

## **INTRODUCTION**

The Kittery Community Center's *Eyes of the World Discovery Center* is licensed by the State of Maine and provides this community with an enriching outdoor educational experience for children ages 2-5.

## **MISSION STATEMENT**

Our mission is to provide quality childcare enveloped in nature. Our goal is to empower our children to become creative, independent, critical thinkers. Through outdoor play, our children develop self-esteem, a sense of purpose and the ability to overcome obstacles. Nature play allows children to organically develop Early Literacy, Science, Math, Cognitive Functioning & Motor skills. Our program fully engages children in exploring the natural world while encouraging their sense of wonder.

## **OBJECTIVES**

- Educate and nurture the children through nature play.
- Support the intellectual, artistic, physical and social growth that is necessary for the development of the whole person.
- Foster connections that support an awareness of nature and responsibility for the environment through total nature immersion, regardless of the weather or season.
- Prepare the Pre-K children with the skills needed to be ready for Kindergarten.
- Guide exploration of our living environment through observation, interaction, experimentation and inquiry.

## **STATEMENT OF NON DISCRIMINATION**

Eyes of the World Discovery Center does not discriminate against individuals on the basis of race, color, national origin, citizenship, religion, sex, marital status, age, disability, sexual orientation or veteran status.

## **OUR TEACHERS**

Our staff of teachers inspire students to develop a respect for nature and each other through modeling positive behavior. Our teachers embrace an interest-led teaching style by allowing students the freedom to explore and discover the world around them. The natural environment contributes to the development of the child's cognitive, moral, sensory, motor, physical, social and emotional well-being.

## HOURS OF OPERATION

Eyes of the World Discovery Center is open 7:00 am to 5:30 pm, Monday-Friday, all year round with the exception of recognized holidays and program development days. Please refer to the Holiday section (Page 8) for specific holidays.

## ENROLLMENT OPTIONS

### **Sessions**

- School Year Session - September 2, 2019-June 19, 2020
- Full Year Session- September 2, 2019- August 26, 2020
  
- **Pre-school Classrooms**  
Full Time \$250/week - Monday-Friday- 7 am-5:30 pm  
Part Time \$50/day- 2 or more days per week- 7 am-5:30 pm
  
- **Pre-K Classroom**  
Full Time \$225/week- Monday-Friday- 7 am-5:30 pm  
Part Time \$45/day- 2 or more days a week- 7 am-5:30 pm
  
- *One week's tuition deposit will be due at the time of registration and will be applied toward the last week's tuition if agreement is followed.*

**Second child discount for full time (5 days) children!  
Take \$20 off your weekly rate!**

## AGE REQUIREMENTS FOR EACH CLASSROOM

**Grasshopper Room-** (Head Teacher- Fred Hoyt) To be enrolled in our 2 year old classroom, a child must be 2 years old on or before September 1, 2019 of the school year.

**Caterpillar Room-** (Head Teacher-) To be enrolled in our 3 year old classroom, a child must be 3 years old on or before September 1, 2019 of the school year that is beginning in September.

**Butterfly Room-** (Head Teacher-) To attend our Pre-K program a child must be 4 years old on or before September 1, 2019 of the school year that is beginning in September.

## ATTENDANCE

Program hours for the Grasshopper, Caterpillar and Butterfly Rooms are Monday-Friday from 7 am-5:30 pm.

Parents are responsible for payment of all days your child is registered. Please notify the center using the Remind App during open business hours when your child will be absent so we can plan accordingly. The Remind App link will be provided to you at our Open House.

## ENROLLMENT

Students are eligible for enrollment on a first come/ first serve basis with preference given to full time enrollments. Part-time is provided on a space available basis. Part time schedules will be as follows: 3 days a week (Monday, Tuesday, Wednesday or Wednesday, Thursday, Friday) or 2 days a week (Monday and Tuesday or Thursday and Friday). We do not offer a Tuesday, Wednesday, Thursday spot. We do offer a 4 days a week schedule of your choice.

A child enrolled part-time (2-4 days a week), but interested in changing to full-time care during a current program, will be placed on a waiting list.

