

Lighthouse School & Child Care Center



**Parent
Handbook
2023-2024**

A Community Tradition

**Lighthouse School & Child Care Center
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Part One: Welcome to Lighthouse School & Child Care Center

Mission

Lighthouse School & Child Care Center is a ministry of First Light Church as a service to the community to nurture all aspects of growth in children up to 12 years old, with a capacity to serve 163 children and to provide an atmosphere that encourages families to seek a closer personal relationship with Christ. The administrators give overall supervision and qualified teachers staff the operation. Children are welcome to attend without regard to race, color, sex, religion, national origin, or handicap.

Statement of Faith

- We believe in God. God is a person, and we can have a personal and conscious fellowship with Him. God is love. He loves everyone whom He has made.
- We believe in Jesus Christ. Jesus is the Son of God, the divine Word made flesh and dwelling among us.
- We believe in the Holy Spirit, the Third person of the Godhead, that He is present and efficiently active in and with the Church of Christ.
- We believe in the Bible. We believe the Old Testament and New Testaments were given by divine inspiration, revealing the will of God concerning us in all things necessary to our salvation.

Licenses

Lighthouse School & Child Care Center is a Maine State Licensed facility. The school is also a Level Two QRIS facility (QRIS stands for Quality Rating Improvement System). Maine's QRIS is a systemic approach to assess, improve, and communicate the level of quality in early and school-age care and education programs. Similar to rating systems for restaurants and hotels, QRIS award quality ratings to early and school-age care and education programs that meet a set of defined program standards. By participating in their State's QRIS, early and school-age care providers embark on a path of continuous quality improvement. Even providers that have met the standards of the lowest QRIS levels have achieved a level of quality that is beyond the minimum requirements to operate.

Communication with Families

Families and children are invited and encouraged to come in for a tour and visit previous to beginning care. Parents and children can ask teachers and administration questions about the routine, program, and expectations at this visit. Parents are welcome to visit their children while in care at any time. Placing your child in our program is more than the purchase of service; it is a partnership involving mutual commitment of both parents and teachers. Open communication between program staff and parents is maintained through messaging on Brightwheel, telephone, email, and face-to-face. Please keep the teachers informed each morning of any event at home that would help the teachers better understand your child. Lighthouse School uses the messaging feature of the Brightwheel App to communicate with parents throughout the day. If this is not the best way to reach you during the day, please let an administrator know. If your child will be absent for any reason, please send a message on Brightwheel to the Admin Team. A hard copy of the monthly newsletter is available in the daycare lobby, as well as, shared through Brightwheel.

Brightwheel

Brightwheel is a child care management software with web access and mobile device app that Lighthouse School & Child Care Center uses to communicate with parents, track children's daily activities and progress, share photos with individual families and classrooms, bill and process tuition payments, and check children in and out of the program. Parents are asked to download the Brightwheel App and they will be sent a unique code for each of their children. Once the children are in the system, parents can use the app to check them in and out each day, communicate with the teachers and administration, and set up billing.

Part Two: Programs

At Lighthouse School & Child Care Center, we offer the following programs to support families:

Full Day Daycare and Preschool: This program is available for children up to five (5) years old.

Before and/or After School Care: This program is available for parents who need before and/or after school care for their children in grades K – 5 attending Dyer, Brown, or Small public schools. Parents must arrange bus transportation through their child's school and bus transportation. It is also the parents' responsibility to make alternative arrangements for transportation if Lighthouse School is closed and inform their child's school. Lighthouse School & Child Care Center will be open during some school vacations and Summer and offers full day care for school age children during these times. To sign up for full day care for school age, Parents must let administration know which days of care are needed to check if there is a spot for their child. Vacation and Summer tuition costs are listed in Part 3. Prior to the vacation week Lighthouse School will ask parents/guardians of school age students to register for days their child will attend Lighthouse School. Those days will then be charged to the child's account at our full-day rates even if the child does not attend. If your school age child does not attend Lighthouse during a vacation week and has not registered for any days, then your child's account will not be charged for that week.

Hours of Operation

Lighthouse School is open Monday through Friday, 7:00am to 5:30pm. On the following page is an example of a daily schedule. Every class has its own age-appropriate schedule that includes activities tailored to each child's developmental needs and interests.

Drop off & Pick up policies

Attendance

Lighthouse is open from 7:00am to 5:30pm. Families are welcome to drop off and pick up their children at any time. If your child is going to be absent, please let the school know by 9:00am, as this affects scheduling for that day. The preschool program begins at 9:00am. Please drop your child off by this time to provide as little disruption to their intentional learning time.

Checking In/Checking Out

There is a tablet and a QR Code at the check in desk. Each Parent/Pick up person has a unique 4 digit code to use on the Brightwheel App to check their children in and out of care. Staff will also be at the desk to manually check the students and compare to the daily attendance sheets.

