



Parent Handbook

Cape Elizabeth Community Services
343 Ocean House Road
Cape Elizabeth, Maine 04107
207-799-2868

[Cape Elizabeth Community Services](#)
[Cape Care Coordinator](#)

Updated 08/2022

ABOUT

Cape Care is part of Community Services and the Town of Cape Elizabeth and has been caring for children since 1986. We are licensed by the State of Maine Department of Health and Human Services to serve eighty children ages 3 through 12.

MISSION

To provide an environment that lays the critical foundation for all young children's success in school, work, citizenship, and personal fulfillment. Our programs build children's self-esteem and problem-solving skills while fostering respect for themselves and others based on each child's individual physical, emotional, social, and cognitive development.

VISION

To offer preschool and care-based programs that inspire curiosity, independence, and a life-long love of learning and to help all our children become contributing members of our community in our diverse world.

Designed to meet the developmental needs of all children ages 3 - 12, Cape Care aims to provide children with a structured part of their day giving them time to socialize with friends, as well as participate in fun, active, educational extracurricular activities.

GOALS

The primary goal of our program is to provide a loving, safe, stimulating environment for your child. It is important that we work together as partners and that we feel comfortable discussing your child's needs. We all look forward to a long and rewarding friendship with your child and family.

ADMINISTRATION & STAFF

[Kelly Phinney](#), Cape Care Coordinator
[Verna Gordon](#), Caterpillars Preschool Teacher, and [Jenny Allen](#), Assistant Teacher
[Martha Pulsifer](#) Chrysalis Preschool Teacher and [Emma Raftice](#), Assistant Teacher
[Ellen Berg](#), Butterflies Preschool Teacher and [Jen Murphy](#), Assistant Teacher
Karen Holmes, Before & After School Care Leader

PARENT INVOLVEMENT

Twice a year, Parent /teacher conferences(Fall and Spring) are scheduled to inform parents of students' achievements and developmental progress.

Each classroom teacher sends out monthly or weekly newsletters to inform parents/guardians of events, activities, and academics being discussed in the classrooms.

Throughout the year, individual classrooms schedule events for parents to attend, such as career day, Meet and Greet, Friendship Feast, Book Exchange, and language(Spanish/French...)

Enclosed is everything we need you to know that governs our agreement. Please read thoroughly as it contains important policies and procedures that pertain to the care of your child. If you have any questions or need clarification, please ask before signing. The content of this contract and all forms required for enrollment are non-negotiable.

PROGRAMS

Preschool ages 3 - 5

Half-Day 8:30 am - 12:00 pm

(Caterpillar Class only-3 yr. olds)

Full-Day 8:30 am - 2:30 pm

Before School Preschool - Grade 5

7:15 am - 8:30 am

After School Preschool - Grade 5

2:30 pm - 5:30 pm

Preschool programs offer full (and half-day options for 3 yr olds). Your choice of three, four, or five days per week. Before and After School Care are offered to preschoolers through 5th grade daily.



TOILET TRAINING POLICY

Preschool is an important step in preparing your child for Kindergarten and the grades that will follow. Part of your preparation as a parent before preschool is ensuring that your child can function independently while using the bathroom. It is the policy of Cape Care Preschool that children entering preschool in September are fully and completely toilet trained.

Completely toilet trained includes the following:

- Recognizing the need to use the toilet without frequent reminders.
- Being able to remove the necessary clothing to use the toilet.
- Cleaning private areas with toilet paper after using the toilet.
- Dressing themselves before exiting the bathroom.
- Washing hands after using the toilet.

The use of a “pull-up” or similar underwear is not a substitution for being toilet trained. Please let us know if there is any reason your child needs to wear a “pull-up” during the school day.

In the event of an accident the following procedures will occur:

- The child will take their change of clothes into the bathroom to put on using the plastic bag for their wet clothing.
- If a change of clothes is not provided the child will wait in the office for someone to bring them a change of clothes.
- In an accident involving feces, you will be required to change the child as we do not have the proper facilities to clean them thoroughly.
- If accidents are frequent, we would ask that you re-evaluate your child’s readiness to be enrolled in preschool. Your child’s teacher can help you in that decision making process.

