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**Welcome!**

Welcome to Little Broncos Academy Childcare Center. My name is Amy Young, and I have been a licensed Childcare provider for 13 years. For the first 8 years I operated a family childcare out of our home in Newburgh. We then bought a bigger home in Hampden in 2019, to give the kids and ourselves more space. With the decline of reputable childcare in the area and the many children and families that were out of childcare due to closures all around the state, My Husband, Chris, who has worked with me for the past 4 years, and my family decided to open Little Broncos Academy in the hopes that we could help many more families for many years to come. We reside in Hampden with our daughters, Madyson (age 20) and Allie (age 9), our dog Rubble and cat Church. Our son, Nic (age 28) and his fiancé live in Bangor. In our free time we love watching our youngest daughter play sports, camping and spending time with family.

We are licensed through the Department of Health and Human Services in the State of Maine as a childcare center serving 49 children.  All of our staff are CPR and First Aid Certified, State of Maine Background checked, Mandated Reporters and have 30 hrs. of yearly education.

I am thrilled that you have chosen us to take care of your precious child/ren. As a parent who has been in your shoes, a working parent having to rely upon others to give your child the best care possible, we are honored to be the one to give them day-to-day guidance, structure and loving care.  Thank you for allowing us to be a part of his/her life.

**Mission Statement**

At Little Broncos Academy, we are committed to providing a safe, nurturing, and stimulating environment where every child can grow, learn, and thrive. Our mission is to foster a love for learning, cultivate creativity, and support the unique developmental needs of each child. We believe in the power of play, the importance of community, and the value of inclusive, respectful, and loving relationships. Together, with families and educators, we aim to build a strong foundation for a lifetime of success and happiness

**Goals**

Little Broncos Academy Childcare Center will provide childcare which parents can rely upon.  We enroll children between the ages of 6 weeks to 12 years old. We offer a variety of activities which include recreation and games, arts and crafts, reading, music, homework time (for school-age children), daily learning and enrichment activities and also, choice time for the children to pursue their own interests in a safe and friendly environment. We always encourage families of children to visit the childcare center prior to admission and to always feel free to stop by during the day when your child is here to visit with your child or observe what we do at the childcare center.

Objectives of the Program:

* To improve the social & emotional qualities of children
* To provide parents/children with a safe, fun and caring childcare environment
* To make learning new things fun and exciting. Here at the center, we feel that children learn best through active play. These are the most crucial times in a child’s early development to learn how to play with others, sharing and getting them excited for their school years ahead.

**Parent Involvement**

There are many opportunities throughout the year for parents to be involved. We have annual parties, such as the Halloween Trunk or Treat to the Christmas party, Valentines Day party or our Easter egg hunt and celebration. Childcare teachers will also have discussions with parents about their child's behavior, how their day went or just general observations that will need your feedback and guidance. Afterall, you know your child best!

**Hours of Operation**

Little Broncos Academy is open Monday through Friday from 6:30 am until 5:30 pm. We offer both Full and part time care.  Full-time care is considered 4 or more days per week. Part time care is considered for children whose parents work different schedules and only attend 3 or less days per week.  Add-ons or schedule changes may be accepted to the daily schedule only if there is a spot open for that day, and it will be accepted on a first-come, first-serve basis. We would appreciate as much notice as possible so that we can schedule that day.

We maintain an open-door policy for parents during the time your child is here our my care.  Parents are always welcome to call or drop in to see their children.  We do ask that parents not drop in or pick up their child during nap times if your child is of napping age. Dropping in during these times can cause a disruption in the program and sleeping for all children and they will not get the rest that is needed.  If you call or text during the day, please be aware that we may not be able to answer right away, as we will be caring for the children, however,we will call/text back as soon as possible. All parents will have access to our Brightwheel app, where they can message their child’s teacher or any other staff member.

**Dreamer’s Den Schedule**

Our Dreamer’s Den room is for Children 3 to 12. This room is designed to offer children before and after school care, including school and summer vacations along with 3- to 4-year-olds who will, soon, be going off to pre-kindergarten. During school and summer vacations, the children who nap will be napping in a different childcare room. This is to allow the school age children to play and craft while the toddlers will be getting the rest they need. All children in this room need to be potty trained. We will also have themed weeks during summer and school vacations. All children will also have access to the library that is available on Tuesdays if parents allow them to have a library card. We will also have a reading library located in our room for children to bring books to and from school.