Pick-Up Authorization

An administrator must be notified if your child is to be picked up by someone other than the persons named on your authorized pick-up list. Any unfamiliar faces will be asked to present identification. Authorized people for pick-up must be 18 years old or older. Please send a message to the admin team on Brightwheel or let the check in staff know if there will be alternative pick up plans for your child. If the person picking up a child, including a parent, appears to be under the influence of an intoxicating substance, staff will ask for an alternative person to come pick up the child. Unless provided with a court order, Lighthouse School cannot refuse to allow a legal guardian to pick up their child.

Parking Lot Safety

When there is a school bus picking up or dropping off students, vehicles cannot drive past it. Maintain a low speed, as adults and children are walking and can move unpredictably. Walk carefully as the temperatures can drop quickly and freeze wet spots. We try to keep the parking lot sanded/salted, but sometimes it freezes before we can get out to it.

Required Forms for Registration

All families must submit the following forms before beginning care:

1. Enrollment Form
2. Emergency contact
3. Permission for over the counter medications, first aid supplies and photos
4. Medical Information: physicals, immunizations, medication administration, physician, dentist, preferred emergency treatment facility
5. Parent Handbook Acknowledgement
6. Signed Tuition Agreement
7. Immunization Records handed in, faxed to 207-767-0998, or emailed to lighthouse04106@gmail.com

Sample Daily Schedule

7:00-9:00 am	Drop off/Free Play
8:45-9:30 am	Morning Snack
9:30 am - 12:00 pm	Morning Program: Every class has its own age-appropriate curriculum, activities, circle time, music, and projects and outdoor play – weather permitting (or Gym Time)
11:00-12:30 pm	Lunch: Every class has their own age-appropriate time frame Some classes eat in the gym and some eat in the classrooms
12:00-2:30 pm	Rest period: Every class has their own age-appropriate time frame. The State of Maine requires that we offer a “lights out rest period”
2:30-3:30 pm	Afternoon snack
3:30-4:30 pm	Outdoor play – weather permitting (or Gym Time)
4:30-5:30 pm	Indoor play: centers, group projects
5:30 pm	Closing Time

Part Three: Tuition & Fees

Registration Fee

Lighthouse School & Child Care Center requires a \$25 non-refundable initial and annual registration fee to reserve a spot for the student in the 2023-2024 school year. The registration fee is not credited towards payment of tuition. Parents have an individual and joint obligation to pay all tuition and fees under this agreement. Parents' failure to pay any amount when due pursuant to the terms of this Agreement, may, at the School's sole discretion, result in the suspension or dismissal of the student from the school. The full cost of weekly tuition is due every Friday.

Tuition Agreement

Parents are asked to sign a tuition agreement, stating that it is understood and agreed that, regardless of student's absence, withdrawal, or dismissal from the school, parents remain obligated to pay the amount of tuition, consistent with the 30-day notice period, as liquidated damages and assume full responsibility for payment.

Infant/Toddler/Preschool Weekly Tuition Rates

# of days of care per week	Infant	Toddler	Preschool
2	\$252	\$235	\$223
3	\$293	\$276	\$254
4	\$327	\$310	\$286
5	\$345	\$328	\$306

Elementary School Weekly Tuition Rates

Before School Only	\$98
After School (3:15-5:30pm)	\$120
Before and After School	\$165
School Aged (summer and vacation weeks)	\$306

Tuition Free Vacation Days for Daycare and Preschool Families

All daycare and preschool families receive two tuition-free weeks during the contract year. These tuition free weeks are the week between Christmas and New Year's and the week of February Break (Feb 19-23), both of which Lighthouse School & Child Care Center will be closed. A school Calendar is put out in August to show closed and open days for the School Calendar year. Parents are given this calendar through Brightwheel and there are also copies in the daycare lobby.

Late Fees

A \$20 fee will be assessed if children are picked up after 5:40pm.

Snow Days

In the instance when Lighthouse School will close for a storm, a decision will be made by 5:00am. Our hope is that this gives families time to make alternative child care plans and also prevents us from closing unnecessarily if the predicted storm does not warrant closure. A message will be sent to all families via Brightwheel, email, and posted on www.wgme.com

Cancellation of Services Fee

Parents are asked to provide at least two weeks written notice to the Lighthouse School Director to withdraw the student from the school during the 2023-2024 school year. Tuition will be collected during the 2 week period, and after the 2 week period, parents will no longer be responsible for tuition payments pursuant to the tuition agreement.

Part Four: Staff Structure & Qualifications

Staff

Lighthouse School is staffed by administrators, teachers, floaters, cooks, cleaners, and maintenance workers.

The *Program Director* is responsible for the overall management and administration of the program and will act as liaison between the daycare and church board.

The *Assistant Directors* are responsible for assisting the Program Director with day-to-day operations and overseeing the educational aspects of each classroom.

The *Administrative Assistant* is responsible for the general front-end operation of the school and assisting children who are sick or injured.