ENROLLMENT PROCEDURES

Without exception, the following must be provided before Cape Care assumes responsibility for your child and before their first day. The information must be updated annually and sometimes sooner as needed. Please inform us immediately of any changes. The accuracy of this information helps us provide your child with the very best care possible and satisfies the State of Maine Department of Health and Human Services licensing requirements.

Here is the list of requirements you will need to provide before your child’s first day.

- [Cape Care Application Form](#)
- [Child’s Care Record](#)
- Immunization Records
- [Authorization to Dispense Medication](#) (if needed)
- [Cape Care Calendar 22-23](#)
- [Cape Care Payment form](#)

Cape Care offers preschool for ages 3 - 5 and before and after school care for ages 3 through Grade 5.



DAYS OF OPERATION

Cape Care is open Monday – Friday and follows the Cape Elizabeth School District Calendar.

Cape Care is closed on holidays, school vacations, and teacher days. Fees reflect these closures. Please view the [calendar](#) for specific dates at the end of this document.

Cape Care does offer Vacation Camps for children in Kindergarten thru Grade 5 during Winter Break, Mid-Winter Break, and Spring Break. Registration is required and additional fees apply.

ADDITIONAL REGISTRATION REQUIRED

On no school days due to parent-teacher conferences, staff training, and/or remote learning days, advanced registration is required and additional charges apply to your regular registration. Dates based on Cape Elizabeth School District Calendar.

ABSENCES/LATE ARRIVAL

In the event your child will be absent or late, please call 799-2868 or email our [Cape Care Coordinator](#) so we can best plan our day. Cape Care fees are based on your enrollment agreement (a reserved space), not your attendance. Your child's absence will NOT reduce your weekly fee. Tuition is due regardless of absence due to illness, personal vacations, or for any other reason. You are still responsible for tuition if family vacations are taken outside of school vacations.

School-Aged Parents: Please let BOTH your child's public school teacher AND Cape Care know of any scheduling changes.

FEES & PAYMENTS

Before Care	7:15 am to 8:30 am	\$ 11.00 per day
After Care	2:30 pm to 5:30 pm	\$ 22.00 per day
Preschool Half Day	8:30 am to 12:00 pm	\$ 42.00 per day
Preschool Full Day	8:30 am to 2:30 pm	\$ 55.00 per day

Automatic payments may be set up at the time of enrollment or anytime throughout the year. Please complete the [Cape Care Payment form](#)

Starting in September, payments are due on the first day of each month. Weekly payment plans may be scheduled upon request. Late payments and past due payments may be grounds for suspension or termination of care until the account is current.

Rather than refunding snow days on your monthly bill, we will add the days at the end of the school year. Parents must notify the CECS office if payment notifications need to be sent to different homes.

Insufficient Funds

You are responsible for all charges the Town of Cape Elizabeth may incur from the bank as a result of insufficient funds. You will be charged the original amount of the check plus a \$25 administration fee. Care will be halted until you reimburse the amount of the check and all related expenses.

Change Fees

Any hours in addition to contracted hours must be approved and if approved will be at an additional cost. Any changes in contracted hours will be assessed a \$10.00 administration fee.

Late Fees

We depend on you to drop off and pick up your child at the scheduled times. Please call the Community Center at 799-2868 to alert the staff if you are running late.

Failure to pick up your child on time will result in a late fee of \$25.00 beginning at 5:40 pm, \$5 will be added for each additional five minutes after 5:40 pm. Please make every effort to be on time.

If tardiness is a recurring issue, a meeting will take place with the Cape Care Coordinator to adjust your program schedule. And if further continued, your child's placement in Cape Care may be terminated.

If you terminate our services and are gone more than 90 days and wish to return to Cape Care, a new application is required.

BEFORE AND AFTER SCHOOL CARE

Before Care students will have free play in the mornings and will be walked up to school by 8:25 am.