During the enrollment process, all necessary forms will be completed, policies and procedures reviewed, and a tuition agreement form signed prior to the child being considered enrolled. Enrollment will begin on a Monday with payment prior to enrollment. If you choose to start your child in the middle of a week, you will still be responsible for the full week's tuition payment. If you have any questions before your child begins the program, please feel free to schedule a meeting with your child's teacher and/or the program's supervisor.

## FEES AND PAYMENTS 2019-20

Upon enrollment you will be required to complete a Tuition Agreement, contract and provide one week's tuition/deposit at the time of registration. The tuition/deposit will be applied to the last week of your child's session unless the withdrawal agreement is broken.

### Payment Policies

- 1.) Tuition will be deducted on Monday for the current week. Automatic Tuition Withdrawal Forms are required.
- 2.) Any late payments may be subject to a \$25 late fee.

- 3.) Full-time and Part time tuition is charged regardless of child's attendance. This includes illness, snow days, holidays and one professional development day.
- 4.) Make-up days are not permitted.
- 5.) Optional vacation time will be available during Winter Break. You may choose what is best for your schedule during this time. No other unpaid vacation time without pay will be granted.
- 6.) A fee of \$20.00 will be charged for a check returned for any reason.
- 7.) Tuition and fees are subject to change at the discretion of the Kittery Community Center with a thirty (30) day written notice.
- 8.) Tuition Agreement and/or Enrollment revisions must be communicated to the Preschool Office in writing at least one week in advance. A new tuition agreement form must be completed for billing purposes and signed by the Preschool Supervisor for approval.
- 9.) Because this program runs year round, we do not offer any scholarships through the Kittery Community Center. There is limited scholarship money available and it is used for other short term programs.
- 10.) The Kittery Community Center participates in the Maine Department of Health and Human Services Child Care Development Program which subsidizes tuition fees for eligible families. More information is available through the Department of Health and Human Services.
- 11.) Some military family subsidies are accepted.

For current rates please refer to ENROLLMENT OPTIONS in the parent handbook (Page 2.)

### **Overdue Payment Procedure**

If payment is not received by Monday of the following week, this payment will be considered overdue. Payment for the current week, as well as the overdue payment is expected by Monday. If payment is overdue, a late charge of \$25.00 per week will be assessed unless the Preschool Office has approved payment arrangements due to unforeseen circumstances.

*Your child(ren) will not be allowed admittance into the program if tuition goes unpaid for 2 weeks. If payment arrangements are not fulfilled, your child(ren) will be withdrawn from the program. Your one week's tuition deposit will not be applied to your balance and unpaid client balances will still need to be paid.*

### **Late Fee Pick Up & Illness Policy Late Fee Pick Up**

Late fees will be assessed when a parent or guardian is late picking up his/her child(ren). If a child is not picked up by 5:30 pm, the late fee will be \$10.00 for every 5 minutes that you are late. These payments are also part of the Agreement and parents

will be required to pay them in full when incurred. This late fee is assessed on a per child basis and strictly enforced.

If a child becomes ill and must go home, the parents, legal guardian or approved person will be required to pick up within one hour after a staff personnel has made actual contact. This does not include leaving a message. Actual contact is defined as having a verbal conversation with the parent or guardian either in person or over the phone. Please refer to the Illness Policy for more details.

### WITHDRAWAL

Parents/Guardians who intend to withdraw their child(ren) are required to give the Early Childcare Supervisor **two full week's advance written notice**. Last day of enrollment must end on a Friday; therefore, notice given in the middle of a week will be in addition to the required two-week notice. Families who choose to withdraw prior to the close of a session will not be refunded their one week's tuition deposit. This tuition deposit will only be applied to the last week of the completed session you have enrolled your child(ren) into.

### CLASSROOMS

**Our Forest Classroom and the forest of Rogers Park-** The Eyes of the World Discovery Center offers a unique environment for the children to learn and play in.

Do you remember as a child?

