

***Open Door  
Christian Childcare***

***Parent Handbook***



“Beloved, let us love one another: for love is of God; and every one that loveth is born of God, and knoweth God. He that loveth not knoweth not God; for God is love.”

1 John 4:7-8



## ***The Philosophy & Purpose of Open Door Christian Childcare***

It is an accepted fact that what your child learns by example and practice in the first five years of life will set a pattern for the rest of his life.

Physically, by simple activities such as running, hopping and bouncing a ball, your child will develop gross motor coordination. More complicated manual coordination will be developed by learning to use crayons and scissors.

Learning to play well with other children, learning to manage emotions, frustrations, fear, rage, joy, etc. Children that behave in a disruptive manner are redirected to another activity. Children fighting or hurting others are removed from the group.

These three areas of growth-physical, social; and mental are basic building blocks upon which life is constructed, but here we wish to go one step further. We love your child from the first day he enters our Day Care, and that is why we encourage his/her spiritual growth. We believe that Jesus came to earth and died on the cross to save our souls from everlasting punishment, and He rose the third day to prove He was God. This truth and other Bible stories are an integral part of our Day Care program. The education received at Open Door Christian Child Care is not taught in lecture form but in what adults' call "child's play".

At Open-Door Bible Baptist Church and Open-Door Christian Childcare, our foremost mission is to walk in Christlike love. We are committed to nurturing the growth of the church and its ministries by pursuing spiritual knowledge, holiness, and comfort. Our aim is to promote the well-being and spiritual vitality of our community. We dedicate ourselves to maintaining both personal and family devotions, providing faithful religious education for our children, supporting one another in brotherly love, and lifting each other up in prayer.

## **Business Hours and Admissions Policy**

Hours of operation are from 6:00 a.m. to 5:30 p.m.

We enroll children ages 6 weeks to 12 years.

- We offer full day, before and after school care, and part-time care.
- Children must be accompanied into the Day Care or picked up by an adult.

Upon entering the Day Care in the morning, the parent will be required to sign in their child using the tablet on the sign-in desk. Upon picking up, parents will also be required to sign out their child using the tablet. It is very important that this is done every day so that we may keep accurate attendance records. Your own personal code for pickup will be used to check out children. Every approved person for pick up must be entered into your Brightwheel account to receive their pickup/drop off code.

## **Child Pick-Up Requirements**

All children need to be picked up by 5:30 p.m. If you know you are going to be detained, please notify the daycare immediately so that we can reassure your child. A late charge of \$1.00 per minute will be charged on your next bill.

We will not be closed on days around holidays. The only days we will be closed will be the 12 days listed below or emergencies such as snow days.

Open Door Christian Childcare will be closed on the following holidays:

- January - New Years Day
- January - Martin Luther King Jr. Day
- February - Presidents Day
- May - Memorial Day
- July - Independence Day
- September - Labor Day
- October - Columbus Day
- November - Veterans Day
- November - Thanksgiving Day
- December - Christmas Eve
- December - Christmas Day
- December - New Years Eve

## **Financial**

Tuition for daycare is payable at the beginning of the week. You will be required to pay for the number of days that your child is **enrolled**. For example, if you enroll your child to attend Day Care weekly you will be required to pay the weekly fee. Fees cannot be prorated for the time that your child is sick. You will be required to pay for the holidays listed on the previous page. If you choose to take your child on vacation or keep them home, in order to keep your spot in daycare you will still be required to pay. You may have one free week if you are full-time and have been with us for longer than a year. If you wish to use your free week, you must notify the director at least two weeks in advance to the needed time.

### *Daycare Fees:*

Registration fee: \$35.00 per child

Yearly curriculum fee: \$150.00 per child - charged June 1st

Tuition fees:

<b>Ages</b>	<b>Full-Time</b>	<b>4 Day</b>	<b>3 Day</b>	<b>2 Day</b>	<b>1 Day</b>	<b>Hourly</b>
Infant	\$274	\$243	\$200	\$144	\$77	N/A
Toddler	\$262	\$233	\$188	\$136	\$76	N/A
K3+K4	\$237	\$187	\$151	\$116	\$64	N/A
School Age	\$181	\$164	\$135	\$104	\$62	\$9
2 School Age Children	\$287	\$256	\$187	\$156	\$91	\$13
3 School age Children	\$478	\$380	\$294	\$208	\$122	\$19

### *Available Discounts for children attending ODCA:*

K-3 and Daycare: \$130/week for Daycare tuition

(ODCA tuition for K-3 is a separate fee billed be ODCA)

K-4 and Daycare: \$125/week for daycare tuition

(ODCA tuition for K-4 is a separate fee billed by ODCA)

### **Late Payment**

Daycare Tuition is billed every Monday for the previous week. The invoice will be due every Friday. If a payment is not paid by the following Monday, the invoice is considered late. A late fee of \$10 will be applied to your account on that Monday. You will have 7 days to pay the late payment fee. After 14 days of a delinquent account you may be asked to find other daycare accommodations.