After school care students will be met at Pond Cove, attendance will be taken and they will walk to the Community Center or the Cape Care playground. A snack will be provided followed by supervised outdoor play, then the group will return to the Community Center for the remainder of the afternoon. Parents are welcome to pick up any time and must sign their children out.

DROP OFF & PICK UP POLICY

State licensing rules require that all parents sign their child in and out each day. For your convenience, sign-in and sign-out sheets will be available daily.

Our normal procedure is to release the child only to his/her parents, or someone else the parents have otherwise designated.

If someone other than the parent is to pick up the child, please notify us ahead of time. A verbal notice is fine on that day so long as the person is on the pickup list. If this person is not on the authorized pick-up list, written permission is required.

Please inform emergency contacts, or people designated to pick up your child, that if we do not know them then we will need to ask for identification. This is not meant to offend them. This is simply a measure taken for the child's protection.

Drop Off

- 7:15 am Before School Care
- 8:30 am Preschool

Pick Up Times

- 12:00 pm Preschool Half Day (Caterpillar Class only-3yr olds)
- 2:30 pm Preschool Full Day
- 5:30 pm After School Care

If your child is in an after school activity (Karate, Mad Science, etc.), a staff person will meet them at the end of the activity (4:00 pm) and bring them to the Community Center.

Daily Schedule (varies by classroom)

7:15 AM	Before School Care Opens
8:20 AM	Pond Cove Students walked to school
8:30 AM	Drop Off
8:45 AM	Morning Meeting
9:00 AM	Free Play / Learning Centers
10:10 AM	Snack

10:45 AM Outdoor Play
 12:00 PM Lunch
 12:30 PM Rest - Kids do NOT
 have to sleep. Maine State Law
 requires a rest.
 1:00 PM Afternoon Meeting
 and Show & Tell
 1:15 PM Teacher-Directed
 Learning Centers
 2:20 PM Clean Up, Bathroom
 and Wash Hands
 2:30 PM Pick Up/After school
 care
 5:30 PM After school care
 pick up



CLOTHING

Children should arrive dressed for play. We like to have fun! Having fun involves outdoor play and lots of messy activities. Clothing should be comfortable and seasonally appropriate for outdoor play. Make sure to include a hat, mittens, boots, coats, and snow pants for cold weather play. We will be playing outdoors every day that weather permits. Please make sure that your child is appropriately dressed for outdoor play at all times. We do not go outside when the temperatures are below 10 degrees. **Please label your child's items.**

LUNCH & SNACKS

Preschoolers will need to bring snacks and lunch from home. Snacks will be provided by Cape Care for After Care. On Special Care days, children will be required to bring snacks and lunch from home.

5-2-1-0 LET'S GO

Cape Care is proud to be part of the 5-2-1-0 Let's Go Program, which is a nationally recognized childhood obesity prevention program implemented throughout Maine and in communities in neighboring states.

In partnership with schools, child care and out of school programs, healthcare practices, and community organizations to change environments where children and families live, learn, work and play.

Cape Care will limit unhealthy choices for snacks and celebrations.

- Cape Care will only provide water as beverage options.
- Cape Care does not use food as a reward.

- Cape Care provides children opportunities to get physical activity every day.
- Cape Care limits recreational screen time.

INCLUSION

Inclusion means **children of all abilities have equal access to and participate meaningfully in child care programs.** ... All children need support to reduce or eliminate barriers so they can learn and fully engage in experiences with their peers. Adaptations and strategies are specific to each child.

The services for special needs children comply with the American Disabilities Act. We reserve the right to deny services based on the inability of the Cape Care program to ensure safety and good health due to a child's special physical, mental, behavioral, or emotional conditions and the limited resources available within our program.

The staff is adequately trained and/or has sufficient experience to meet the needs of all children for whom they are responsible.

RESOURCES FOR DEVELOPMENTAL SCREENINGS

Children who are suspected of having a disability may be referred for a possible evaluation to determine if they are eligible for early intervention/special education services. Cape Care partners with Child Development Services(CDS) and parents to provide case management and direct instruction for families with children from birth through age five.