6:30 – Program opens. Free choice play.

7:30 - Breakfast begins. When children are done eating breakfast, they are free to play as they choose.

7:55 – Breakfast ends. Clean-up begins and school age children get their bags ready for school.

8:00 – All school age children start to get their coats, bags and shoes on to wait for bus pick-up.

8:05 – Chris or Amy will lead the school age children to the bus that will be right outside the door to their classroom. Younger Children will start their day with their teachers.

8:10 – Bus pick up.

8:10 – 8:30 - Bathroom time

8:30 – Puzzle / Building time

9:00 – they will start their Yoga time

9:20 – Dance time begins.

9:35 – Snack Time

10:00 – Outside play time – weather permitting or gym time when we need to stay indoors.

10:35 – inside for bathroom/wash up time

10:45 – Craft Time

11:30- lunch

12:00 - Bathroom time

12:15– All children will watch a few minutes of cartoons before nap time.

12:30 – Nap time

2:30 – Wake up from nap and bathroom time.

3:00 – Outside play (if weather permitting) or inside play.

3:45 – School-age children arrive, and we all wash up for Snack.

4:00 – Snack begins

4:20 until 5:30– outside time (weather permitting).  This is free time/choice play. Also the time when all children will have crafting time if they choose.

5:30 – Program Closes.

All children will either need to eat breakfast before arriving or bring breakfast with them to eat at the center. They will also need to bring lunch with them to be eaten that day, as well as a water bottle that they can use throughout the day. We will be providing 2 snacks per day.

Although this is our schedule, we remain flexible and may need to make occasional changes. We do celebrate holidays & birthdays, so parents are always welcome to bring something to share with their child’s classmates.  On these special occasions, I will have a treat for all children (cupcakes, cookies etc.) for us to celebrate if we do not hear otherwise that a parent is bringing something in. If your child cannot have these items on any given occasion, please let us know so that we can make other arrangements.

**The Learning Loft**

The Learning Loft room is for children 2 ½ to 4. This room is designed to offer children play based learning to get them ready for pre-k. They will have many learning tools such as puzzles, number games, building blocks, alphabet games, writing tablets, yoga time etc. They will also have other toys like cars, trucks, doll houses, kitchen sets and dress up, which we also think of as learning tools. This room has access to a child-sized bathroom and sinks that make potty training much easier. We will also have themed weeks throughout the year and weeks where they learn about space, animals, weather, history etc.

6:30 – Program opens. Free choice play.

7:30 - Breakfast begins. When children are done eating breakfast, they are free to play as they choose.

7:55 – Breakfast ends. Clean-up begins.

8:00 – Yoga time

8:20 – Dance time

8:40 – Bathroom/diaper changes

8:40 – 9:00- Bathroom time

9:00 – Outside time or inside recess in the gym

9:45 – Wash up for snack

9:55 – Snack time begins

10:15 – Clean up from snack and start our crafts or learning time. Every 20 min. the group will have a change. meaning that if they are doing puzzles it will change to building then to letters etc. until lunch

11:15 – Clean-up/ wash up for Lunch

11:30 – Lunch time begins

12:00 – Lunch ends, and bathroom/diaper changes begin.

12:15– All children will lay down on their mats and watch a few minutes of cartoons before nap time.

12:30 – Nap time

2:30 – Wake up from nap and bathroom time/choice time.

3:00 – Snack time.

3:30 – 5:30 – Outside time (weather permitting) or choice play inside

5:30 – Program ends.

  All children will either need to eat breakfast before arriving or bring breakfast with them to eat at the center. They will also need to bring lunch with them to be eaten that day, as well as a water bottle that they can use throughout the day. We will be providing 2 snacks per day.

Although this is our schedule, we remain flexible and may need to make occasional changes. We do celebrate holidays & birthdays, so parents are always welcome to bring something to share with their child’s classmates.  On these special occasions, we will have a treat for all children (cupcakes, cookies etc.) for us to celebrate if we do not hear otherwise that a parent is bringing something in. If your child cannot have these items on occasion, please let us know so that we can make other arrangements.