### **Items Needed**

Think of your child's comfort and provide simple clothing that is free of complicated fastenings. Think of messy art materials and other messy activities and provide clothing that is washable.

Think of our playground and provide clothing that is sturdy. Think of the changing Maine weather and dress your child warmly. Provide sweaters and jackets even on the first sunny days of fall. It is much easier to remove an unneeded item than to put on something you don't have. Because we try to go outside every day, we ask you to send in weather appropriate outside apparel.

Water activities, sand play, and occasional bathroom accidents make it necessary for an extra set of clothing to be **kept at Day Care at all times!** All extra clothing should be marked with the child's name.

Except for toys that are needed in the very first days of Day Care to help ease your child's transition from home to Day Care, we ask that you leave your child's toys at home or in your car. Please be sure your child's name is on anything you may bring in.

Per state licensing regulations we do not allow children to use personal electronics such as cell phones, tablets, etc.. While at daycare only 1 hour of screen time is permitted for the child; and we utilize this hour at the end of the day from 4:30-5:30.

### **Naptime: Toddlers and Older**

It is a state requirement that we provide a time for rest each day. We refer to this rest period as "nap time." One small blanket should be sent to the Day Care for your child to use with his/her cot or mat at nap time. The blanket should be marked with your child's name. We wash all the bedding every Friday.

### **Naptime: Infants**

Everything is supplied by the parent (For infants over 1 year old: sheets and blanket; for infants under 1 year: sheets and sleep sack.) food, milk, formula, snacks, wipes, diapers, and rash cream must be provided by the parents. Each child has their own crib. We wash all the bedding every Friday.

### **Lunch/Snack**

You will need to pack your child a lunch and morning and afternoon snacks. All lunches will be refrigerated. Please label your child's cups, lunch boxes, and food containers.

### **Medical**

In the event of a medical emergency, we shall contact the parents. If it is impossible to reach either parent and should emergency treatment be required, an ambulance will be called for the child. This will be at the cost of the parents.

**The Day Care staff can administer prescription medicine only upon written order from a physician or according to the labeled instructions on the original medicine container along with a handwritten, signed, and dated request from the parent or legal guardian.**

Please hand prescription medicine to be given to your child to the Day Care worker in charge. The bottle must show the name of the child, prescription number, name of the doctor, how many times a day the medication is to be given, dosage to be taken. Please indicate if it is to be placed in the refrigerator or in the medicine cabinet. The parents should then fill out the necessary information on the Medical Form. Over-the-counter medicines such as Tylenol, ibuprofen, cough medicines, etc. may only be given if the parent has filled out the Medical Form and provides the medicine in its original bottle. Verbal permission is allowed in emergencies if the provider makes a written note and then gets written permission from the parent as soon as possible.

State regulations require us to maintain a medical record on each child. Please return the completed medical form before your child begins attending the Day Care, or

upon entering their first day. This facility requires immunization records for all children enrolled. Updated vaccination records will be required every year on July 1st and are due July 31st.

For the protection of all children, your child should be kept at home if he/she shows any of the following symptoms: A temperature, a rash, diarrhea, or vomiting. If your child attends daycare and shows any of the previous symptoms, you will be asked to come pick your child up.

Parents should exercise every caution and keep their child home should other unusual symptoms occur. If your child has been exposed to a \*contagious disease, he/she must be kept at home and the fact of this condition should be reported to the Day Care. Strep throat, viral infections, infected ears and or glands, measles, mumps, chicken pox, scarlet fever, head lice, HFM etc. Are among those conditions categorized as "highly contagious. "

If there is any incident where a child is injured or a death occurs, the correct reports will be filled out and the state will be notified.

\*We comply with Maine CDC COVID guidelines for operating a Child Care Facility.