SAFETY

We pride ourselves in having a warm, loving, and safe environment in which your child can explore, learn and experience many different things. Some features that help ensure your child's safety include

Indoor Play

- A variety of age-appropriate toys which may be rotated so children do not become bored.
- Electrical outlets are covered.
- Knives and sharp scissors are kept out of reach.
- Cleaners and chemicals are out of reach.
- Medications are out of reach.



- A well-stocked first-aid kit is kept near and expiration dates are observed.
- Providers are CPR and First Aid certified.
- Fire drills are practiced with the entire school as well as classroom mock drills monthly.
- Cape Care staff have been trained by Cape Elizabeth Police Department & Fire Department to follow district-wide Crisis Procedures.

Outdoor Play

- Safe grassy areas to play.
- The playground is free of splinters and harmful objects.
- Safety approved play equipment and toys.
- Children do not play outside unsupervised.

Weather

When the temperature is above 90 degrees children will only be allowed to play in shady areas and must wear sunscreen.

We do not go outside when the temperature is below 10 degrees.

Insect repellent will not be applied to children.

We will coordinate indoor activities if the conditions permit the group from going outside.

SNOW DAY & SCHOOL DELAY POLICY

If Cape Elizabeth cancels school, Cape Care is also closed.

If there is a two-hour delay, Cape Care will open at 9:15 am for Before School Care and children will be walked to school at 10:35 am.

Preschool will begin at 10:30 am.

Please look for cancellations or delays on area television channels (WCSH 6) and listen to local radio stations. Closures and delays will also be posted on our [website](#), Facebook, and Instagram pages. If time allows we will send an email notification.

Rather than refunding snow days on tuition, they will be added to the make-up days at the end of the school year.

EMERGENCY PROCEDURES

As soon as any staff member becomes aware of any situation with the potential for significant violence or danger, the staff member shall immediately notify the Coordinator/Director as soon as possible.

The Coordinator will:

- Call 911 with your location, your name and the situation
- Notify the Director and the office: 207-799-2868
- Once given instruction from the Director or the office, notify members of your staff. Give them clear directions on what the procedure will be.
- Do not say in front of the students, "There is a ' _____ ' (bomb threat, gunman, etc.)"
- Staff: once given this information, stay calm and keep students calm

On-Site assessment:

The Director will proceed to the crisis scene or to the best location to provide an on-site assessment of the crisis. This person will establish ongoing communication with the police. The Director will help with this task, and keep the rest of the staff informed of the situation.

The Community Services Director will make a decision based on the severity of the crisis to a) keep the program at the current status, b) evacuate all or part of the building, or c) lock down the building. Once the police have arrived, they become responsible for this decision.

Site Evacuation Plan: If the decision has been made to move the students to a safer part of the building or area, please follow this procedure. When possible keep students in a single line and assigned in groups.

- The Director and the Coordinators will notify the groups to where the students will be evacuated (Gym, Turf Field, Parking Lot, Community Center, etc.)
- Bring your attendance list
- Shut doors and check bathrooms on the way out
- One-on-one Counselors are to stay with the child's regularly assigned group
- The Director, Coordinators, along with any other Community Services Department staff on-site will make a final sweep of the area to make sure all students and staff have evacuated the building/area
- Once at the designated area, staff will take attendance of students under their supervision and report any injuries or concerns to their Coordinator.
- The Director will notify any emergency personnel on hand of the results of the attendance and injury report (all children/staff accounted for, no injuries, etc.)

Off-Camp Evacuation Site: If the situation warrants moving the students to another building, the following guidelines are applicable:

In most situations, when an off-campus evacuation needs to occur, children will be bussed to St. Bartholomew's Church and a plan of action (cancel the program, resume the program at CECS) will be made at that time.

- Students are to remain with their teachers/staff and in assigned groups until further notice from the Director or designee.
- Once at the new site, counselors are to take attendance and report this to the Coordinator
- Phone use is limited to emergency only
- Bathroom access will be limited with students being escorted and accounted for at all times
- Announcements to remind students and staff that school rules and policies are still in effect (respect people and property, etc.)