**Explorer’s Club**

Our, Explorer’s Club room is for Children 6w to 2 ½y. This room is designed to offer children play based learning to get them ready for The Learning Loft. They will have access to many toys that will stimulate their development such as sensory items, Velcro boards, kitchen set, baby dolls, pushing/riding/pulling toys, musical toys, climbing gym and many more. They will also have baby yoga time and dance time to move their little bodies. Babies will have tummy time and stimulating toys. All infants needing a bottle will be held for their feeding times. They will learn to share, play and just be with their peers. All childcare teachers will play with them and be at their level as much as possible. We want these children to explore as much as possible so you will see that there is limited structured time.

6:30 – Program opens. Free choice play.

7:30 - Breakfast begins. When children are done eating breakfast, they are free to play as they choose.

7:55 – Breakfast ends. Clean-up begins.

8:00 – Outside time (weather permitting)

8:45 - Diaper changes/ bottles as needed

9:00 – 10:00 – First nap begins. Infants will be on their own schedule until they turn 6m.

10:00 – Diaper Changes

10:20 – Snack time

10:35 – Yoga Time

10:40– Dance time

10:55– Choice time

11:30 – Lunch time begins

12:00 – Lunch ends, and diaper changes begin.

12:15– All children will lay down on their mats and listen to soothing music while the fall asleep

12:30 – Nap time

2:30 – Wake up from nap and diaper changes. Choice time.

3:00 – Snack time.

3:30 – 5:30 – Outside time (weather permitting) or choice play inside

5:30 – Program Ends.

All children will either need to eat breakfast before arriving or bring breakfast with them to eat at the center. They will also need to bring lunch with them to be eaten that day, as well as a water bottle that they can use throughout the day. We will be providing 2 snacks per day.

Although this is our schedule, we remain flexible and may need to make occasional changes. We do celebrate holidays & birthdays, so parents are always welcome to bring something to share with their child’s classmates.  On these special occasions, we will have a treat for all children (cupcakes, cookies etc.) for us to celebrate if we do not hear otherwise that a parent is bringing something in. If your child cannot have these items on occasion, please let us know so that we can make other arrangements.

**Nap Time**

 All children between the ages of 6 weeks to 5 years old who are not yet in kindergarten, are required by state law to have a rest consisting of 2 hours per day.  They need to lay down for at least a half hour (not baby related) and if they do not fall asleep, they will be able to watch a movie or do some non-stimulating activity. However, they need the chance to fall asleep if they are tired. We will not wake a sleeping child unless the 2hrs of nap time is up. However, if they wake up before the 2hrs, they are free to do something quiet while the other children sleep. This is to give their bodies time to rest and rejuvenate for the rest of their day. We are very busy here during the day and although your child may not need a nap at home, they very well may need one here. All children will have their individual mats to sleep on and marked with their name.  Parents are encouraged to send children with their favorite sleeping buddy (stuffed animal, blanket etc.) so that they feel comfortable during their nap time.  Naps are from 12:30pm till 2:30pm.

**Diapering**

All children needing to be changed, whether it is from soiled clothing, in need of a diaper change or in need of bathroom assistance, will be done solely by a female teacher, every 2 hours or sooner if needed.  All soiled clothing will be placed in a plastic bag and sent home daily.

                                                                    **Potty training**

ALL children attending this childcare will adhere to standard procedures for their children during the potty-training process. We will not train your child to use the potty but will help with potty training as needed within the childcare. Your child is not ready for potty training until they can follow these guidelines set forth by Little Broncos Academy. All children need to be able to:

\* Recognize that they need to go to the bathroom

\* Can hold it until they can get to the bathroom in a reasonable time.

\* Can pull their pants and undies/pull-up up and down by themselves

\* Can get on the potty by themselves

\* Can wipe when they pee

No child shall be at Little Broncos Academy without a pull-up unless they can show and demonstrate these items listed above AND be dry for 1 week at home without accidents for both pee and poop. We will then try it here without a pull up. Accidents happen with toddlers who are training to use the potty and that is completely understandable. However, after 2 weeks of potty training here, they are still having frequent accidents, they will need to use a pull-up until we feel they are ready to try again. Portable potty seats are not to be used in a childcare setting and will not be used here. We find that these potty seats create more of a problem with training, not to mention they become unsanitary. The State of Maine requires a sink and a faucet to wash hands after each bathroom use and having a portable potty in a place where there are no sinks, is against state regulations.