### **Program Description**

- Nursery 6 wks-1.5 yrs.
- Toddler program 1.5 yrs- under 3 yrs.
- Preschool program 3&4 yrs.-must be potty trained for K3
  - K-4 must turn 4 before Oct. 1st
- 1st-5th grade before and after school care during school year, Full/part time

### **Daily Schedule**

6:00 a.m.	Greeting Children/Parents
6:00 a.m.-7:30 a.m.	Breakfast for early arrivals and Free Play
7:30 a.m.	ODCA Teachers pick up ODCA students
7:30 a.m.-9:00 a.m.	Free play
9:00 a.m.-9:30 a.m.	Snack time
9:30 a.m. - 9:45 a.m.	Bible time



9:45 a.m. - 10:15 a.m.	Lesson and Arts & Crafts
10:15 a.m. - 11:00 a.m.	Outside/Gym time
11:00 a.m.	ODCA Preschool & K4 return from class *during school year*
11:00a.m.-11:30 a.m.	Preschool & K4 Free play
11:30 a.m.-12:00 p.m.	Lunch Time
12:00 p.m.-2:15 p.m.	nap/rest time
2:15 p.m.-2:30 p.m.	Wake up
2:30 p.m.-3:00 p.m.	Snack
2:45 p.m.	Public school bus arrives
3:15 p.m.	ODCA school is over
2:45 p.m. - 3:30 p.m.	School kids snack time/Homework time
3:00 p.m.-4:30 p.m.	Playtime - Gym, play centers, etc.
4:30 p.m.-5:30 p.m.	T. V. time

\*Schedule subject to change during school vacations and summer.

## **Policies**

### *Rights for Children*

We comply with section 10 of the Licensing rules for the state of Maine in accordance with children's rights. You may view these rights at <https://www.maine.gov/dhhs/>

### *Staff Training*

It is required that: All teachers have CPR/First Aid training. All full time and part-time daycare workers must have additional training every year. We get this training through workshops, C.A.R.E courses, and MRQT.

### *Fire Drills*

Fire drills are conducted once a month and will be posted. Our relocation/evacuation procedures are listed in the daycare office.

### *Vacation Policies*

Families that have attended fulltime for one year are entitled to 1 week vacation each year. This means that you will not owe for that week, however, you must let the

director know at least two weeks in advance or you will automatically be billed for a normal week.

### *Probationary policy*

Each child/family is granted a 1 month probationary period as a trial to make sure that we are a good fit for each other. (Childcare center/family) We withhold the right to refuse childcare at any time that we choose.

### *Licensing*

You may view licensing rules at: <https://www.maine.gov/dhhs/>

## **CHILD ABUSE AND NEGLECT POLICY**

### **PURPOSE**

The purpose of this policy is to establish internal notification procedures of suspected abuse or neglect.

### **POLICY**

It is the policy of Open-Door Bible Baptist Church and its related ministries that we do all we can to avoid any negligence in the fulfillment of our duties when working with children.

This policy was developed to assist childcare staff by providing guidelines for the detection and reporting of suspected cases of child abuse and neglect. This policy applies to all staff, substitute staff, volunteers and parents in the childcare setting. All who work with children are legally required to report abuse and/or neglect and cannot shift the responsibility of reporting to anyone else.

### **Where to Report:**

All staff must immediately report suspected abuse or neglect. Childcare staff may prefer to report suspected abuse or neglect of a child to the Childcare Director, designee, or local law enforcement. Report of suspected abuse or neglect received by the Director

or designee must be made to the Maine Department of Health and Human Services, Child Protective Services.

The Maine Office of Child and Family Services (OCFS) operates the statewide hotline for child abuse and neglect. Mandated Reporters call this hotline to make a report. Highly trained staff is available to guide callers through the process of making a report of suspected abuse and neglect. The hotline is available 24 hours a day, 7 days a week.

**Call 1-800-452-1999 (Child Protective Intake Unit)**

**TTY users call Maine relay 711**

**Title 22RSA Chapter 1071. For the complete Child and Family Services Protection Act, including which groups are Mandated Reporters see:**

**<http://www.mainelegislature.org/legis/statutes/22/title22ch1071sec0.html>**

**Reportable Incidents:**

*Physical Abuse:*

This is infliction of injury, other than by accidental means, on a child by another person. Forms of physical abuse may be hitting, biting, beating, shoving, burning, pulling of hair, or other non-accidental methods of causing bodily harm to a child would be covered under this definition.

*Sexual abuse:*

Refers to sexual assault or exploitation of a minor by an adult, or between two children when one of the children is significantly older or there is a significant power differential between the children, or when coercion is used. Often included in this definition is touching of the breast, genitals, or buttocks of a child, penetration of the anus or vagina with an object, fellatio (oral sex on a male), cunnilingus (oral sex on a female), prostitution, exploitation, or involvement of child in pornography.

*Neglect:*

The failure of a caregiver or custodian of a child to provide adequate care and protection for the child. Neglect may involve failure to provide sufficient food, shelter, medical care, clothing, or supervision to a child. Educational neglect may fall under this category.