The *Classroom Teachers* are responsible for the general supervision and management of children in one of the infant, toddler, preschool, and school-age classrooms. This includes management and set-up of their environment, building relationships with children and their families, implementing individualized curriculum, completing assessments on a monthly basis and at times, providing supervision of children from other groups (i.e., end of the day, afternoon care, outside, etc.)

The *Floaters* are responsible for assisting a classroom teacher in the general supervision and management of the class.

The *Bookkeeper* is responsible for the overall maintenance and management of the daycare finances.

The *Cook* is responsible for all of the kitchen responsibilities.

The *Fire & Safety Coordinator* is responsible for oversight of the fire and safety protocols at the daycare and church.

Teacher Qualifications

All staff are fingerprinted and background checked and are required to complete 18-30 hours of annual professional development training. Staff are required to enroll as a member of the Maine Roads to Quality Professional Registry. Registry members receive recognition for their experience working with children and families, their ongoing training, and educational accomplishments in early childhood education or related fields. These practitioners provide safe, nurturing environments in our center and classrooms. The Maine Registry has been created to develop a more professional early care and education field. It is expected to improve the status, wage and income, training and employment opportunities for early care and education professionals. To remain an active member of the Registry, the practitioner must continue to acquire training that meets or exceeds Maine State Child Care Licensing Unit requirements. Staff are trained in the following areas: CPR, First Aid, Child Care Health & Safety Practices, Mandated Reporter, Federal Food Program, Civil Rights, Review of Parent & Employee Handbooks, and Maine State Child Care Licensing Rule

Child Care Facility Licensing Rule

A copy of the Maine State Child Care Facility Licensing Rule and Lighthouse School's most recent inspection notes is available for review at the request of any family. The rule book can be accessed online at www.maine.gov, search: Child Care Facility Licensing Rule.

Part Five: Curriculum, Assessments & Inclusion

Lighthouse School's Faith Based Curriculum

The Church + Home = greater impact Light (yellow) + Love (red) = Orange

Lighthouse School & Child Care Center uses a faith based curriculum called Orange. The name has to do with something you learned in kindergarten: Orange is what you get when you combine red with yellow. When you paint with red, you get only what red can do. When you paint with yellow, you get what only yellow can do. When you paint with orange, you get new possibilities and vibrant outcomes. We believe that when the church and the home work together there is a greater impact on the lives of children. When the Light (yellow) of the church and the Love (red) of the home come together orange is created. We want parents to know when they connect to a wider community, they have a greater impact in the life of a child than they could ever have alone. Part of our program includes weekly chapel services utilizing the Orange Curriculum. Extension activities are provided to classroom teachers to help the children make connections between chapel content and everyday life.

Frog Street Infant

Frog Street Infant Curriculum includes intentional activities that support development domains, opportunities to develop strong social and emotional connections, and professional development to support caregivers. Easy to follow ideas presented on 5" x 8" cards can be easily incorporated into daily routines to help young children meet developmental milestones. Cards are color-coded by four essential learning domains: physical development, cognitive development, language development, social emotional development and approaches toward learning. Each domain includes activities for specific age ranges. Activity cards fit neatly in plastic sleeves that can be posted on the wall for easy reference to individualized learning plans. Frogstreet helps little ones develop a foundation of important life skills by developing trust, forming healthy attachments, developing impulse control, and enhancing social interactions. Frogstreet helps build a language-rich environment with a library of colorful board books and high-interest photo cards. Music plays an important role in shaping the brain and is critical to babies' language development. Through playful baby songs, simple games, and rhythm-band instruments, little ones will be engaged through music, movement, and fun!

Frog Street Toddler

Frog Street Toddler Curriculum is designed around the latest brain research and includes easy-to-use activities created specifically for 18-35 month olds. The program is designed to equip caregivers to foster essential growth, meet the needs of all learners, and embrace the joy of learning each day! Thematic teaching guides offer domain-based activity choices that are intentional, integrated, and child centered. The weekly Lesson Planner is aligned to state standards and choosing just one activity from each domain daily will move children forward in their development. Toddlers will be immersed in a language-rich environment essential for developing both receptive and expressive language skills. Frog Street Toddler offers activities that support cause-and-effect relationships and problem solving to develop foundational skills for lifelong learning. Each week, you will have a range of activity choices that will give little ones plenty of opportunities to express creativity, solve child-sized problems, and develop curiosity. Children will develop gross motor and fine motor skills participating in fun physical challenges, action songs, and games that will build coordination, balance, and muscle strength.

Frog Street Toddler includes a comprehensive classroom management and social-emotional component that creates a learning environment where children feel safe and loved. Children learn to reduce stress, engage appropriately with their classmates, and practice social skills such as using kind words and helpful hands. Children are at many different developmental levels during the period of growth from 18-36 months. Frogstreet Toddler offers opportunities to meet the needs of all learners by offering "Adaptations" for less mature or developmentally delayed learners and more challenging activities for ready learners.