- Building forts
- Digging holes "to China"
- Making mud pies
- Daydreaming in a special hiding place
- Swinging on vines

These activities are all nature play: unstructured childhood play in the outdoors. Nature play isn't scheduled, planned, or led by adults. Instead, it's open-ended, free-time exploration and recreation. For many of us, this sort of nature play virtually defined our childhoods. The children will be able to enjoy our Forest Classroom year around! Parents and children must understand that these outdoor activities will often get the children wet, dirty, hot and/or cold.

**Good outdoor clothes are a must. Children will need to be prepared every day to go outside. As long as the weather is safe, we will go out and play! Please See attached required clothing list.**

**Our Indoor Classrooms** Our beautiful classrooms provide a structured environment that supports Early Literacy & Math Skills, Cognitive & Sensory Development as well as provides activities that strengthen Fine & Gross Motor Skills.

You will receive a program specific sheet for your child's room containing a detailed schedule, items to bring to class, as well as any additional information pertaining to your child's room.

## **CURRICULUM**

**Emergent curriculum** is based on the children's interest and passion at a certain point in time. Children thrive and learn best when their interests are captured. Learning occurs naturally through play. We strive to enhance the natural unfolding of the whole child leading to the development of capable learners.

### **Specific Examples of Development through Outdoor Exploration**

COGNITIVE~ Literacy/Math/Science- Collecting, labeling, classifying, sorting, pattern recognition, journals, storytelling, singing, building structures (engineering), cause and effect in natural world

FINE MOTOR- drawing, cutting, picking (moss & bark off trees, flowers, plants), self-help skills, painting, sculpting, small scale construction, digging, breaking up dirt, carving

GROSS MOTOR- Hiking, climbing trees, running (on un-even ground), hopping, jumping, swinging, crawling, balancing on logs, circle games, large scale construction (fort building or lifting rocks)

SOCIAL- Conflict resolution, circle activities, group games/hikes, spontaneous & uninterrupted free play, group observation, storytelling, fort building, problem solving

SENSORY- Water & mud play, digging, sculpting, free exploration, smelling, tasting, nature collecting, weather experiences, music

EMOTIONAL- Uninterrupted imagination play, opportunities to problem solve & negotiate, journaling, observation of natural world, exposure to weather, self-help, breathing techniques

## FOREST PLANT IDENTIFICATION, USE & FORAGING

As part of our curriculum the children will be learning about the local plants & trees in our area:

- Some plants will be identified and observed only & not touched (ie: poison ivy, Jack In the Pulpit flowers) due to their safety factor or rarity.
- Some plants will be identified and used for projects (ie: pokeweed berries for painting or dying cloth, marsh grass as paint brushes, sticks for carving)
- Once the children reach the Butterfly room, they will be introduced to some edible plants. These plants will be closely studied for positive identification. A list of plants & information regarding these plants will be provided.

## SCHOOL CLOSURES

**Closed Holidays** New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Patriot's Day, Columbus Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day, Day after Christmas, One Incoming Student Visit Day and One Professional Development Day (August 27-28, 2020)

**Early Closure Days**- Thanksgiving Eve, Christmas Eve and New Year's Eve, the center will be open from 7 am- 1:00 pm. We offer one vacation week during Winter Break. A sign-up sheet will be provided for parents from Thanksgiving to the 1<sup>st</sup> week of December so the center can plan accordingly. Parents will pay for these days if their child(ren) are signed up regardless of attendance. You will not be charged these days if you choose for your child not to attend during this time.

### **Snow and Emergency Days**

The Eyes of the World Discovery Center will be closed if the Kittery schools are closed or if the Town of Kittery closes. If there is a delay in the Kittery school openings, EOTW will delay opening accordingly. Please check local broadcasts for school closures or Kitteryschools.com. If we must close early, we will call you or your emergency contact person to pick up your child. You will be responsible for payment on these days, up to 5 closure days. After 5 days you will not be charged.

## ARRIVALS AND DEPARTURES

When children are dropped off they must be brought into the classroom by the parent/guardian and their presence must be made known to the staff.