**Clothing and Attire**

Please send your child with appropriate clothing for that day.  A change of clothes should always be packed in their bags so that if needed the child can change.  Please do not dress your child in nice clothing and expect them to be spotless when you pick them up.  We always have a day of play and sometimes they can get messy.  If you are going somewhere after you pick them up and would like them to look nice, please pack the clothes in their bag and let us know so we will have them ready for you when you get here. Winter gear: Hats, boots, waterproof gloves, ski pants and jackets are required during the winter months.  Summer: please pack a bathing suit for your child in case we have water fun. We will provide all sunscreen and insect repellant for the children.  If your child has an allergy to perfumes/dyes or anything else that may be in the lotion or spray, we will then ask parents to provide their own for their child.

**Cameras**

Little Broncos Academy has security cameras in all areas used by the childcare. These cameras are for the sole purpose of protecting your children and all Little Broncos academy employees.  No one other than Little Broncos Academy director, assistant director or DHHS is allowed to view these

cameras at any time.

**Day to Day Bag**

All children have hooks for their bags and coats.  If your child does not have a bag on a particular day, I will provide them with one. The bags are for extra clothes etc. but also for any projects, notes home to parents or other items that they want to show their parents.  These hooks will be hanging in the playroom. Parents are asked to empty their child's bag daily.

**Sign in / out & weekly reports**

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It is required by DHHS that all children are signed in and out of the program each day.  For your convenience, someone will always be available at either the front entrance or in your child’s classroom for you to check your child in and out of Brightwheel at each pick up and drop off. If you child ends up in an alternate room during the day because of staff shortage, light enrollment or nap time, we will move your child to that room on Brightwheel for you.

  **Fire Drills**

We are required by the State Fire Marshal’s office to do 1 fire drill per month.  I will have a fire drill record inside the front door so that parents and the State Fire Marshal can review this at any time.  Our meeting place is located outside the front door past the fire station on the lawn.

                                                   **Evacuation plan**

In case of emergency, all children will follow fire drill protocol. If the premises are not safe in any way, we will all be relocated to 1240 Carmel Rd. N in Hampden where all parents of children will be called to pick up their child. We will always be able to be reached via Amy’s cell phone at 735-3536 or you can reach Chris at 735-3560. We will also be doing evacuation drills every 3 months so that we can be ready in case we ever need it.

**Water and Safety**

In the summertime, depending on the temperature, we may put a sprinkler outside so that the children can play.  I do ask that you bring a bathing suit for your child so that they may enjoy this with the other children.  If you do not wish for your child to play in water of any kind, please let us know in advance.

**Policies & Procedures**

Enrollment in Little Broncos Academy constitutes an understanding that you will abide by the policies listed as follows:

**Parent’s expectations of the program**

Parents may expect that:

* Their children are cared for in a safe, caring and supportive environment.
* They may visit with Amy, Chris or their child’s childcare teacher at any time about concerns related to their child or the program.
* They will be told about any concerns regarding their child. A formal meeting will be facilitated if needed.
* They will be regularly informed by the Director about programming activities as needed.
* All information regarding your child, family or other pertinent information will be kept confidential and will not be discussed with anyone at any time.

**Program’s expectations of the parents**

The program expects that parents will:

* Pay all fees on time as explained in “Fees and Payments Policy”
* Keep their child’s records up to date as explained in “Enrollment Forms”
* Pick up Children on time as explained in “fees and payments” and in “Hours of Operation”
* Follow the health policy as explained in “Health and Safety”
* Contact Amy as soon as you know if your child will not be attending on a scheduled day.
* Be attentive to all communication regarding any concerns with your child and cooperate in efforts to bring about improvement.

**Children’s expectations of the program**

Children may expect:

* To have a safe, supportive and consistent environment where they can grow.
* To share all program equipment, materials and facilities equally.
* To receive respectful treatment from children, and all staff.
* To have discipline that is fair and consistent.
* To have fun and explore new ways of learning.

**Programs’ expectations of children (of a certain age)**

The program expects that children will:

* Be responsible for their actions.
* Take care of materials and equipment properly.
* Help as a group to clean up when asked.
* Treat all people, including staff, in a respectful manner.

**Holidays**

Little Broncos Academy will hand out a schedule at the beginning of each calendar year (or when you enroll your child within that calendar year) with all holidays and staff training days that we are closed throughout the year.