PreK 3-5 Curriculum

The core of our program is based on the curriculum guidelines as set by the State of Maine Early Childhood Learning Standards. The curriculum encourages children to be actively involved in the learning process, to experience a variety of developmentally appropriate activities and materials, and to pursue their own activities in the context of life in the community and the world.

Classes will have developmentally appropriate activities and materials to support children as individuals, with emphasis on:

Personal and social development	Approaches to learning	Creative arts
Early language and literacy	Health and physical education	Mathematics
Science	Social studies	

The philosophy is that children learn best by doing. Therefore, careful observations and planning by teachers provide hands-on experiences in classroom Learning Centers. Our classrooms typically provide space for:

Blocks	Sand & Water	Table Toys	Art
Manipulatives	Dramatic play	Library	Class Lessons

The environment allows children to make choices and select activities on their own; use materials creatively, experience success through their play and responsibility in caring for the environment and materials they use. We also use the physical environment to let children know that their classroom is a comfortable place where they can explore, feel safe and learn.

Opportunity for outside play is important to your child's growth and development. We venture outside all year long – weather permitting. This allows us to stretch our muscles, breathe fresh air, and enjoy the outdoors. Please be sure your child is dressed appropriately for the physical demands of outside play. During extreme weather, children will enjoy gross motor activities in our spacious gym.

Parent & Family Involvement

Parents, grandparents, aunties, or uncles are invited to come into our toddler and preschool classrooms to read to our friends. Speak to an administrator to sign up to come in and share a special story with our friends.

Photo & Video Permission

Lighthouse School asks parents' permission to take photographs or video of their children as part of the general program activities. Lighthouse School asks parents' permission to take photographs or videos and post them on the Brightwheel App, so that families of children in your child's class can be tagged in the photos and view them.

Photo & Video Sharing

Please refrain from posting photos of children other than your own at Lighthouse School activities and events. Lighthouse Staff will not post photos or videos of children on social media sites or send them to third parties.

Confidentiality

Any identifying information about children, families, and co-workers is considered confidential, and shall be disclosed only upon written permission from the family, or when otherwise specified by the law.

Intentional or unintentional disclosure of confidential information about children or employees with an unauthorized third party is grounds for termination.

Rights of All Children

Rights of Children. Children receiving Child care from Child Care Facilities have the following rights.

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

Children with disabilities have the right to reasonable modifications to Child Care Facility policies and practices.

Assessments, Conferences, and Inclusion

The Maine Early Learning Guidelines are one part of ensuring high-quality early childhood learning environments for children in the State of Maine. The implementation of research-based, appropriately applied child assessment is also critical to ensuring quality. Multiple approaches to assessment (e.g., portfolios, observation, and narratives) provide professionals and families with the information they need to individualize their work with children and to adapt curriculum and daily activities to meet the needs and abilities of each child. It is essential that each early childhood learning environment and its professionals carefully design systems and multiple approaches – including alternative approaches adapted to children with disabilities – to assess children and obtain information that enhances teaching strategies and curriculum.

Parent/Teacher conferences occur throughout the year. Teachers will take observations on each child to share with parents at their conference. This is a great snapshot of the child's learning progress.

Developmental Screenings

We also take advantage of Child Development Services. This is a fantastic opportunity to receive services if your child qualifies. The CDS screening is a safety net that ensures that your child is as successful as possible in major development areas. For more information regarding screening, contact CDS Reach 1011 Forest Avenue Portland, ME 04103 Phone: 207-781-8881 Fax: 207-781-8855 or visit the Child Find website at www.maine.gov/doe/cds/childfindform to fill out an intake referral online.

Americans with Disabilities Act Policy

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 with an equal opportunity to participate in the child care center's programs and services.

Lighthouse School & Child Care Center is committed to providing access to our school for people with disabilities. Our goal is to enable staff, applicants, children, and their families to participate in many aspects of our program. Under our policy and federal and state laws, people with disabilities are entitled to reasonable accommodations that will allow them access to our program, jobs, services, and activities unless accommodation would pose undue hardship on the school. (An accommodation is any change in the work or learning environment or in the way things are customarily done that enables a person with a disability to have equal employment or participation opportunities.)

People with disabilities have a right to ask for accommodations and are encouraged to talk directly with other staff, administrators, or the lead pastor at First Light. Supervisors and administrators are responsible for responding to accommodation requests.

Our policy, the law, and commonsense requires that a flexible, interactive process which involves the person with the disability be used to select an effective, reasonable accommodation. The process should focus on accommodation that would help the person meet the requirements of the job or program. All requests for accommodations must be carefully documented.

Interpretation for ELL

At Lighthouse School & Child Care Center we enroll children from all ethnic backgrounds. The primary language we communicate in is English. If you communicate more comfortably in another language, please let us know. We will make every effort to make our materials and communications accessible for you in your home language.