**Children should arrive no later than 8:15 am, dressed appropriately for the weather with sunscreen and bug spray applied (if applicable). If your child arrives after 8:30 am, your child's classroom will already be in session and you will be required to check the classroom schedule and deliver your child to the location of the classroom.** This may entail dropping your child off at the Outdoor classroom or walking through Roger's Park. Parents/guardians must sign in the time that your child arrives and sign out the time that the child leaves daily. Your signature is required at pick-up everyday your child is enrolled for verification purposes. Notify the teachers when you are leaving and make sure that your child does not go outside unattended.

Parents/guardians must designate on appropriate forms any individual authorized to pick up their child from Eyes of the World Discovery Center. Persons authorized to pick up any child must be listed on the "release information" portion of the enrollment form and provide picture identification to staff personnel upon request. If a parent calls the center to make alternate pick up arrangements, the parent must provide the person's name and advise the adult who is picking up the child to bring a photo ID. If any person arrives to pick up a child that is not listed on appropriate registration forms as an authorized pick-up person, or we do not have written or verbal parental approval for the pick-up, staff personnel will not allow the person to leave with your child and the parents or legal guardians will be called immediately. Under no circumstances will a child be allowed to leave the premises with anyone that has not been given prior written parental approval.

If a parent/guardian or designated pick-up person is suspected of being under the influence of alcohol/drugs, the child's teacher and/or Preschool Supervisor will call the individual aside to discuss the suspected condition and potential danger to the child. Staff personnel will offer to call a spouse or friend for the individual. If this is ineffective, staff personnel will notify police to report their concerns about the welfare of the child and will assist the police as required. The child will not be released to anyone suspected of being under the influence of drugs or alcohol.

## CUSTODY, VISITATION, SUPPORT, CARE AND RELATED ISSUES

Eyes of the World Discovery Center recognizes that the parents or legal guardians of enrolled children may be subject to court orders, stipulations or other agreements which govern custody, visitation, support, care and related issues. Eyes of the World Discovery Center at all times strives to minimize



potential conflicts and problems, promote the parent-child relationship, to nurture child development, and to promote an environment that supports the intellectual, artistic, physical, and social growth in every child. To promote these interests Eyes of the World Discovery Center has adopted the following policies:

- Unless Eyes of the World Discovery Center is provided with a certified copy of an order from a court of competent jurisdiction which expressly states otherwise, either natural or adoptive parent or legal guardian may visit the enrolled child or children on an unrestricted basis during the normal hours of operation during the day.
- It shall be the parent or legal guardian's responsibility to provide the center with the certified copy of the order.
- In the event that the certified copy of the order expressly states that either a natural or adoptive parent or legal guardian shall not have any contact with the child or children, and in the event that such person attempts to have contact with the child or children, Eyes of the World Discovery Center shall first notify the local police department, and only then attempt to notify the custodial parent or legal guardian.
- Unless otherwise notified, Eyes of the World Discovery Center shall assume that all natural or adoptive parents or legal guardians of the enrolled child or children shall have equal access to the records kept by Eyes of the World Discovery Center regarding the enrolled child or children, subject to state law governing disclosure of such records
- In the event a parent seeks to have an administrator or staff personnel of Eyes of the World Discovery Center testify at deposition or in court, during normal business hours, a subpoena shall be required in accordance with Maine law.
- Neither administrators nor staff shall be permitted, during working hours, to take time off from their regular duties to provide testimony, affidavits or otherwise act as witnesses on behalf of a natural or adoptive parent, or legal guardian involving matters such as the custody, care, support, visitation or control of the enrolled child or children without service of a subpoena.
- Parents/guardians may request copies of their child's portion of the sign in/out sheets for the past six months for child custody related issues. Requests must be made in writing to the Preschool Office. A cost for the copies will be configured by the Kittery Recreation Department and charged.

### **REPORTING SUSPECTED ABUSE OR NEGLECT**

Maine State Law states that any person who has reason to suspect that a child under the age of eighteen (18) has been abused and/or neglected must make a report to Maine Department of Human Services Maine Child and Family Services Center at 1- 800- 963- 9490, all staff are mandated reporters.