#### *Psychological or Emotional Abuse:*

This occurs when an adult conveys to a child that the child is endangered, unsafe, worthless, unwanted, or damaged. It may include verbal threats, terrorization, isolation, or frequent berating of a child by an adult.

#### *Reporting:*

A report should contain enough information to identify the child involved, any persons responsible for the abuse and neglect (if known), and the nature and extent of the maltreatment. Include a word for word account of what the child said, without editing and who was present when the child revealed the abuse. Record the child's emotional state, gestures, and facial expressions and what was happening at the time the child revealed the abuse.

The report should also include a careful description of the size, shape, color, location and drainage of any obvious physical injury, and if necessary, a drawing describing the injury.

#### *Immunity:*

Any person participating in good faith in the making of a report pursuant to this Policy shall have immunity from liability, civil or criminal, that might otherwise be incurred or imposed with respect to the making of the report. Any such participation shall have the same immunity with respect to participation in any judicial proceeding involving the report. In all civil or criminal proceedings concerning the child or resulting from the report good faith shall be presumed unless rebutted.

*FMI on Reporting and Form example:*

<https://www.maine.gov/dhhs/ocfs/provider-resources/reporting-suspected-child-abuse-and-neglect/mandated-reporter-information>

## **BACKGROUND CHECK**

All Open Door Employees are required to complete and pass a general background check. All ODCC employees must complete a fingerprint background check with DHHS and must be deemed eligible to work in childcare.

Purpose:

The purpose of this requirement is to establish and comply with the licensing standards for Child Care Providers as promulgated pursuant to 22 M.R.S. 8301-A (8), 8302-A(1)(J), (2)(K) and 8302-C. The following describes the process of Open-Door Child Care background check and for appealing specific disqualifying conditions.

1. Applicants will be provided the ODBBC background check packet which includes the following forms: Employee and Volunteer screening, Notification and Authorization and Release, Voluntary Consent for Disclosure of Personal Description.
2. A completed screening form will be returned to program manager for review and processing.
3. Once the screening form is received a Quick Check through the Maine Background Check Center Website will be generated. The purpose of this check is to determine if there might be confirmation of a match on any registry which may or may not affect a person's eligibility to work in positions with direct access to protected individuals. If a matching name appears on any registry, follow-up will be processed through the registry website and additional information will be entered to confirm the match and any possible employment disqualifiers.
4. No disqualifiers will generate a conditional letter of approval for up to sixty (60) days pending receipt of a finalized non-disqualifying background check report.
5. Background check forms will be submitted by the Day Care Director as appropriate
6. A non-disqualifying report, employment or volunteer status approved
7. A disqualifying report, employment or volunteer status denied

If an individual is ineligible due to the results of the background check, the Staff Member Letter of Eligibility will include the basis for the individual's ineligibility along with information about how to appeal the results in accordance with Section 4 of the rule.

All background check information will be kept in a locked cabinet. Access is restricted to the Day Care Director, program manager and ODBBC administrative staff only.

## EMERGENCY OPERATIONS PLAN

Open-Door Christian Academy (ODCA) and Open-Door Child Care (ODCC) is committed to the safety, security and health of students, faculty, staff, and visitors on its campuses. To support that commitment a thorough review of the Open-Door Ministries emergency protection, mitigation, prevention, preparedness, response, and recovery procedures relevant to natural, technological, and human-caused disasters has been conducted and is hereby promulgated as the official policy of the ODCA and ODCC. It is a result of a comprehensive review and update of policies in the context of its location in Lisbon, Maine and in the current world situation. We support its recommendations and commit the Open-Door Ministries resources to ongoing training, exercises and maintenance required to keep it current. This plan is a blueprint that relies on the commitment and expertise of individuals within and without the Open-Door Ministries. Furthermore, clear communication with emergency management officials and ongoing monitoring of emergency management practices and advisories are essential.

The Emergency Operations Plan was updated on 11/15/25. The full and complete plan is available for review upon request to the Day Care Director or ODBBC administrative staff.

Thank you for choosing Open Door Christian Childcare. Our mission is to provide exceptional care in a nurturing, safe, and Christ-centered environment. It is by God's guidance that I have been called to serve at Open Door, and I am deeply honored to be part of this community. Through the Lord's love and grace, I am committed to continuing to serve both the children and their families with compassion and dedication.

Thank you, Marra Job

**“Beloved, let us love one another: for love is of God; and every one that loveth is born of God, and knoweth God. He that loveth not knoweth not God; for God is love.”**

**1 John 4:7-8**