Part Six: Discipline and Guidance

Guidance: Philosophy and Practices

Our goals in providing guidance to children are to help children achieve a sense of self, to help children take responsibility for themselves and their environment, and to help children behave in socially acceptable ways by using direction and example. We work closely with parents, keeping them informed of any concerns and soliciting their suggestions and input. We praise children for cooperative behavior, and we plan an active and engaging program that helps to guide children in appropriate social interaction. We use fairness in explaining boundaries and expectations of classroom behavior and we use consistency in helping children understand them. Our staff considers the specific needs of each child while helping them to become part of a group.

In guiding and disciplining children, it is Lighthouse School's intention to create positive climates and focus on prevention; develop clear, appropriate, and consistent expectations and consequences to address disruptive student behaviors; and ensure fairness, equity, and continuous improvement. Below are written policies for the guidance of toddlers, preschoolers, and school age children. If a child needs more support following the expectations of Lighthouse School's group care programs, a behavior plan will be made by a collaboration of the administrators and family. A family's refusal to work in collaboration with administrators to create and follow a behavior plan may result in suspension or expulsion from the program.

Guidance with Toddlers

Children in the toddler and early preschool stages are beginning to develop an increasing interest in their peers. However, their social skills are still limited, and their interactions may need facilitation and monitoring. Biting is a normal developmental stage. As such, we consider each incident on an individual basis. Biting is common among young children because they do not always understand the difference between chewing on a toy and biting someone. If biting occurs, teachers will comfort the bitten child, wash the area thoroughly, and apply ice. Whenever possible, the biter will be made part of the comforting process to teach nurturing behavior. If the child is teething, a teething ring or cloth will be supplied. If biting occurs because of a power struggle or frustration, the teacher will watch closely – ready to redirect the child before the incident occurs. This model is followed for many instances with toddlers, beyond just biting

Guidance with Preschoolers

Step 1: Behavior is verbally addressed, and the child is given an opportunity to correct behavior.

Step 2: Child is removed from the situation or activity and will be redirected to another area.

Step 3: Child is removed from situation or activity and placed in a time out for one minute per years of age (3 years = 3 minutes)

Step 4: Child is taken to the desk for a time-out or for parents to be called depending on the severity of the behavior.

Expulsion and Suspension Prevention

Lighthouse School takes recommendations from the U.S. Departments of Health and Human Services (HHS) and Education (ED) for preventing and severely limiting expulsion and suspension practices. This joint HHS and ED policy statement aims to raise awareness, provide recommendations on establishing preventive, disciplinary, suspension, and expulsion policies and administering those policies free of bias and discrimination; provide recommendations on setting goals and using data to monitor progress in preventing, severely limiting, and ultimately eliminating expulsion and suspension practices in early childhood settings; highlight early childhood workforce competencies and evidence-based interventions and approaches that prevent expulsion, suspension, and other exclusionary discipline practices, including early childhood mental health consultation and positive behavior intervention and support strategies; identify free resources to support States, programs, teachers, and providers in addressing children's social-emotional and behavioral health, strengthening family-program relationships, increasing developmental and behavioral screening and follow-up, and eliminating racial/ national origin/ethnic, sex, or disability biases and discrimination in early learning settings; and identify free resources to support families in fostering young children's development, social-emotional and behavioral health, and relationships.

Part Seven: Health & Safety

Child Immunization Records

Immunization records must be maintained to ensure proper medical treatment is determined and given in the event of a disease outbreak or public health emergency. An up-to-date copy can be faxed to the school at 207-767-0998. According to the Child Care Facility Rule for Child Care Centers, all children in care must meet the following requirements:

SECTION 12. A. 1. The Child Care Facility must have a current record of immunization on file for each Child, which clearly documents each Child's present immunization status based on the Department's Day Care Immunization Standards (available at <https://www.maine.gov/dhhs/mecdc/infectious/disease/immunization/documents/Childcare%20Immunization%20Standards.pdf> and published August 8, 2021), within 30 days of the Child's first admission to the Child care and updated as needed thereafter or,

SECTION 12. A. 2. A blood test documenting immunity to measles, mumps, rubella and varicella (chickenpox), placed in the Child's record and updated in a timely manner.

SECTION 12. A. 3. Pursuant to P.L. 2019, Ch. 154, § 11, effective September 1, 2021, Children must be immunized, as set forth herein and exemption from immunization requirements are limited to medical reasons. The Child's physician, nurse practitioner, or physician assistant must provide documentation that immunization is medically inadvisable.

Illness Policy

Not all illnesses mean a child must stay home. Children have seasonal allergies and colds from time to time. However, if a child cannot comfortably participate in program activities, his/her parents will be notified to plan for the child to be taken home. If sent home from school sick, the child must stay home the following day, and be symptom-free for 24 hours before returning to school. In the instance of illness, serious injury, incidents, and accidents, parents will be notified immediately and a report will be written to be signed by a legal guardian within two business days.