## IMMUNIZATIONS AND PHYSICAL RECORDS

All children are required to have up to date immunization records on file **prior** to entering child care. All significant medical facts (allergies etc.) **must** be made clear during the enrollment process.

In accordance with Maine Child Care Program Licensing Rules, 17.2.1, if the center has reasonable cause to believe that the enrolled child may have a physical or mental health problem which would have a detrimental impact on the care of other enrolled children and/or staff personnel, which may include, but is not limited to chronic or contagious illness, the center may request records of a physical examination. The physical examination report must include a diagnosis of any physical or mental conditions as well as the professional's assessment of the impact or the effect of the condition and the treatment of the health problem for such enrolled child.

Eyes of the World Discovery Center shall not be required to obtain physical examination records for children whose parents' object thereto in writing, on the grounds that such physical examination is contrary to their religious beliefs. Please provide a signed written documentation letter stating the physical exemption if you choose to do so.

## ILLNESS POLICY

The staff, upon entering the program, will observe all children. If your child is ill, please keep him/her home until he/she is well enough to participate in the classroom's schedule. In the case of a contagious condition for which antibiotics have been prescribed, the child may not return to the center until after the required treatment has been administered in accordance with Maine State Regulations. Sometimes, illness requires a child or staff member to be excluded from care to prevent the spread of infection to other children and staff and to allow the child or staff member time to rest, recover and be treated for the illness. Please see the Preschool Office for questions.

If your child becomes ill while at the center AND exclusion is necessary (see below), you will be contacted and asked to pick up your child immediately. For this reason, we ask that you keep your emergency card updated. Pick up is required to be within **one hour** after staff personnel has actually spoken to the parent or legal guardian. If you cannot meet our pick-up time requirements, please notify the staff immediately.

**When Exclusion is necessary:**

- A child has an illness in which medication has been prescribed. The child may return to care once he/she has been on the medication for at least 24 hours to prevent infection of other child and staff. The allotted time also allows the child's body to produce any reactions to the medication.
- The illness prevents the child from participating comfortably in activities as determined by the supervising teacher.
- The ill child requires more care than the staff can provide, which may result in compromising care for other children.
- Keeping the child in care poses an increased risk to the child or to other children or adults with whom the child will come in contact.
- To limit spread of infection among the center and other related issues, pick up time is required to be within one hour under these circumstances.
- The child is found to have live lice and/or lice eggs (nits). The child **must be lice and nit free before returning to school.**
  - Appears to be severely ill.
  - Behavior change **AND** one or more of the following symptoms:
    - ~Fever: underarm temperature of 100 degrees Fahrenheit or higher OR an oral temperature of 101 degrees Fahrenheit.
    - ~Lethargy
    - ~Rash
    - ~Ear ache
    - ~Sore Throat
    - ~Uncontrolled coughing or wheezing
    - ~General inability to participate in the program
  - Diarrhea: defined by watery stool that is less formed, more frequent, and cannot be contained by a diaper.
  - Vomiting
  - Purulent Conjunctivitis: defined as pink or red conjunctiva with white or yellow eye discharge, often with matted eyelids after sleep, and including a child with eye pain or redness of the eyelids or skin surrounding the eye, until 24 hours after treatment has begun.
  - Impetigo: exclude until 24 hours after treatment has begun.
  - Head Lice (Pediculosis): children should be excluded immediately for treatment and may return after treatment is given.
  - Rash: with fever and/or behavior change.
  - Chicken Pox (Varicella-zoster): Exclude until all lesions have dried and formed scabs, usually within 6 days of onset of rash.

**After treatment we may require a doctor's note in order to admit your child.**

### **When Exclusion is recommended but not required:**

Reasons Exclusion is recommended-

- When a child becomes ill but does not require immediate medical help, a determination must be made whether the child requires exclusion.
- If your child is unable to participate in the classroom routine, you may be asked to remove them from the program.

