

The Stillwater School Parent Handbook

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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
Website: thestillwaterschool.com

Tax ID # 27-0699108

Snow Days / Cancelations

Tune to WCSH 6 or go to www.wcsh6.com for all snow days and cancelations.

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

2-4 sessions per week: \$75 per session per month
5-7 sessions per week: \$69 per session per month
8-10 sessions per week: \$64 per session per month

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

3 half days per week: \$225 per month
4 half days per week: \$300 per month
5 half days per week: \$375 per month

2 full days per week: \$300 per month
3 full days per week: \$414 per month
4 full days per week: \$512 per month
5 full days per week: \$640 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 \$30 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, trash less lunch. Include a drink and any needed utensils.

3. **Masks**

Please bring 2-3 machine washable face masks to be left at school.

Lunch and Snacks

All children should bring any snacks or drinks they will need for the school day.

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.

Birthdays

We celebrate each students 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 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.

*Due to COVID-19 we will only allow Birthday treats to be brought in if they are individually wrapped from the manufacturer.

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 99 degrees.
 - b. Any COVID-19 symptoms: cough, shortness of breath or difficulty breathing, fever, chills, repeated shaking with chills, muscle or body aches, headache, sore throat, new loss of taste or smell, congestion, runny nose, nausea or vomiting, diarrhea.
 - c. Unidentifiable rashes.
 - d. Conjunctivitis
5. Your child must be free of symptoms without Tylenol and/or Motrin for 24 hours before returning to school for non COVID-19 related illnesses.
6. For any COVID-19 related illness and/or exposure you will need to follow CDC Guidelines on quarantine and isolation after symptoms subside and/or provide proof of a negative COVID-19 test.
7. If a student or teacher tests positive for COVID-19 we will work with and follow all CDC requirements and guidelines.
8. Phone numbers of emergency fire and medical services are posted by the phone.
9. Staff have up to date certification in First Aid and CPR

COVID-19 Protocols

- All students will be placed in one of two groups. These groups will be organized primarily by age. The groups will be kept separate as much as possible each day.
- There will be staggered drop-off and pick up times assigned to each student/family.

- The classroom and fenced-in outdoor play area will be closed to all parents/ caregivers, volunteers, visitors, and/or anyone who is not a student or teacher.
- Inside the building masks or face coverings will be mandatory for everyone age 3 and up.
- All students will need 2-3 machine washable face masks that will remain at school. These will be laundered each day that a child attends school. We will have disposable masks on hand in case of emergencies.
- Teachers will wear masks or face coverings at all times inside the building and whenever appropriate distances cannot be maintained outside.
- All students and teachers will wash or sanitize hands before entering the building.
- We will be teaching and enforcing frequent and proper handwashing throughout the day.
- We will be cleaning and disinfecting all inside surfaces multiple times per day.
- Students will need to bring all food for the day from home. We will not be providing snacks as we have in the past.
- Students may bring their lunch box or bag with any food or drink they will need for the day. Students may bring a bag or backpack but toys and other non essential items should be left at home.
- If your child will be bringing school work to and from school we will provide them with a hard, easily cleanable container for this purpose.

- Students will have a covered hard plastic bin in their cubbies for personal items, such as a change of clothes. If they need to bring items to school please have them in a disposable plastic bag or ziplock bag.
- Each family will need to do a health screening and temperature check prior to coming to school each day. Please be aware that if you answer yes to any question on the screening your child will not be able to attend school until this changes. It is very important that families are very honest and forthcoming with any and all pertinent information. We all need to work together to keep our community safe and healthy.
- We will be outside as much as possible. The children may remove masks while outside as long as they are maintaining appropriate distances.

- We will eat lunch outside as much as possible. When this is not possible we will seat children appropriate distances apart and use approved plexiglass dividers to limit any exposure.
- We will continue to update our guidelines and rules to stay up to date with CDC rules and recommendations.
- We will work closely with our healthcare consultant to make sure that we are doing what is best and create the safest possible environment for our students and teachers.