To avoid unnecessarily exposing other children and care-givers from illness, if your child should exhibit one or more of the following symptoms, they should stay home until symptom free for 24 hours.

Fever – along with sore throat, rash, vomiting, earache, irritability, or confusion. Fever is defined as having a temperature of 100 degrees F or higher taken under the arm, under the tongue, or in the ear.

Diarrhea - 3 or more watery, foul smelling, runny and/or bloody stools in the last 24-hour period.

Vomiting - one or more times in the last 24-hour period.

Eye Discharge – thick mucus or pus draining from eye, pink eye. Children may return to school 24 hours after the first application of prescription.

Nose Discharge - runny, yellow, greenish mucus accompanied by fever, vomiting and/or diarrhea.

Lice – No child may attend school with the presence of any lice or lice eggs (nits) on the scalp or hair shafts. Child may return after successful treatment with all nits removed.

Rash – Unexplained rash. Child can return to school if a physician has determined the illness is not a communicable disease.

Doctor's Notes

A doctor's note must be provided for children to return to school in the circumstance when they are being tested for a communicable disease. A doctor's note should contain the following information: a diagnosis, if the child is contagious, and a treatment plan.

Action Plans

At enrollment, a Known Allergy Form is expected to be turned in to notify the daycare of a child's allergy. If your child does have a doctor-diagnosed allergy, an Allergy Action Plan and necessary medications must be provided to the daycare and remain on the premises in case of an emergency. It would be ideal if two (2) epipens are provided so that one can be kept in the classroom and one at the front desk.

Medication

Children may return to school 24 hours after the first application of prescription, if their condition is not contagious.

If your child should need to have a prescription or non-prescription medicine given to them during school hours, sign the medicine sheet located at the front desk describing the medicine and providing authorization and time to be given. This information is recorded in the Daily Medication binder at the front desk. All medicine must be in its original container. No medication can be administered at a dose larger than prescribed or recommended by the manufacturer. Over the counter medication cannot be administered for more than two (2) consecutive weeks without written permission from the doctor. Staff persons are assigned to administer medication. The procedure for administering medications includes: 1) Collect the child and another staff person, 2) Read the prescription bottle and medication authorization sheet to make sure the correct child is getting the correct medication, 3) Read the prescription to verify the dose, 4) Draw up the medication, 5) Have the second staff person double check that it is the correct child, the correct medication, and the correct dose, 6) Administer the medication, 7) Record the date and time that the medication was administered, 8) Have parents sign off at the end of the day that the medication was administered.

Rest Time

- Rest time in our **12 months – 2-year-old** room, is approximately **12:00-2:45**
- Rest time in our **2-3-year-old** room, is approximately **12:15-2:30**
- Rest time in our **3-5-year-old** rooms is approximately **12:30-2:30**

All children are given the opportunity to rest in their classroom, but are not required to sleep. Infants are given several opportunities to nap in cribs throughout the day, depending on their individual needs. Toddlers rest after lunch in pack & plays or on cots as a group from approximately 12-2:30 pm. Preschoolers rest on cots in their classrooms. Depending on the classroom, if the children are resting quietly, they will be given books or quiet toys to play with on their cots until their friends are done resting. During napping and/or sleeping hours, the Provider or Staff Member must be awake and supervising all Children, and Child-staff ratios must be maintained. Dimmed, but adequate, lighting to allow visual supervision of all Children must be maintained at all times. A separate mat, bed or cot, with a blanket or sleeping bag, must be assigned to each Child under the age of five in care for longer than four hours. All bedding must be cleaned before being used by another Child. Bedding must be cleaned as needed, or at least weekly. Each Infant/Toddler must be allowed to follow his/her own sleep/rest pattern, unless specific written documentation from the physician is in the Child's file. Recognizing that children have a variety of individual needs; our plan is to meet their needs while staying within the regulations stated above. Our toddler and three-year-old children typically all nap from two to three hours. Our four and five-year olds often have more varied needs. Some preschool children no longer nap, some require a longer nap, and others cannot rest without extra support. Whether napping or non-napping, all children will be asked to rest for one hour.

Nap Time Supplies

Please see the supply lists below for each age group. Do refrain from sending in pillows or several and/or large stuffed animals. Nap things should be sent to school in a bag that can be transported back home at the end of the week for the items to be laundered.

