

# The Stillwater School Parent Handbook

<b>Table of Contents</b>	<b>page</b>
Mission Statement	1
Daily Schedule	1
Contact Information	2
Snow Days & Cancelations	2
Tuition Scale & Payment Information	3
Things to Bring the First Day of School	4
Lunch & Snacks	5
Birthdays	5
Health & Illness	6
Conferences	7
Family Involvement	7
Field Trips	7
Safety	8

## Mission Statement

The mission of the Stillwater School is to provide a safe and supportive holistic environment where teaching and learning is an interactive process.

We nurture all aspects of a child's development and reinforce a sense of community within the classroom.

We view each student as an individual and provide a curriculum that allows them to reach their maximum potential.

We strive to educate the whole child by encouraging a love of learning, social responsibility and independent thinking, within an atmosphere that encourages creativity and confidence.

\*We accept children on a non-discriminatory basis.

## Daily Schedule

A typical day includes;

### **Morning Program:**

**8:30-9:00** Arrival, indoor / outdoor play period.

**9:00-9:30** Opening Circle, lessons, discussions.

**9:30-10:45** Work time – Children have freedom to explore the environment and choose from any of the curriculum areas.

**10:45-11:00** Closing circle – Stories, Creative movement.

**11:00-11:30** Outdoor Play & exploration.

### **Afternoon Program**

**11:30-11:45** Clean Up, Lunch prep.

**11:45-12:30** Lunch, afternoon student arrival & outdoor play.

**12:30-1:00** Circle, lessons and discussions.

**1:00-2:15** Work time & Enrichment activities.

**2:15-2:30** Closing circle & Daily wrap up.

**2:30-3:00** Outdoor play & exploration.

## Contact Information

The Stillwater School  
28 Mansion Road  
Hollis, ME 04042

**Mailing Address:**  
28 Mansion Road  
Hollis, ME 04042

**Phone #'s**  
School: 929-3209  
Cell: 944-0936

Please call if your child is going to be absent

**Email:** [thestillwaterschool@gmail.com](mailto:thestillwaterschool@gmail.com)  
**Website:** [thestillwaterschool.com](http://thestillwaterschool.com)

**Tax ID #** 27-0699108

## Snow Days / Cancelations

Tune to WCSH 6 or go to [www.wcsh6.com](http://www.wcsh6.com) for all snow days and cancelations.

## Tuition Scale

The tuition scale is based on the total number of sessions your child/children is/are enrolled for.

Below are some examples of typical schedules chosen with the applicable tuition costs per month.

2 half days per week:	\$136 per month
3 half days per week:	\$204 per month
4 half days per week:	\$272 per month
5 half days per week:	\$315 per month
2 full days per week:	\$272 per month
3 full days per week:	\$378 per month
4 full days per week:	\$464 per month
5 full days per week:	\$580 per month

We are happy to customize a schedule that works best for you.

## Tuition Payment Information

Tuition is due the first of each month, from September through May, and ½ month tuition due June.

Enrollment is made for the 9 1/2 month school year or the remainder of the school year, if enrollment is made after the opening date. In house enrollment for the following school year will take place in May with ½ months deposit being due by the last day of school in June. The ½ months deposit will be refundable until Aug. 1 of that same year.

The tuition fee is not altered when a child is absent due to illness, injury or family vacation.

In the event that an account is 30 days past due re-evaluation of enrollment may be made and services may be terminated.

We request 30 days notice prior to any change or termination of enrollment.  
Returned check fee: Accounts will be charged a fee of \$35 for any returned checks.

## **Things to bring on the first day of school**

### **1. Extra Clothing**

Please bring a complete change of clothing (labeled and weather appropriate) to be kept at school, including the following:

Shirt

Pants

Underwear (2 pair)

Sweater or Sweatshirt

Socks (2 pair)

**Please label all clothing brought to school**

### **2. Lunch**

If your child stays for a full day, please send a healthy, trashless lunch. Include a drink and any needed utensils.

### **3. Slippers**

Please make sure the slippers are plain, comfortable and will easily stay on your child's feet.

### **4. Rest time items**

If your child will be resting in the afternoon, please send a small blanket, small pillow and a special friend to rest with. Please send all these items in a labeled bag.

### **5. Water bottle**

Please bring a refillable water bottle to leave at school.

## **Lunch**

Children staying for the afternoon should bring a lunch from home.

We ask that you pack a healthy low sugar lunch for your child. Please avoid candy, gum or high sugar food items (fluff, brownies etc).

Please try to send food in small reusable containers, and if possible supply a cloth napkin so we create as little trash as possible. We will be recycling and composting as much as we can.

## **Snacks**

The school will provide snack:

Snack will consist of a choice of dry goods, such as; crackers, pretzels or rice cakes along with a fresh fruit, vegetable or cheese, and drinks which may consist of water, milk or no sugar added juice.

When possible we will try to provide alternatives to accommodate for allergies.

## **Birthdays**

We celebrate each student's Birthday with a special Birthday circle. The Birthday circle includes songs and a "walk around the sun" to celebrate the number of times they have traveled around the sun.

A special treat may be provided by the parents to share with the class. We ask that the special snack be low sugar if possible. Please ask about allergies, as this changes each year and it is always best if all children can enjoy the special treat.

## Medical Procedures

1. In the case of a serious injury or accident 911 will be immediately called. The child's parent or guardian will be notified and if unavailable an adult designated by the parent will be notified.
2. The school will document all accidents, injuries, or emergencies in the child's record on the day of the occurrence and make such reports available to the parent or guardian.
3. In the case that a child should become ill while at school, the child's parent or guardian will be called to come and pick up the child. If the parent/guardian is unavailable an adult designated by the parent will be notified.
4. **Sickness Policy:** A child should be kept home if. She/he has ...
  - a. A temperature over 100 degrees
  - b. Conjunctivitis
  - c. Coughs producing phlegm and mucus with a slight temperature
  - d. Unidentifiable rashes
  - e. Cold with fever, sneezing or colored nose drainage
  - f. Vomiting or Diarrhea
5. Your child must be free of symptoms without Tylenol and/or Motrin for 24 hours before returning to school.
6. Phone numbers of emergency fire and medical services are posted by the phone.
7. Per state licensing requirements, Jessica Charland, RN serves as our health consultant.

## **Conferences**

Formal conferences may be scheduled for your child in both the fall and spring. Records are kept on each child and are available to the parent upon request. Teachers are available to talk with you both before and after the school day or you may set up a meeting anytime.

## **Parent/School Communication**

All information between parents and the school is kept confidential. Please keep us informed of any changes in your home that may affect your child.

## **Family Involvement**

Parents are encouraged to share their talents, hobbies, or careers with the children. We would be happy to have you come into the classroom and spend time with us. Just taking the time to come in and read a story to the children would be appreciated.

## **Field Trips**

Multiple field trips will be planned throughout the school year. Permission slips will be sent home to be signed for each trip we may take. We are always happy to have parents/family members come with us. There may be an additional charge for certain field trips which we will make the parents aware of in advance of the trip if necessary. All field trips are optional and we welcome all students to join regardless of which days they are scheduled for. Occasionally we will ask parents to assist with transporting children to and from the field trip location. We



require that all children are properly buckled into an approved child seat that is appropriate for the child's age and weight.

## **Safety**

For safety and insurance reasons, we ask that children not play or climb on the rocks outside of the school, or be left unattended in the driveway / parking area at any time. Children must have an adult walking with them in the parking area at all times. Please do not let your child run ahead when going to your car or into the school.