Little Broncos Academy is closed on the following holidays:

* Memorial Day
* Fourth Of July
* Labor Day
* Indigenous Peoples Day
* Thanksgiving
* Christmas Eve
* Christmas
* New Years Eve
* New Years

We will be celebrating all major holidays (usually the week before).  A note will be sent home with children to let parents know when.

**Payments**

**School-Age Children Pre-K-6**

|  |  |  |
| --- | --- | --- |
|  | **Daily** | **Weekly** |
| **Full Time (B & A school)** |  | **$150.00** |
| **Full Time (School Vacations)** |  | **$200.00** |
| **Full Day of Care** | **$60.00** |  |
| **1/2 Day of Care (5hrs or less)** | **$45.00** |  |
| **Before School Care** | **$20.00** | **$70.00** |
| **After School Care** | **$25.00** | **$90.00** |

**If Full-time B & A school and there is an additional day off from school, add $15.00. Half day, add $10.00. Not to exceed the full-time school vacation rate of $200.00.**

**Children 2 ½ - 5 years (not enrolled in school)**

|  |  |  |
| --- | --- | --- |
|  | **Daily** | **Weekly** |
| **Full Time (4+ days)** |  | **$22500** |
| **Full Day of Care** | **$65.00** |  |
| **1/2 Day of Care (5- hours)** | **$50.00** |  |

**Infant Care 6wks - 23 months**

|  |  |  |
| --- | --- | --- |
|  | **Daily** | **Weekly** |
| **Full Time (4+ days)** |  | **$250.00** |
| **Full Day of Care** | **$70.00** |  |
| **1/2 Day of Care** | **$55.00** |  |

There will be a $10.00 late charge for every 15 minutes parents are late picking up their child unless other arrangements with the director have been made prior. Please remember that when your child goes home for the night, it then becomes quality time for the staff and their families.

* Payments are due the Friday BEFORE the following week that your child will be attending. If payment is not made nor have you contacted the director about the late payment, you will not be able to drop off your child on their next scheduled day until all fees are made current.
* School-age children – Snow days and half days of school must be paid for on the next scheduled payday.
* There will be a $10.00 per day late fee for every day that your payment is late.
* All payments will be made through Brightwheel. You will receive reminder emails if your payment is past due, and those emails will have the attached late fee charge per day. To avoid past due payments, you may opt for automatic payments.

**Withdrawal from Little Broncos Academy**

If you decide to withdraw your child from the program, two weeks’ notice in writing is required followed by a 2 week payment, up front, for the remaining 2 weeks.

 **State of Maine Inspections**

We are a licensed childcare facility. This means that at any given time, DHHS has the right to do routine, unscheduled visits. At the time of the visit, childcare records, staff records and the facility are inspected.  The Department of Health and Human Services will post all inspection reports to their website for a period of 3 years. These inspections are for the sole purpose of making sure that all state guidelines are met, staff have the appropriate certifications and that the children are well cared for at Little Broncos Academy. Our license is renewed every 2 years.

**Taxes**

At the beginning of each calendar year, parents will receive a letter (either in the mail or in person) stating the amount which was paid throughout the previous tax year. You will also receive our EIN for your tax purposes.

**Enrollment Forms**

Parents will be required to complete and return the following forms:

* Contact information form.
* Emergency contact form.
* Medical release form.
* Shot records form.
* Terms and conditions form.
* Handbook agreement form.
* Playground, sunscreen, picture and sprinkler form.
* Financial agreement.
* All about me form.

The State of Maine expects the forms to be kept current.  Parents must provide new information to the Director regarding information on forms that have changes such as: emergency contacts, names, and employers’ phone numbers etc.

**All forms must be given at the time of enrollment along with the child's vaccination record BEFORE your child can be enrolled and begin his/her first day.**

**Registration & Enrollment**

We encourage children of all backgrounds to attend.  The program does not discriminate on the basis of sex, race, color, creed, national origin or ethnic background.

* Registration: Parents must complete a registration packet and submit it before their child starts with the program.  Registered children, who cannot be immediately enrolled in the program will be placed on a waiting list and called when a slot has opened that will fit your need.
* Eligibility: Any child may be registered for enrollment in the program at any time.  Children must be between the ages of 6 weeks and 11 years old.
* Openings: Full and part-time openings are determined based on availability.  When a full or part time childcare opening occurs, parents of children waiting on the list will be contacted for enrollment based on:

\* The schedule indicated on the registration form

\* First-come basis for the available time according to the date of registration

* Enrollment: Parents of registered children will be contacted regarding enrollment.  If parents wish to enroll their child, they will be provided with a set of enrollment forms for each child.  On the Friday before the child’s first day of attendance, parents will submit completed forms and payment.