Lock Down: If the decision is made for full or partial lockdown, directions will be given through the Director and/or designee. All students are to remain in their current classroom/activity with their teacher/staff who is assigned to them at that given time. All students are to stay out of visible sight, sitting on the floor with lights OFF. Close window shades and listen to the teacher/staff for further instructions.

- Teacher/staff keep attendance information, write down the names of all children in your care
- Lock the door
- Custodian and Director will make sure all exterior doors are locked

Communication: The Director, CECS Department Staff and/or Local Police will, upon assessment of the situation, direct staff to do the following:

- Contact parents/guardians of students directly involved
- Parents of other students — the Director will be responsible for notifying parents in respect to student pick up (if early or at another site)
- Media—the CECS Department Director is the designated media spokesperson

Crisis Follow-up

The Director will meet with CECS Department Staff, along with local Police Department personnel if necessary.

- Debrief
- Plan next steps

PROCEDURE FOR EMERGENCIES IN THE BUILDING

In the event of an emergency -- fire, bomb threat, or other -- the fire alarm will sound. We all must all get out and away from the building in a calm and orderly fashion. Staff will remain calm, tell the children to quietly line up and go to the nearest exit. Once outside the building, the group will go far enough away from the building to the designated meeting spot at the IGA parking lot or back parking lot of CECS and children will sit with their group until further instruction. Classes will not re-enter the building until the Director has given permission.

MEDICAL INFORMATION

All students who enroll in Cape Care are required by Maine law to present a certificate of immunization or evidence of immunization or immunity against poliomyelitis, diphtheria, pertussis (whooping cough), tetanus, measles, mumps, rubella, and varicella (chickenpox).

Non-immunized students shall not be permitted to enroll in school or to attend a school or school activities unless one of the following conditions is met:

1. The parents/guardians provide to the school written assurance that the child will be immunized within 90 days of enrolling in school or his/her first attendance in classes, whichever date is earlier. This option is available only once to each student during their school career; or
2. The parents/guardians provide a physician's written statement each year that immunization against one or more diseases may be medically inadvisable (as defined by law/regulation); or
3. The parents/guardians state in writing each year that immunization is contrary to their sincere religious belief or for philosophical reasons.

ILLNESS AND INCIDENTS

Cape Care has a grave responsibility in the proper care of any student who may become injured or ill while at school or under the direct responsibility of Community Services. At least one staff person qualified in first aid shall be designated to administer first aid. First Aid in-service training will be provided annually for all staff. New staff will be oriented in first aid policies and procedures upon employment. Latex gloves and bandages will be available in each classroom, with complete first aid supplies.

If a student is being sent home due to illness, the parent or guardian will be notified as soon as possible, the child will be kept in a safe area with a familiar staff person until a responsible adult can pick up the child. A staff shall first determine if a responsible adult is available to pick up the child. The parent or other responsible adult called for the sick child shall provide proper supervision in seeing that the child is escorted safely home.

Parents and state licensing staff know children are active, and no amount of child-proofing and supervision can prevent all injuries. Reporting injuries can help prevent them in the future by identifying injury patterns specific to the child care environment, and/or with a child who may need help with difficulties associated with balance, vision, or foot positioning.

In the event of an injury requiring the attention of a physician, the following procedure shall be followed. The determination shall be made by the designee as to the severity of the emergency. All serious injuries, death of a child, or illnesses will be reported to DHHS. A copy of the Incident Report will be placed in the child's file and must be signed by the parent/guardian.

1. If life-threatening or dangerous and needing medical attention, rescue will be called and then parents/guardian's notified as soon as possible.
2. If medical attention is required, parents/guardians will be called.

3. Students will be transported via Cape Elizabeth Rescue under the following circumstances:

- Head trauma with loss of consciousness
- Neck/back injury
- Difficulty breathing
- Multiple broken bones
- Shock
- Severe external bleeding
- Blunt trauma to the abdomen, back, or chest
- Any other extreme circumstance deemed necessary by Cape Care administration. Report to be filed: [Reportable Incident DHHS](#)

The parent shall be responsible for any fees incurred in connection with rescue transport. An accident injury report will be completed and copies sent to appropriate persons when an injury requires further medical treatment or there is a possibility of CECS liability.