### **The child has the following conditions:**

- Common colds, runny noses (regardless of color or consistency of nasal discharge), and coughs.
- Fever without any signs or symptoms of illness. Fever is an indication of the body's response to something, but is neither a disease nor a serious problem by itself.
- Rash without fever or behavioral changes.
- Fifth Disease (slapped cheek disease, parovirus B19) in a child without immune problems.
- Hand, Foot, and Mouth Disease
- Pneumonia

Following an illness or injury, a child will be readmitted to the program when he/she no longer has the above symptoms, has begun appropriate treatment and/or no longer has significant discomfort and feels well enough to participate. **If your child has had a fever, diarrhea or has been vomiting, your child will need to be symptom free for 24 hours before returning.**

### **MEDICATION POLICY**

Absolutely no medication will be administered without a written authorization form signed by the parent or legal guardian and the order of a licensed practitioner. (A pharmaceutical label is acceptable.) Medication forms are available in each classroom and all medication must be in its original container and labeled with the child's name, medication name, dosage and the physician prescribing. **It is the parents' responsibility to supply the school with prescribed medications, provide labeled containers, keep medications current, supply medical devices (eg, nebulizers, insulin pumps, oxygen), and help to maintain these devices.** There will be no medication administered past the expiration date.

According to Maine Child Care Program Licensing Rules, we are not obligated to administer medication at any time. We request that medication be given to your child at the center only when necessary.

## INJURED CHILD

Minor injuries such as scrapes or small cuts are treated by First Aid certified staff. All injuries are then entered on an accident report form, with the child's name, time, location, type of injury, treatment given, etc. It is the responsibility of the classroom teacher to have the parent or pick up person review, sign and date each accident report. Parents receive a copy of the report. The master copy will be reviewed by the Preschool Supervisor and then placed in the child's personal folder.

If a child receives a head injury of any type, the parents or emergency contact person are notified by phone immediately. If a situation arises where immediate outside emergency care is needed, an ambulance will be called. We will then attempt to contact the parent or emergency contact concerning the injury and give information as to where you can meet up with your child.

In the event that one child is injured by another child, no names will be used when describing the injury and the incident. This is a requirement of privacy laws, as well as the center's policies of confidentiality.

## DISCIPLINE POLICY

The Eyes of the World Discovery Center believes that discipline is not punishment but rather teaching, guiding, and redirecting. We help children learn to get along with adults and other children, teach them to behave in an acceptable way and help children learn self-control. The purpose of disciplining children is to raise responsible, confident children who grow up to care about others and themselves.

- 1.) Redirection is the basis of our discipline policy. If a child is having a hard time making the right choice, the teacher will get down on their level and speak to them gently and offer them an alternative that will help them make the right decision.
- 2.) Children are encouraged to resolve conflict on their own (as long as they are safe). Forcing a child to say "sorry" can tie a meaningless emotion to the word. Human beings (for the most part) are naturally compassionate. They will feel empathy and regret for a friend and express that. Children need to be allowed to process a disagreement/conflict on their own. If they are constantly forced into saying the word "sorry" when they don't feel it, then they may learn that saying "sorry" will resolve all conflicts and therefore not properly develop these social skills.
- 3.) If a child is "tattling" or complaining about another child's behavior (as long as the children are safe,) a teacher will ask them first if they have spoken to the other child about their problem. It is important for children to not only find their voice but gain confidence in themselves that they can handle a confrontation on their own. The teacher will stay within ear shot to assure that the situation is resolved properly.

- 4.) If a child is continuously disruptive, they will be removed from the situation. If a problem occurs during free play, the teacher will have the child sit with the teacher and offer them a quiet task that will help to settle them down. Once the child has calmed down, the teacher will speak to the child about the choices they need to make to continue playing with their friends. If the disruptive behavior is occurring during a project or circle time, the child will be given their own space to work and learn. Sometimes they just need to settle down and focus on their learning without the distraction of another child directly next to them.
- 5.) If a child's behavior does not improve throughout the day and is disrupting the other children's classroom experience, the parent may be asked to come and pick the child up. This behavior specifically includes physical aggression.
- 6.) If a child is physically aggressive, they will be given 3 chances in a day and then the parents will be contacted and requested to pick up their child for the remainder of the day.

