



Parent Handbook

Open Door Christian Childcare

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OUR VERSE

“For God so loved the world,
That He gave his only begotten Son,
that whosoever believeth in him
should not perish but have everlasting life.”

-John 3:16



The Philosophy & Purpose of Open-Door Child Care

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, he is learning to manage his 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.

Your child will be encouraged to develop mentally. Your child will develop verbal skills by listening to other children and adults.

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 story 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".

The primary focus of Open-Door Bible Baptist Church and that of Open-Door Christian Childcare is to walk in Christian love; to strive for the advancement of the church and its various ministries; knowledge, holiness and comfort; to promote its prosperity and spirituality. We engage to maintain family and secret devotions; to religiously educate our children; to watch over one another in brotherly love; and to remember each other in prayer.

Business Hours and Admissions Policy

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

We take children aged 6 weeks to 12 years old.

We offer full day, before and after school care, and part-time care. We are licensed up to 49 children.

Children must be accompanied into the Day Care by an adult at all times.

The parent table is the most important communication area at the Center. It is used to display messages and information directed to the parents.

Upon entering the Day Care in the morning, the parent will be required to sign in their child. This will involve writing their child's name on the appropriate chart as well as the current time. A clock has been provided on the Parent Table. When the child is picked up the parent will be required to sign the child out and indicate the time again. It is very important that this is done every day so that we may keep accurate attendance records. *

*Please follow the instructions posted at the daycare entrance during COVID.

Child Pick-Up Requirements

If you know you are going to be detained, please notify the Day' Care immediately so that we can reassure your child. There is an overtime charge. All children need to be picked up by 5:30 p.m. A late charge of \$15.00 is charged in 15-minute increments. This fee will be paid to the staff person who remains with your child. For example, 5:31-5:45=\$15.00, 5:46-6:00=\$30.00, and etc.

Days to Remember

Open Door Christian Child Care will be closed on the following days:

Jan.-New Year's Day and Martin Luther King, Jr. Day

Feb.-Presidents Day

April-Patriot's Day

May-Memorial Day

July-We are closed the first week of July. (Full time may use this as your "free" week)

Sept.-Labor Day

Oct.-Columbus Day

Nov.-Veteran's Day, Thanksgiving Day, and the Friday after Thanksgiving day.

Dec.- December 24, 25, 26

Financial

Tuition for Day Care 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 time that your child is sick. You will be required to pay for the holidays listed on the previous page. You may have one free week if you are full-time and have been with us for longer than a year. Many choose to take the week we are closed as the free week. Below is a list of our fees:

- 6 wks-2 yrs.: \$224.00 • 2 yrs.-3 yrs.: \$214.00 or until they enter preschool
- Preschool Program: \$220.00
- Summer Program Preschool, K-4&K-5 and up \$149.00/week

Multi-child discounts are offered, please see the office for amounts.

Please make all payments by check or money order, payable to Open Door Christian Child Care. Any returned checks will be charged a fee of \$25.00 per check. All payments will be deposited in the payment drop box, located by the Parent Table.

Registration Fee

A \$40.00 registration fee per child will be paid upon enrolling your child. \$60.00 for two children. All registration papers need to be completed and returned to the Day Care by your child's first day.

Late Payment

All payments for the week are payable at the beginning of the week. If a payment is one week late you may be asked to find other services. Keeping your account up to date will allow your child to remain in our daycare.

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 changeable 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. If you have a book that may be of interest to all our children, we ask if this could be left for several days. We also appreciate occasional special books. However, we suggest you discuss it first with a Day Care worker. Please be sure your child's name is on anything you may bring in.

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.

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.) Each child has their own crib.

*Since COVID, we are washing all bedding here at the daycare.

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 or should emergency treatment be required, the child will be taken to the hospital that is designated on the Medical Authorization Sheet.

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 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. Call your pediatrician to have immunization records faxed to 207-353-2268.

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 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.

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, etc. Are among those conditions categorized as "highly contagious. "

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

Program Description

- Nursery 6 wks-2 yrs.
- Toddler program 2-4 yrs.
- Preschool program 3&4 yrs.-must be potty trained for K3
- K-4 must turn 4 before Oct. 1st.
- K-5 must turn 5 before Oct. 1st.
- K-4 program 7:45 a.m. --1 1:00 a.m. ● K-5 program all day daycare is provided right before and after both programs.
- 1st-5th grade before and after school care. \$7.20 per hour.

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.-Preschool and school age teacher's come to pick up their class*
7:30 a.m.-9:00 a.m. Free play
9:00 a.m.-9:30 a.m. Snack time
9:30 a.m.-11:30 a.m. Toddlers go to class in their room with various activities.
11:00a.m. Preschool, K4 & KS return from class*
11:00a.m.-11:30a.m. Preschool, K4 & K5 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
3:00 p.m.-4:30 p.m. Playtime
4:30 p.m.-5:30 p.m. Going home time, T. V. time, school age has opportunity to do home work

*Schedule subject to change during school vacations and summer.

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/>

Policies

Toilet Training:

We will do our best to work with your child if they are in the process of toilet training. Please send in your child with clothing that is easy for them remove themselves. If you use a reward system, please let us know.

Discipline and Guidance:

Redirection and time away are age appropriate to include quiet time.

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 2-week 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/statues/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.

A report (see attached template) 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.

STAFF AGREEMENT:

If you have any uncertainty or questions regarding the content of this policy, you are required to consult your supervisor. This should be done prior to signing and agreeing to the Abuse and Neglect Policy.

I have read and understand the Abuse and Neglect Policy and agree to abide by its terms and conditions throughout the course of my employment. I understand that my failure to follow the terms of this policy could result in disciplinary action, including termination.

Staff Signature & Date

Director's Signature & Date

CHILD ABUSE OR NEGLECT REPORT FORM

Child safety standards require organizations that provide services for children to have processes for responding to and reporting suspected child abuse or neglect. This form must be used by staff when reporting suspected abuse or neglect and shall be provided to a child or family who disclose an allegation of abuse or neglect.

All incident reports must be kept confidential and stored securely.

Incident details

Date of incident:	
Time of incident:	
Location of incident:	
Name(s) of child/children involved:	
Name(s) of staff/volunteer involved	

If you believe a child is at immediate risk of abuse or neglect call:

Please indicate incident category

Physical violence

Sexual offense

Serious emotional or psychological abuse

Serious neglect

Please describe the incident

When did it take place?	
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Who was involved?	
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Describe the incident.	
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Other relevant information	
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Office use only:

Date incident report received:	
Staff member managing incident	
Follow-up date:	

Incident ref. #	
Incident reported to	
Child protective services	
Police	
Third party (specify)	
Incident reporter wishes to remain anonymous.	
Yes	No

BACKGROUND CHECK

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 9/8/2021. The full and complete plan is available for review upon request to the Day Care Director or ODBBC administrative staff.

A word from the Director,

Thank you for choosing Open Door Christian Childcare. We strive to give the best care in a loving, safe, Christian environment. The Lord has led me here to Open Door Christian Childcare. I've been involved in childcare for over twenty years in various ways including an orphanage, pediatric nursing, group home, and Christian school. I love caring for children and through the Lord's love, I will continue to love them and serve their families.

"For God so loved the world, that he gave his only begotten Son, that whosoever believeth on him should not perish, but have ever lasting life."

-John 3:16

God bless you,

Connie Zenor