

# 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.

The Stillwater School in Hollis, Maine offers half and full day Pre School, Kindergarten, and Home School enrichment programs. We provide an individualized holistic learning environment for children ages 3 and up.

Our daily maximum capacity is 20 students.

We do not have specific protocol for suspensions or expulsions. We will look at all incidents on an individualized basis and in conjunction with meetings with the family.

### **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: 207-929-3209

Cell: 207-944-0936

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.

2-4 sessions per week: \$79 per session per month  
5-7 sessions per week: \$72 per session per month  
8-10 sessions per week: \$68 per session per month

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

3 half days per week: \$237 per month  
4 half days per week: \$316 per month  
5 half days per week: \$395 per month

2 full days per week: \$316 per month  
3 full days per week: \$430 per month  
4 full days per week: \$544 per month  
5 full days per week: \$680 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  $\frac{1}{2}$  month tuition due June.

Enrollment is made for the 9  $\frac{1}{2}$  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  $\frac{1}{2}$  months deposit being due by the last day of school in June. The  $\frac{1}{2}$  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. Refillable water bottle**

## **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

- 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 optional as long as community transmission rates remain in the low category. If community transmission rates move into the high category masking indoors will be mandatory.
- If a student's parents/caregiver prefers the student to mask while at school we will do our best to ensure that the student is supported and the decision is respected.
- We will have any child who is presenting with symptoms while at school wear a mask. If a child presents with symptoms we will call a parent or designated caregiver to pick up the child.
- We will have disposable masks on hand for any children/families who need them.
- 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 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.



- 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 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.
- We have added a link on our website that you can use to check the current community transmission levels.

## **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.

## **Evacuation Procedures**

If an long term evacuation needs to happen due to fire, heating or water malfunctions or any other incident that makes the school building unsafe we will exit the building following the fire drill procedures then we will walk the students through the parking area and shelter inside the house.

If we need to evacuate outside of our neighborhood due to an emergency event that makes the entire property and the surrounding area unsafe we will place children and staff in available vehicles and drive to the Hollis Fire Department located on Rt. 202. If an appropriate number of vehicles is not available we will transport the youngest children in available vehicles and begin an evacuation on foot with the older children. Once the youngest children are safely in place at the Fire Department with a staff member we will (if it is safe to do so) return to pick up the children and staff who are evacuating on foot and transport them to the evacuation site.

In both scenarios a designated staff member will retrieve the emergency contact folder that contains childrens' emergency contact information and medical release consent form.

We will remain at the evacuation location and contact parents from this location to arrange for the students to be picked up. We will also call any and all appropriate agencies needed to resolve the problem (i.e. fire department, heating or plumbing specialist...)

## **Intruder Procedures**

If we have an intruder or person who appears to be a danger to the staff or students we will bring all children and staff into the bathroom and lock the door.

We will call 911.

We will keep the children quiet and if needed use the bathroom window to evacuate the children and staff.

## **Fire Drill Procedures**

1. Assess the room for smoke, flames, danger etc...
2. Gather the children to the coat and shoe bench area.
3. Assistant teacher leads the children out of the building through the safest exit.
4. Once outside the building the assistant teacher will lead the children to the area by the back fence or to the "hemlock house" area depending on which exit was used.
5. Lead teacher will check building for children, turn off lights, close doors, grab the attendance book, and exit the building. They will join the other adults and children and take attendance and call 911.

## **Sheltering in Place Procedures**

If is needed for us to shelter in place due to extreme weather, environmental incident or by the recommendation of the fire or police department we will follow these procedures.

1. Close and lock all doors and windows.
2. Turn on radio or use phones/computer to receive any needed information and/or instructions.
3. Contact parents if possible and make them aware of our situation and keep them informed as to when it is safe to pick up their children.

## **Child Behavior Guidance**

All children will be treated with respect.

Hitting, screaming or invading personal body space is never allowed.

Behaviors that are inappropriate for the environment will be dealt with initially by giving verbal reminders and using redirection.