Children with minor illnesses may attend Cape Care at the provider's discretion. It is important to realize that if a child is unable to participate in the normal routine, or needs more care than we can provide without neglecting the others in our care, that child must stay home. We all agree there are times a child needs to be with the parent for both physical and emotional comfort. There are also some illnesses that by law exclude the child from attending childcare.

Some of these illnesses include but are not limited to

- Infectious Conjunctivitis
- Scarlet Fever
- Ringworm
- Chicken Pox
- Hepatitis A
- Impetigo
- Infectious Diarrhea
- Lice
- Strep throat
- Scabies

If a vaccine-preventable disease occurs in the program, all parents will be notified and the non-immunized child will be excluded from the classroom immediately and kept comfortable for parent pick up.

When a child has certain symptoms, he/she MUST be kept home.

Some of these are:

- Fever is defined as having a temperature of 100°F or higher taken under the arm, 101°F taken orally, or 102°F taken rectally. (a child needs to be fever-free for a minimum of 24 hours before returning to Cape Care, which means the child is fever-free without the aid of Tylenol®, or any other fever-reducing substance.)
- Fever AND sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion



- Diarrhea: runny, watery, bloody stools, or two or more loose stools within the last four hours
- Vomiting: Two or more times in 24 hours. Note: please do not bring your child if they have vomited in the night
- Breathing trouble, sore throat, swollen glands, loss of voice, hacking
- Continuous coughing
- Runny nose (other than clear), draining eyes or ears
- Frequent scratching of body or scalp, lice, rash, or any other spots that resemble childhood diseases, including ringworm
- Child is irritable, continuously crying, or requires more attention than we can provide without hurting the health, safety or well-being of the other children in our care

ADMINISTERING MEDICATION TO STUDENTS

Cape Care acknowledges that in certain instances it may be necessary for a student to have medication administered to him/her while in attendance at Cape Care. Cape Care discourages the administration of medication on campus where other options exist. Whenever possible, it is recommended that the first dose of a newly-prescribed medication be given at home.

The following procedure must be followed for any prescription medication to be administered for greater than 14 days to a student under a health care provider's order. Such an order must be obtained from a medical/health practitioner who has a current Maine license with a scope that includes administering medication.

The parent/legal guardian shall obtain, complete, and return a copy of the [Authorization to Dispense Medication](#) along with the medication:

1. In the original container (and in the case of prescription medications, appropriately labeled by the health care provider or pharmacy);
2. Including no more than the amount of medication necessary to comply with the health provider's order.
3. Medication no longer required (or remaining at the end of the school year) must be removed by the parent/legal guardian or the student with parent permission.
4. Students may not be permitted to transport medication to/from school.
5. If there is a later change in the medical order (such as a change in dose, frequency, or type of medication), a new Request/Permission form must be completed.
6. Medication orders should be renewed annually.
7. Cape Care disclaims all responsibility for the diagnosis, prescription of treatment, and administration of medication for any student.



FOOD ALLERGIES

Cape Care recognizes that food allergies can pose a significant threat to the health of some students. It is the policy to work with students, parents, staff, and medical personnel to minimize risks and provide a safe educational environment for food-allergic students.

As an educational institution, it is our responsibility to increase awareness of all students, including

1. their needs;
2. the dangers they face;
3. preventative measures to be taken;
4. signs of allergic reactions; and
5. medical response should a student have an allergic reaction.
6. [Emergency Care Plan Form](#)

We will also solicit voluntary cooperation from parents, students, and staff toward avoiding food-allergic students coming in contact or in proximity with foods that cause their particular allergic reactions in school or at school activities. Bans on particular foods, by classroom or the whole school, will not be enacted. District guidelines will provide details for the implementation of this policy. These guidelines will be reviewed on an annual basis.