Infants

- Fitted crib sheet
- 2 appropriately fitted arms-free wearable sleep sacks
- Pacifier

Toddlers

- Fitted crib sheet
- Small blanket
- Pacifier
- Lovey or stuffed animal

Preschoolers

- Fitted crib sheet
- Small blanket
- Lovey or stuffed animal
- Quiet books, toys, activities to use if your child no longer naps

School Age

- Small blanket
- Lovey or stuffed animal
- Age-appropriate book to read at rest time

Infant Sleep

Safe Infant Sleep Practices that Lighthouse School follows are:

- Appropriately fitted arms-free wearable sleep sacks are permitted
- Children must not be wrapped tightly in blankets
- Children must not have their heads covered during sleep or rest times
- Only a sheet on the mattress and the infant in a sleep sack are allowed in the crib
- No sleeping in swings, car seats, or bouncer seats
- Lay on their back to sleep
- No toys, mobiles, or play equipment can be attached to any part of the crib
- Devices of any type that restrict the movements of Children must not be used in cribs
- A lowered mattress for infants who can independently lift their chest off the sleep surface

Toilet Learning

The secret to toileting success is patience and timing. There is not just one “right” way or one “right” age. Children show readiness when they:

- Are dry 2 hours at a time, or after naps;
- Can tell you when they are urinating or having a bowel movement;
- Develop essential skills: ability to walk, pull pants up and down, get on/off the potty (with some help), etc...;
- Copy a parent’s toileting behavior;
- Follow simple directions;
- Want to use the potty!

Adult caregivers should work together with a consistent plan for individual toilet learning. Be encouraging and handle accidents casually, without scolding. If a child is going through a significant change, it's a good idea to hold off on toilet learning as the child may feel overwhelmed and lose skills they have already learned. Developmentally, toddlers are trying to gain some control over their world. Toilet learning can lead to power struggles because toddlers want to have control over their own bodies. It's important to approach toilet learning matter-of-factly. Think of it as just another skill you are helping the child learn. When adults don't make a big deal about it, children are more likely to follow their own internal desire to reach this important milestone. For more information about toilet learning, visit this website: <https://www.zerotothree.org/resources/266-potty-training-learning-to-the-use-the-toilet>

Accidents

Incident Reports

In the event a child is injured, the staff member who observed the incident should fill out an Incident Report. When a child is injured, staff members shall not make statements to persons other than authorized school personnel regarding the events leading up to the injury. Give the report to the administrator who will share it with and have the legal guardian sign it within two business days and then place it in the child's file. Please familiarize yourself with the Incident Report.

Medical Emergencies

In the event of a medical emergency or accident, the affected staff member should contact the administrator, or another authorized person and she will institute the procedure as follows:

- Call 911
- Contact the parent
- An accident/incident report will be filled out and a parent will sign within two business days
- Accident/Incident will be reported to state licensor

Mandated Reporters

The Lighthouse School & Child Care Center adheres to requirements of the law in reporting to the Maine Department of Human Services any information about abuse or suspected abuse of a child. Reports regarding abuse or neglect of children should be made immediately to the administrator who in turn will contact DHS. The school will maintain documentation that a report has been made.

When doubt exists concerning a suitable report or suspected child abuse or neglect, staff members are cautioned to err in favor of the child. The judgment of validity of a report is the responsibility of the Department of Human Services. All staff at Lighthouse School & Child Care are mandated reporters of suspected abuse and neglect pursuant to Title 22, M.R.S.A. 4011. As required by the state, we are required to report licensing violations.

Reporting Serious Injury or the death of a child: SECTION 6.E.9.ii. The Child Care Facility must report, in writing, to the Department any of the following legal proceedings brought against the Child Care Facility or any Child Care Staff Member employed by the Child Care Facility within 24 hours: Any other information regarding the Child Care Facility's circumstances or treatment of Children, such as the serious injury or death of a Child in the Child Care Facility's care, to enable the Department to determine whether there is a present threat to the health, safety and welfare of Children.

Emergency and Disaster Procedure

It is our policy at Lighthouse that there are always two staff present at the center when any children are in attendance. In the rare instance when only one staff member is present and there is a crisis, the staff member should keep any children with them and determine the best course of action for the situation, whether to shelter in place, leave the building and go to the parsonage (in the church parking lot), located at 165 Nutter Road, South Portland, ME 04106, or move the children off site. Once the staff member and children are in a safe location, notify emergency services, an administrator, and the children's parents. In the event of a fire, natural disaster, or other threatening situation that may pose a health or safety hazard to the school, the following plan will be put into place.

Evacuation: Evacuate via fire drill exits, bringing the classroom iPad and EpiPen box, and report to the basement of the parsonage in the parking lot on-site. There is a plastic container with emergency supplies located in the basement of the parsonage, including the following items:

- first aid supplies
- water
- snacks
- flashlights and batteries
- blankets
- books
- diapers
- wipes
- hand sanitizer
- trash bags

Lockdown or Shelter-in-Place Procedure

1. Use the door stop that is hanging on the inside of the classroom door to lock the doors to your classroom, lock all windows, pull the shades on all windows, turn off the lights, gather the children away from the windows and doors.
2. Notifying parents: an administrator will send a message via Brightwheel and/or email to parents to notify them of the emergency and the school's plan to either shelter-in-place or have parents come to pick up their children immediately.
3. Administrators will coordinate with local emergency management officials to make a plan of action for the specific emergency.
4. If the emergency resolves in such a way that continued child care services can continue for the remainder of the day, children will return to their classrooms. If this is not the case, children will remain in the care of the classroom teachers in the emergency shelter location until parents arrive to pick them up.
5. In case of an actual fire or another emergency requiring off-site relocation, all children will be relocated to Hope Community Church located at 879 Sawyer St. South Portland, ME 04106. Parents will be notified through our Brightwheel system in the event of an emergency.