Eyes of the World Discovery Center strives to have open trusting communication between parents and staff regarding their child's experiences within the program. If a behavior issue is interfering negatively with the functioning of the program or the safety of the staff or any of the children, we will notify the parent or guardian and set up a meeting with the Early Childcare Supervisor, the Community Center's Director and the child's Lead classroom teacher. We will work cooperatively with the family to develop and implement strategies that will provide extra classroom support by using a tracking chart and/or behavior plan. If all suggested strategies have been unsuccessful, the parent/guardian will be asked to withdraw the child from the program in order to maintain a safe environment for all.

### **HEALTH AND NUTRITION**

Please let your child's teacher know if your child has any food allergies that we need to take into consideration.

As recommended by the State of Maine licensing inspector, we are no longer allowing "Lunchables" to be sent for lunch and are requesting that processed foods stay to a minimum. State of Maine licensing also encourages the children to only drink milk, water, or 100% juice. Children must have a balanced lunch, which includes a fresh fruit and vegetable packed every day. Please do not send in candy, soda or sugary treats. If you have any questions, concerns, or need ideas regarding lunches please talk with your child's teacher.

#### **Birthdays:**

In consideration to children with food allergies, we ask that parents check with their child's teacher before bringing in food items in celebration of a child's

birthday. Please consult with your child's teacher if you wish to celebrate your child's birthday at the center.

## **COMMUNICATION**

Eyes of the World Discovery Center realizes the importance of good communication. The lines between parents and teachers should be open and effective. We support communication in a variety of ways such as the Remind App, e-mail, phone calls, monthly newsletter and memos during regular business hours. Please make sure to utilize these communication methods daily so that you are informed and up to date. Parents are also encouraged to request a conference at any time during the year to discuss any concerns or questions. If a concern arises about your child, their care, or the program, please make sure to speak to your child's teacher. If you feel the teacher has not adequately addressed your concerns, please seek the assistance of Jessica Labbe, Interim Early Childcare Supervisor at [jlabbe@kitterycommunitycenter.org](mailto:jlabbe@kitterycommunitycenter.org).

### **Facebook Pages**

The classroom Facebook group page is a way for your child(ren)'s teachers to notify you of the day to day activities at Eyes of the World Discovery Center. While we understand that Facebook can be a useful communication tool for parents we ask that you refrain from using social media to contact us. This tool is to be used for the sole purpose of updates and notifications from Eyes of the World Discovery Center to you. If you need to contact us feel free to use the Remind App, e-mail or phone during regular business hours.

### **The Remind App**

This is a free service for each family. You will receive a code at Open-House with all of the information you need to set-up an account on Remind. We will use this App for brief communication & notifications between teachers and parents.

## **FIELD TRIPS**

Any field trips taken will be walking field trips. Preschool students will not be transported by Kittery Community Center vehicles for field trip purposes. Signed permission slips from parents for walking field trips are part of the enrollment package.

## NAP TIME

Eyes of the World Discovery Center follows the Maine Child Care Program Licensing Rules concerning nap and rest requirements. The center provides an opportunity for at least one hour of rest, relaxation or sleep depending on the child's needs. Children who do not fall asleep after 30 minutes of quiet rest will be given a quiet activity to work on in their rest space. After one hour of quiet rest, children who are still awake will be given the opportunity to participate in quiet activities around the classroom. Children who are able to adjust to a scheduled nap or rest time shall have the flexibility to fall asleep and awaken at their own pace within a block of time set aside as nap/rest time. We provide individual mats and maintain constant supervision of sleeping areas. Check your child's classroom schedule for nap-time hours.

## CLOTHING POLICY

"There is no bad weather, just bad clothing!"

Please make sure you dress your child appropriately for the weather. As a nature based preschool with an amazing outdoor classroom we venture into the woods daily. As long as the weather is considered safe we will be outside. Children will not be outside in the case of lightning, wind chill factor reaches below 15 degrees or if there is a heat advisory in affect. Being dressed appropriately makes your child's experience more meaningful. When properly dressed your child can focus on exploration and develop a sense of wonder.

**Please see the MANDATORY clothing list attached.**

*Thank you and we all look forward to working with your family!*