CHILD ABUSE / NEGLECT MANDATE

Cape Care staff is mandated to report any suspected abuse, neglect, or maltreatment on the part of an employee, parent, or volunteer. Any abuse or maltreatment of a child, either as an incident of discipline or otherwise is prohibited. Any means of corporal punishment will not be tolerated. Additionally, withholding or using food, rest, or sleep as a punishment is prohibited. If any type of abuse or neglect is suspected it will be reported to the Maine Department of Health and Human Services at 1-800-452-1999.

- Physically harming a child (beyond spanking reasonably)

- Sexually abusing a child
- Exposing a child to substance use, domestic violence, or other unsafe conditions
- Failing to provide adequate food, shelter, clothing, or medical care
- Exposing a child to unsafe or unsanitary living conditions
- Threatening to harm a child
- Chronic name-calling or putting them down

CHILD CARE BEHAVIORAL GUIDANCE

Cape Care staff will use only constructive methods of guidance. All Cape Care staff will use positive methods of child guidance that encourage self-control, self-direction, self-esteem, communication of wants and needs, and cooperation with others. Child guidance must meet the individual needs of each child.



Rules, expectations, and limits will be clearly and consistently applied and carried out in a manner that reflects a child's developmental ability.

This may include, but is not limited to, interventions such as

1. Conflict resolution
2. Encouraging the use of language skills
3. Redirecting
4. Providing choices
5. Using praise or positive reinforcement
6. Recognizing a Child's strengths
7. Allowing Children to take supervised breaks away from the group when needed
8. Reminding Children of expectations using positive, clear language
9. Teaching self-regulation
10. Modeling appropriate behavior
11. Allowing for individual differences

Children who are having difficulty for any reason will be instructed to calm their body with the help of a teacher, if that does not help, He/she may be redirected to another activity with teacher

assistance. If a child's behavior is likely to result in harm to the child, others, or property, or seriously disrupts group interaction, the child may be separated briefly from the group.

The child will be taken to the office to sit with an administrator where they can gain enough self-control to rejoin the group. The child will always be left in an area where they are in full view of and can be supervised and supported by a staff member. Interaction between the child and a staff member will take place immediately following the separation to guide the child toward appropriate group behavior. A method of discipline which frightens, demeans, or humiliates a child is strictly prohibited.

HEALTH & HYGIENE

Handwashing

Children's hands are washed:

Before eating.

After using the toilet.

When coming in from outside play.

After coming in contact with a sick child and/or runny nose.

After completing messy crafts or projects.

Provider's hands are washed:

Before preparing food.

Before and after giving medications.

After assisting a child using the toilet.

After touching body secretions.

And about 100 other times during the day.

Hands are always dried with single-use paper towels. Additionally,



- Smoking is prohibited on all town property
- Health policy is strictly adhered to
- Current immunizations are required
- Good hygiene is stressed at all times
- Favorite blankets or sleeping toys may be brought but kept for rest time. They are not shared with the other children and will be kept out of the daycare room.
- Children do not bring personal toys from home.
- Every attempt is made to keep toys and play areas sanitized.
- Napping is done on individual mats and cleaned daily.
- Food preparation is done safely and hygienically.
- Snacks follow 5-2-1-0 nutrition program guidelines.

Note: We advise that toys from homes should stay at home. They create problems with sharing, as well as broken hearts when that toy gets lost or broken. Small toys also create a hazard to our smaller children. We are not responsible for lost, broken, or stolen objects that are brought from home.

RIGHTS OF CHILDREN

Children receiving care at Cape Care have the following rights.

1. Children must be free from emotional, physical, and/or sexual abuse, neglect, and exploitation.
2. Each child has the right to freedom from harmful actions or practices that are detrimental to the child's welfare, and to practices that are potentially harmful to the child.
3. Each child has a right to an environment that meets the health and safety standards in this rule.
4. Each child must be provided child care services without discrimination to race, age, national origin, religion, disability, sex, or family composition.
5. Children must be treated with dignity, consideration, and respect in full recognition of their individuality. This includes the use of developmentally appropriate practices by the child care facility.
6. Each child has the right to the implementation of any plan of service that has been developed for that child in conjunction with community or state agencies by the child care facility.
7. Each child has the right to developmentally appropriate activities, materials, and equipment.
8. Children with disabilities have the right to reasonable modifications to child care facility policies and practices.