Fire Drills

Fire Drills will be conducted at least once a month for all children and adults present. Each room should have an evacuation route to follow posted in their room. Fire Drill Procedure:

1. Collect the attendance tablet and EpiPen box
2. Turn off all lights and close all doors
3. If your room has two teachers, have one in the front leading the children and one in the back to make sure everyone gets out safely.
4. Remind the children not to run as a rule of safety.
5. Make sure that each child in the room is accounted for when the class gets outside.

Part Eight: Food and Nutrition

Meals & Snacks

Lighthouse School serves morning and afternoon snacks. We are an equal opportunity provider and all children served in our facility receive snacks at no extra charge.

Food from Home

All children are asked to provide a lunch from home. Please ensure that it is safely prepared for your child (cut up, warmed and put in a thermos, or in a lunchbox with an ice pack if it needs to be kept cool). Some foods pose a choking hazard for children. Please refrain from sending in foods like whole grapes, cherry tomatoes, popcorn, chunks of raw fruits and vegetables if your child is not used to eating these items proficiently.

Birthday celebrations

Parents may bring in nut-free refreshments for birthdays if the amount is sufficient to serve the child's class. Advance notice is required so our staff can plan.

Meal times

Snacks and meals are served between 8:45-9:30 am, 11:00-12:30 pm, and 2:30-3:30 pm to the toddlers and preschoolers, family style. All the children sit together with their class around the table. The group says a prayer of thanksgiving and then children eat. They are encouraged to chat with their teachers and peers while eating their meals.

Preparing infant food

Lighthouse offers one brand of formula for infants. If families of infants ages 6 weeks to 12 months choose not to use that brand, they are asked to provide breastmilk or formula and bottles. Small crock pots of hot water are used to warm bottles. As infants begin to try new and solid foods, please refrain from sending in items that they have not tried at home. Parents are required to provide at least two snacks and a lunch for children between 12-18 months. These food items could include jarred/homemade baby foods and finger snacks such as Gerber Graduate snacks/Puffs. In the infant room, each child will have their own personal storage bins, one in the fridge and one in the cupboard, to keep a supply of food items on hand. Lighthouse School cannot microwave food for infants. If families want food from home to be warm, it should be sent to school in a thermos.

Parent Handbook Acknowledgment & Parent Signature

Lighthouse School & Child Care Center

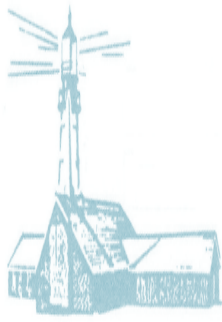
I/We, _____ (parents' names), have read and agree to the policies and terms contained within the Lighthouse School & Child Care Parent Handbook for the school year 2023-2024.

Parent Signature

Date

Parent Signature

Date



Lighthouse School & Child Care

South Portland Church of the Nazarene

2023-2024 Calendar

- Lighthouse School (LHS) Closed
- LHS Closed Teacher In-Service
- South Portland Schools (SPSD) Closed (LHS Provides School Age Care)
- SPSP Early Release

**Calendar dates are subject to change.
Changes will be communicated in the monthly
newsletter and on Brightwheel**

August 2023							September 2023							October 2023							November 2023						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5						1	2	1	2	3	4	5	6	7				1	2	3	4
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				26	27	28	29	30			
25: LHS Closed for Teacher In-Service Day							1: LHS Family Picnic Day 4: LHS Closed for Labor Day 5: SPSP First Day (Gr.1-4) 8: SPSP First Day (Pre-K & K) 20: SPSP Early Release							9: LHS Closed for Indigenous Peoples Day 18: SPSP Early Release							10: LHS Closed for Veteran's Day 21: SPSP Early Release 23 & 24: LHS Closed for Thanksgiving Holiday						
December 2023							January 2024							February 2024							March 2024						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
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24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29			24	25	26	27	28	29	30
31																					31						
6: SPSP Early Release							15: LHS Closed for Martin Luther King Jr. Day 24: SPSP Early Release							19-23 LHS Closed for Feb Break							6: SPSP Early Release 27: SPSP Early Release 29: LHS Closed for Good Friday						
April 2024							May 2024							June 2024							July 2024						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6				1	2	3	4							1		1	2	3	4	5	6
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28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
														30													
11: SPSP Early Release 15: LHS Closed for Patriots Day 12-19: SPSP April Break							1: SPSP Early Release 27: LHS Closed for Memorial Day							13: SPSP Early Release 19: LHS Closed for Juneteenth							4 & 5: LHS Closed 4th of July						

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