**Time off / Sick days**

Providers – Everyone gets sick, and everyone needs time away from the job every now and then. We have part time staff available to take over in the event that a teacher is sick and cannot come to work. However, if the childcare is closed for any reason, childcare tuition is still due. We will always notify, as soon as possible, in the event of closure.

Children – If your child will not be attending due to a scheduled appointment, illness, vacation or other planned absence, please notify the director as soon as possible. School-age children – if your child becomes sick during the school day, please notify the director as soon as possible.  Absentees without prior notification may be mistaken for a missing child and unnecessary concern and time spent searching for the child may occur.  If the child does not arrive at the program as intended, we will then contact the parents.  If the parents cannot be reached, we will then contact the child’s contact people.

Parents – If a parent takes a vacation or a sick day and your child will not be attending, please let the director know as soon as possible.

Payment is still expected for all vacations, personal days and or sick days taken by either childcare teacher, parent or child to ensure your child’s space in the childcare program.

**Release of children**

Children will be allowed to leave with people other than the parent/guardian **only** if permission has been released on the emergency pick up form, however, please give either your child’s teacher, the director or the assistant director a heads up before someone other than a parent is picking up your child.  A valid photo id. is required to pick up children when the person picking up the child is not the child’s parent/guardian. If you or someone that is picking up your child is impaired by alcohol, drugs or the situation has become unsafe for the child in any way, the police will be called, and you will not be allowed to take that child off the premises.

**School Dismissals**

Little Broncos Academy will be open most days that RSU #22 school districts are closed other than the major holidays listed above. Please let the director know if your child will be attending here on school vacations, snow days and all other closed days that the school district may have. If the buses are delayed for 1-2 hours the children will remain here with the younger children until the bus picks up.  There will be no additional charges for school delays, however, please refer to “fees and Payments” for snow days, in-service days and 1/2 days of school.

When there is a scheduled school day off, a sign-up sheet will be available to parents so that we know who will be attending that day and the teachers can plan accordingly.

**Medication**

If a child is given prescription or over-the-counter medicine, parents must provide a completed and signed medication authorization form signed by the prescribing doctor. Please see the Director for forms.  The medication must be handed to the Director and not left in the child’s bag. At no time shall Little Broncos Academy staff administer any type of medication unless given to us by a parent with a Dr.’s note attached. Only the Director and Assistant director will be allowed to administer medication to children so that there is a proper health log done on that medication.

**Health and Safety**

If your child has a known medical condition (asthma, diabetes, food allergies, seizures etc.) please be sure to let the Director know so that we can prevent any problems from occurring. We do have a health consultant on staff (off-site), Cassandra Longfellow, RN, that we will refer to as necessary.  If your child has any of the following illnesses, parents will be notified to pick up their child immediately:

\*Fever above 100

\*Vomiting

\*Excessive Diarrhea

\*Excessive Coughing

\*Yellowish discharge from nose

\*Sores or anything that looks contagious to the other children i.e.: poison ivy, HFM, Cold sores, open wounds, rashes etc.

\*Continued crying because of not feeling well

\*Having a hard time breathing

Depending on why your child was asked to go home, we may require a Dr.’s note upon returning to childcare. However, Little Broncos Academy has a right to overrule the doctor in certain circumstances. If your child has been diagnosed with RSV, your child will need to be out of childcare for a minimum of 8 days and fever free for 24hrs. No child shall return to childcare unless they have been fever-free for 24 hours without medication. Little Broncos Academy will follow all protocols of the CDC in cases of but not limited to: Covid, influenza A and B, RSV, whooping cough, Hand Foot and Mouth and any other infectious diseases that may arise. Please speak to Amy or Chris before your child re-enters the childcare after an illness. If your child is home sick and has a sibling that attends childcare, in some cases both children will need to stay home until all children are feeling well.

\*\*If you are in violation of this sick policy, your childcare may be terminated.

Documentation of immunization is required for all students within 30 days of admission. Only medical exemptions to vaccines are allowed and proper documentation from a medical provider must be on record. Dates of immunization (month/day/year) and vaccine type must be on file for each of these immunizations: DTaP, Polio, HepB, Hib, PCV, MMR, Varicella, and HepA. When your child gets new vaccinations, please remember to grab a copy of them for us so that we may keep your child’s file up to date.