A child will only be removed from the main classroom if her/his behavior is a danger to others or themselves.

Bring the child to the sunroom corner, give a verbal reminder about expected behavior and rules and ask the child to return to the classroom when she/he feels they are ready to maintain appropriate behavior and control. A quiet time to relax/rest and re-establish control may also be offered.

## **Medication Administration**

Prescription and over-the-counter medications must be given to a staff member in the original container, clearly labeled with the child's full name and birth date.

All medications will be stored in the office and only administered by directors or lead teachers.

Prescription medications will only be given if a doctor's note is provided with a beginning and end date.

Prescription medication will only be given at school if they are not able to be given at home. (ex. Twice daily can be administered at home. Three times per day requires a middle of the day dose and can be given at the center.)

Over the counter medications will only be given for special circumstances, with a doctor's note that has a beginning and end date.

## **Child Abuse & Mandated Reporting**

**All staff are required by law to report any suspected child abuse or neglect.**

You can view the law in full using this link  
<https://www.mainelegislature.org/legis/statutes/22/title22sec4011>

Below is a list of behaviors by parents and/or caregivers that should be reported to Intake, keep in mind this is not an exhaustive list, we encourage anyone with concerns to make a report:

- Physically harming a child (beyond spanking in a reasonable manner)
- Sexually abusing a child
- Exposing a child to substance use, domestic violence, or other unsafe conditions
- Failing to provide adequate food, shelter, clothing, or medical care
- Exposing a child to unsafe or unsanitary living conditions
- Threatening to harm a child
- Chronically calling a child names or putting them down

To report suspected abuse or neglect call Child Protective Agency at  
1-800-452-1999

## RIGHTS FOR CHILDREN IN CHILD CARE FACILITIES

**Right to freedom from abuse and neglect.** Children shall be free from mental, verbal, physical and/or sexual abuse, neglect and exploitation.

**Right to confidentiality.** Children's records and information kept by the Child Care Facility are confidential. Child Care Facilities must follow the rules regarding confidentiality in Section 9.14 of these rules.

**Right to freedom from harmful actions or practices.** Each child has the right to freedom from harmful actions or practices that are detrimental to the child's welfare, and to practices that are potentially harmful to the child.

**Right to a safe and healthy environment.** Each child has a right to an environment that meets the health and safety standards in these rules.

**Right to be free from discrimination.** A child shall be provided child-care services without regard to race, age, national origin, religion, disability, sex or family composition.

**Right to consideration and respect.** Children shall be treated with dignity, consideration and respect in full recognition of their individuality. This includes the use of developmentally appropriate practices by the Child Care Facility.

**Right to be informed of services provided by the Child Care Facility.** A child's legal guardian shall be fully informed of items or services which are included in the rate they pay for childcare services.

**Right to information regarding the Child Care Facility's deficiencies.** A child's legal guardian has the right to be fully informed of findings of the most recent licensing review conducted by the department. The Child Care Facility must inform children's legal guardians that the licensing review results are public information and available for examination upon request. Legal guardians shall be notified in a timely manner by the Child Care Facility of any actions proposed or taken against the Child Care Facility by the department, including but not limited to, decisions to issue conditional licenses, refusal to renew a license or to impose fines or other sanctions.

**Right to a service plan.** Each child has the right to expect the licensee to assist him/her in implementing any reasonable plan of service developed with community or state agencies.

**Right to a variety of appropriate activities, materials and equipment.** Each child has a right to a variety of activities, materials, and equipment that meets the child's interests and capabilities.

**Mandatory report of rights violations.** Any person or professional who provides health care, social services or mental health services or who administers a Child Care Facility or program who reasonably believes that the rules pertaining to children's rights, and the conduct of childcare have been violated, must report this information to the Division of Licensing and Regulatory Services. Any person reporting suspected abuse and neglect shall report this information to Child Protective Intake Services, pursuant to Title 22

M.R.S.A chapter 1071 and Section 21 of these rules. Documentation must be maintained in the facility that a report has been made.