OPEN DOOR POLICY

At Cape Care, you can always be assured that the door is open to you. Please feel free to drop in and check on your child, however, keep in mind a child adjusting to a new environment will want to leave with you when you pop in for a visit. These early drop-ins should be made when it is appropriate for you to take the child with you, or made when you can visit unnoticed to not interrupt your child's day. A child going through separation anxiety will most definitely react to a parent coming into the facility and not taking them with them when they depart. You are also invited to call and check on your child during the day. You may also communicate any information to kelly.phinney@capeelizabeth.org. She will relay the information as soon as she receives it to your child's classroom teacher.

TERMINATION

We reserve the right to terminate or suspend a child for the following reasons (but not limited to):

- Failure to pay
- Routinely late picking up your child
- Failure to complete the required forms
- Lack of parental cooperation
- Failure of a child to adjust to the center after a reasonable amount of time
- Physical or verbal abuse of any person or property
- Our inability to meet the child's needs

- Lack of compliance with handbook regulations
- Serious illness of child

We appreciate as much advance notice as possible when terminating care, and will give the same courtesy in return. Parents are required to give two weeks' written (email) notice when they decide to terminate care. The two weeks will be paid in full, regardless of whether or not the child is in attendance.

We will give a two-week notice of termination for which full tuition is due, whether or not the child is in attendance. The provider reserves the right to give written notice of immediate termination where there are extreme circumstances that affect the well-being of the provider or other children in attendance.

Anyone who terminates care and has an outstanding balance will need to have the account settled within 30 days.

As providers, we reserve the right to make changes in the child care environment without advance notice to parents, as long as any change remains within state licensing requirements and regulations. There may be updates to this parent handbook occasionally. We will give you a separate addendum as the need arises.

Communication is the key; please feel free to discuss your concerns with any of the staff. Thank you for your interest in finding the best possible care for your child!
Required Documents to begin care at Cape Care:

1. Please complete and return the [Cape Care Application](#).
2. Provide a copy of your child's immunization records
3. Complete online [Child Care Record](#) form
4. Submit Automatic [Payment Authorization Form](#)

2022-2023 CAPE CARE CALENDAR

BEGINNINGS & END

September 6	First Day of Preschool, Before and After Care (Grades 1-6)
September 7	First Day of Kindergarten
June 14	Last Day of School

CAPE CARE CLOSURES

September 5	Labor Day
October 10	Indigenous Peoples' Day
November 8	No Preschool Only (Parent/Teacher Conferences)
November 11	Veteran's Day
November 23 - 25	Thanksgiving Break
December 23 - 1/2	December Break
January 16	MLK Jr Day
February 20-24	February Break
March 22	No Preschool Only (Parent/Teacher Conferences)
April 14-21	April Break
May 29	Memorial Day

Kindergarten - 5th Grade SPECIAL CARE DAYS (REGISTRATION REQUIRED)

October 7	Full Day	8:30-5:30	\$73.00
November 7	Half Day	12:00-5:30	\$45.00
November 8	Full Day	8:30-5:30	\$73.00
December 22	Half Day	12:00-5:30	\$45.00
February 3	Half Day	12:00-5:30	\$45.00
March 10	Full Day	8:30-5:30	\$73.00
March 22	Half Day	12:00-5:30	\$45.00
April 13	Half Day	12:00-5:30	\$45.00
May 26	Half Day	12:00-5:30	\$45.00

Kindergarten - 5th Grade SCHOOL VACATION CAMP (REGISTRATION REQUIRED)

December 27 - 30	Tuesday - Friday	\$245.00
February 21 - 24	Tuesday - Friday	\$245.00
April 18 - 21	Tuesday - Friday	\$245.00

The above calendar is subject to change.