In case of accident or illness, parents of the child will be called first.  In serious cases, the child will be taken to one of the local hospitals by emergency vehicle for treatment and parents will be notified.  If we cannot reach you, emergency contacts will be called.

We cannot allow any child to get into a vehicle with a parent or guardian who is suspected of being under the influence of drugs or alcohol.  If this becomes the case, we will notify one of the emergency contacts on your list to pick the child up.

Smoking will **not** be permitted on the premises at any time.  If you are a smoker, please be respectful to our air quality around the childcare and put out all cigarettes before you come to pick-up/drop off your child.  Little Broncos Academy is a smoke free environment.

If your child breaks a bone or is seriously injured while in the care of Little Broncos Academy, it is mandatory that this is reported to the DHHS. An accident report sent to DHHS and a copy will be given to you as soon as possible.

**Insurance**

Little Broncos Academy is fully insured.  All information will be provided to you upon request.

**Meals**

Breakfast, Lunch and a water bottle will need to be provided by the child’s parents/guardian. We will supply access for water refills.

Snacks: 2 snacks per day will be provided by Little Broncos Academy staff.

Attention parents of infants: Formula is not provided as part of childcare.  Please bring your own formula so that we can feed your child. When your child is old enough for Jar baby food, we will need you to provide this for their days here. We will provide all snacks.

**Child’s Personal Property**

Children should not bring toys or other items to the childcare without prior consent.  Your child may not want to share their toy with others and could cause a disruption in the program.  If your child does choose to bring these items with him/her, please be aware that there are a lot of other children in the program and these items may get lost or broken.  Little Broncos Academy will not be held liable for any toys that a child brings from home that may become lost or broken. If your child brings in a toy from home and it causes a disruption in the program, your child’s teacher may put that toy away until pick up time.

 Any item that is left behind by the children at the end of each day will be placed in a lost and found box located by the front door.

**Resources for developmental screenings**

There are many resources available for all children with developmental delays or who just need a little extra help. Please check with us so we can have your child screened here at the childcare.

**Expulsion and Suspension Practices**

**Behavior management**

We at Little Broncos Academy maintain a positive discipline policy, which focuses on prevention, redirection, love, consistency and firmness.  We stress 2 main patterns of behavior: respect for all other people and respect for personal property.  The children are explained the rules of the childcare daily with frequent reminders while playing, so they are all familiar with the guidelines.  Please keep in mind that there will be disagreements between children.  Young children have a hard time expressing their feelings.  We always try to prevent problems, redirect when appropriate, discuss with them inappropriate behavior, encourage making amends when offense involves another person, and sometimes withdraw privileges.  Example:  if a child is misusing a toy, we will talk with them directly and put the toy in “time out”. The child will then not be allowed to play with that toy for a period of time.  Timeouts for children will be rare except when a “cooling off period” is needed.

Under NO CIRCUMSTANCES will there be any spanking, physical abuse, verbal abuse, name calling or isolation used.  Neither food nor sleep will ever be withheld from children as a means of punishment.

If a discipline problem arises and the child does not respond to the above-mentioned techniques, you will be notified either immediately (if the problem is severe) or when you come to pick up your child.  A conference may be held if the problem is consistent, and a plan of action will be discussed with all parties (director, teacher and parents).

**Mandatory Reporting**

All staff at Little Broncos Academy are mandated reporters for the State of Maine. If we suspect any type of abuse or neglect of the children in our care, it is our duty, by law, to report these findings. The safety and well-being of all children will always be our first priority here at childcare. In the event of serious injury or death of a child in our care, we are mandated to report this to DHHS immediately.

**Management of Communicable Illnesses**

If the staff or you suspect your child or a member of your household may have a communicable illness, we require that s/he stays home until a doctor’s note can be provided stating that the child or family member is no longer contagious.

**Staff Requirements**

All staff here at the childcare center are required to have 30 hours of training (15 if part-time staff) and a CPR/first aid certification. Along with a background check every 5 years, health and safety training and mandated reported trainings.

If you have any questions regarding this handbook, please let the Director know.  Together, it is important for us to be on the same page so that your child can have the most pleasant and worry-free child care experience that they can have.

Thank you, we look forward to working with you and your child.