**Reasonable modifications and accommodations.** To afford individuals with disabilities the opportunity to participate in a childcare program, the Child Care Facility must act as follows:

The Child Care Facility must make reasonable modifications to their policies and practices to include children, parents and guardians with disabilities, unless to do so would be a fundamental alteration of their program.

The Child Care Facility must make the facility accessible to people with disabilities. Existing facilities must remove any readily achievable barriers, while newly constructed facilities and any altered portions of existing facilities must be fully accessible. If existing barriers can be easily removed without much difficulty or expense, licensees must remove those barriers immediately even if there are no children with disabilities using the program. (Installing offset hinges to widen a door opening, installing grab bars in toilet stalls, or rearranging tables, chairs or other furniture are all examples of readily achievable barrier removal.)

## **Resources for Developmental Screenings**

CDS provides free screening for children who might need extra help. If the CDS approves services for a child, outside therapists may provide those services at MaineLy Childcare. If you think that your child might need extra help, consult with the director or classroom teacher and they can assist and accompany you through the referral process.

### **Child Development Services (CDS) – YORK COUNTY**

29 Limerick Rd, Arundel, ME 04046 207-985-7816

## **ACCIDENT AND EMERGENCY PROCEDURES**

All Stillwater teachers are certified in pediatric first aid and CPR. Accidents requiring first aid are reported by the teacher on an Accident Report form. Parents are required to read the report, sign it and return it to the teacher. In the case of major accidents parents will be called to take their child to a doctor. If an accident occurs requiring immediate emergency medical care, emergency services will be called. Parents will be notified following the emergency 911 call. Please make sure that emergency phone numbers are updated at all times. If you cannot be reached during the day, be sure there is another adult who can be contacted in an emergency. You must have an alternative adult who is authorized to pick up your child. Parents must have some arrangement whereby the child can be picked up within an hour in case of illness or injury.

The Child Care Facility must notify the Department of the following within 24 hours of occurrence: All Child deaths and serious injuries that require medical care by a licensed medical provider, following notification of emergency medical personnel and the Child's parents/guardians



# The Stillwater School

## Financial Contract 2022-2023

The Stillwater School hereby accepts \_\_\_\_\_ for enrollment as a student for the 2021-2022 school year. 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. The tuition fee is not altered when a child is absent due to illness, injury or family vacation. \_\_\_\_\_ is enrolled for \_\_\_\_\_ sessions per week.

\*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.

\*There is a \$35 fee for checks returned due to insufficient funds.

\*In the event that Stillwater School needs to close due to COVID-19 related issues tuition will still be collected for up to 4 weeks. If we remain closed past the 4 week period we will stop collecting tuition until we are able to re-open.

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We, the parents/guardians, agree to pay the monthly tuition of \$ \_\_\_\_\_.

Tuition is due the first of each month, from September 2022 through May 2023, and ½ month tuition due June 2023.

Date \_\_\_\_\_ Signed \_\_\_\_\_  
Parent or Guardian

Date \_\_\_\_\_ Signed \_\_\_\_\_  
Amie Jones, Director

## School Calendar 2022-2023

**Tuesday, September 6, 2022** 1<sup>st</sup> day of School

**Monday, October 10, 2022** Indigenous Peoples Day~ No School

**Friday, November 11, 2022** Veterans' Day ~ No School

**November, 23, 24, 25, 2022** Thanksgiving Break ~ No School

**December 19 - January 1, 2022/2023** Winter Break ~ No School

**Monday, January 2, 2023** School Resumes

**Monday, January 16, 2023** Martin Luther King Jr. Day ~ No School

**February 20-24, 2023** February Break ~ No School

**April 17-21, 2023** Spring Break ~ No School

**Monday, May 29, 2023** ~ Memorial Day ~ No School

**Friday, June 18, 2023** Last day of school (12:30 dismissal)

For school cancellations due to weather, watch channel 6 or go to

[wvsh6.com](http://wvsh6.com)