic Event

The young child feels safe when:

Focus on safety first:

1. Hold them more and let them stay close to you.
2. Return to a regular routine to help them make sense of their surroundings and feel comforted.
3. Do familiar things like singing a song or telling a story.
4. Increase time with others. Children who get support from others cope better after emergencies.

Follow the child's lead:

1. Listen and observe. Having a story helps a child make sense of what happened and cope.
2. Different children need different things. Some children need to run around and need extra breaks while others may need to be held more during cuddle times.
3. It can be hard to watch or listen to their stories. Caregivers need to seek support for themselves so they can listen without becoming upset.

Allow children to express their feelings and worries:

1. Young children can “behave badly” or “act out” when they are scared as a way of asking for help.
2. Help them name how they feel about their worry over their safety or the safety of others, including pets.
3. Help them express anger in ways that won't hurt by using words, pictures, play-time or drawings.
4. Children use play or particular activities to tell their story so allow them to stop when it becomes difficult or distressing.

Help them reconnect with supportive people, community, culture and rituals:

1. Simple things like a familiar story, a song, a prayer or tradition helps a child return to a “new normal”.
2. Provide handouts to families about expected and predictable behaviors in young children.
3. Allow parents to be with their children in your home or child care center.
4. Tell children about community recovery. Reassure them that many people are working hard to restore electricity, phones, water or heat.

Offer them support and acceptance:

_____Initials

1. Reassure them that they are safe. You may need to repeat this frequently.
2. If a child feels really bad, it is a good time to seek out parents or particular teachers to help them feel better and calmer.
3. Don't punish them for "regressive" behaviors (nightmares, bedwetting, physical complaints); set limits but reassure them they are safe.
4. Replace lost or damaged toys, and offer items they can touch or hold such as blankets, books or stuffed animals.
5. Ask parents to provide something familiar such as a family photo while they are separated.

Just being with children even when we can't fix things, helps!

Emergency Preparedness Policy

Reason this policy is important:

Child care settings must safeguard each child in care. All staff should be prepared to deal with any emergency that may happen during child care, in order to minimize the effects of such events. Regular practice of emergency drills is essential to that responsibility and promotes calm, competent use of the plans in an emergency. The high turnover of both staff and children, in addition to the changing developmental abilities of children who participate, makes frequent practice drills critical.

Procedure and Practices, including responsible person(s):

At least monthly, Kidz Go Eco, LLC, shall initiate an Emergency Evacuation Drill which will include all children in care, all staff and any other person who may be on the premises at the time. All drills will be conducted as if there were a real emergency taking place.

At least once a year Kidz Go Eco shall have a representative of local Emergency or Disaster Planning Services observe a drill and seek their input for possible improvements to the facility's procedures, including the education of all children in care on what to do in different crisis situations. Such input shall be taken into account during the annual review of this policy.

Following every Emergency Evacuation Drill, Kidz Go Eco shall complete an entry regarding the drill on the Emergency Evacuation Drills Log. Any problems or errors occurring during each drill will be noted, addressed and corrected immediately.

When this policy applies:

At varied times and places, using all building exits, and during all types of activities (meals and nap times included) and weather conditions, throughout the year while child care is being provided.

_____Initials

Communication plan for staff and parents:

Staff and volunteers will receive a written copy of this policy in their Orientation Packets before beginning work. All parents will receive a written copy of this policy in their Parent Handbook upon their child's enrollment. Written notification will be given of any updates. A copy of the Emergency Evacuation Drills Log will be posted on the parent and staff bulletin boards.

Reviewed by Michelle Goulet Director/Owner

_____ Health Professional (physician, nurse, health consultant)

_____ Staff member

_____ Other (parent, advisory committee, police, MEMA)

This policy is effective 1/1/16 and will be reviewed annually or as needed.

Operational Policy (school closings)

September 4 & 7	Labor Day
October 12	Columbus Day
November 11	Veteran's Day
November 26 & 27	Thanksgiving Recess
December 21 - January 1	Winter Vacation
January 18	Martin Luther King Jr. Day
February 15 - 19	February Vacation
April 15 - 22	Spring Vacation
May 30	Memorial Day
July 4	Independence Day

Storm Delays or Cancellations are posted on www.wgme.com Channel 13 News.

Parent Reminders:

- Please print (this) Parent Handbook and INITIAL EACH PAGE at the bottom left as indicated and return to Director.
- Please sign and date Handbook Recognition and return to Director.
- Please fill out [Enrollment Packet](#).

_____Initials

teach, explore,
inspire... **green.**[™]

kidz go eco^{LLC}



HANDBOOK RECOGNITION

I, _____, have read and understood Kidz Go Eco's Parent Handbook and Policies. I am aware of what is expected of me as a parent and understand the importance of my cooperation and understanding. I acknowledge that Kidz Go Eco is a certified eco-healthy facility and will respect the eco-healthy guidelines to ensure my responsibility of providing a healthy and safe environment for all children.

Child's Name: _____

Parent/Guardian Signature: _____

Date: ____ / ____ / ____